

MONTANA

**FOR
SALE**



**Real Estate
Examination
Program**

Candidate Handbook

April 2018





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QUESTIONS ABOUT LICENSING

For specific information about licensing procedures, contact the Montana Board of Realty Regulation at the following address:

Montana Board of Realty Regulation
301 South Park, 4th Floor
P.O. Box 200513
Helena, MT 59620-0513
Phone: 406-841-2324
Website: dli.mt.gov

HOW TO CONTACT PSI

For inquiries and general registration information write or call:

PSI Candidate Services
18000 W. 105th St.
Olathe, KS 66061-7543
Phone: 800-345-6559
Fax: 913-895-4651
Website: www.goAMP.com

INTRODUCTION

PSI provides a range of services to the states that use the Real Estate Examination Program (REP). This booklet provides information that you will need to register for the Montana real estate licensing examinations. Be sure to keep the booklet after you have registered for the examination; you may wish to refer to it later.

The real estate examinations are developed through a combined effort of real estate experts and testing professionals. Real estate practitioners and educators write the questions. Experts in the fields of both real estate and testing review the questions to ensure that they are accurate in their content and representative of good question-writing procedures. Representatives from states participating in the PSI Real Estate Examination Program review the questions to make certain that the content of the questions is accurate and relevant to real estate practices in their own states. Finally, all questions are revised and updated on a continual basis to reflect the current laws and practices in the changing real estate field.

The examination content outline used to develop the examination is based on a job analysis and expert judgment. It reflects areas of knowledge required to perform those tasks that practicing real estate salespersons and brokers judged to be important. Real estate experts who write questions for PSI use this content outline as a guide. Thus, examinees are tested only on subjects judged by real estate brokers and salespersons as most important for beginning licensees to know.

The content outline does not include topics, such as promotional skills, that may be helpful to success in the industry. Since the purpose of licensure testing is to protect the consumer rather than to guarantee success in practice, the examinations focus on the knowledge you must have to protect the consumer and your ability to apply that knowledge to a consumer's particular situation. Similarly, the examinations include some technical language not used in your everyday conversations. You must learn that language to become a part of the profession and be able to explain its meaning to customers and clients.

STATEMENT OF NONDISCRIMINATION

PSI does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability, marital status, sexual orientation or gender identity.

EXAMINATION INFORMATION

The Montana Real Estate Licensing Examinations (Salesperson, Broker and Property Management) are administered by PSI under a contract with the Montana Board of Realty Regulation.

This booklet contains general information regarding the examinations and the testing process.

HOW THE EXAMINATION IS ADMINISTERED

The Montana Real Estate Licensing Examinations are administered by computer at three PSI Test Centers in Billings, Great Falls and Missoula, Montana. Test Center locations in surrounding states may be made available if requested. Please visit the www.goAMP.com website for a complete listing of PSI Test Center locations. The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. at the following locations.

Billings, MT

Summer McNea & Company
80 25th St. W.
Billings, MT 59102

Directions: From Interstate 90, take Exit 446. Exit onto King Ave. W. and go north. Continue on King Ave. W. for one mile. Turn right and go north onto 24th St. W. Follow for one mile. Turn left onto Central Ave. and head west. First street on the right will be 25th St. W.

Great Falls, MT

H&R Block Tax Office
300 Smelter Ave. NE
Great Falls, MT 59404

Directions: From Interstate 15, take Exit 280 for Central Ave. W. toward US-87. Turn right at Central Ave. W. and proceed for 1.2 miles. Turn left at 3rd St. NW and go 1.2 miles. Turn left at 4th St. NE. Turn right to stay on 4th St. NE for 446 ft. Turn left at Smelter Ave. NE. Location is on the left.

Missoula, MT

H&R Block Tax Office
3205-B North Reserve
Grant Creek Town Center
Missoula, MT 59808

Directions: From Exit 101 on I-90 proceed south approximately two miles on Business I-90/North Reserve to the intersection of North Reserve and Northern Pacific. H&R Block office is on the west side of North Reserve St. in Grant Creek Town Center, behind Famous Footwear. Please park one row back from the building.

EXAMINATION FEE

Examination Fee: \$106

Payment may be made by credit card (VISA, MasterCard, American Express or Discover), cashier's check or money order made payable to PSI Services Inc. Payment by company check, personal check or cash is not acceptable.

Credit card transactions that are declined will be subject to a \$25 handling fee. You must send a certified check or money order for the amount due, including the \$25 handling fee, to PSI to cover declined credit card transactions.

Fees are valid for 12 months.

SCHEDULING AN EXAMINATION APPOINTMENT

You may register for an examination by one of the following methods:

- 1. Online Scheduling:** You may schedule an examination appointment online at any time by using our Online Scheduling service at www.goAMP.com. To use this service on our website, follow these easy steps:
 - Go to www.goAMP.com and select "Candidates."
 - Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for online payment of examination fees.
- OR
- 2. Telephone Scheduling:** Call PSI at 800-345-6559 to schedule an examination appointment. This toll-free number is answered from 6:00 a.m. to 8:00 p.m. (Mountain Time) Monday through Thursday, 6:00 a.m. to 6:00 p.m. on Friday and 7:30 a.m. to 4:00 p.m. on Saturday. Please have your credit card available for payment of examination fees.

OR

- 3. Mail your registration form. This is a two-step process:**

Complete the registration form included in this handbook and mail it to PSI with the examination fee (paid by cashier's check or money order) to the address indicated on the form. All sections of this form must be completed. This form will be returned if it is incomplete, illegible or submitted with an incorrect fee.

Call PSI at 800-345-6559 seven to ten days after your registration form is mailed to schedule an examination appointment.

If special accommodations are being requested, please submit the Request for Special Examination Accommodations form included on pages 17-18 prior to contacting PSI at 800-345-6559 to schedule your examination.

When you contact PSI to schedule an appointment, please be prepared to confirm a date and location for testing and to provide your name and Social Security number. Note: Your Social Security number is required for unique identification. All individuals are scheduled on a first-come, first-served basis. Refer to the following chart.

If you contact PSI by 2:00 p.m. Mountain Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

After the appointment is made, you will be given a time to report to the Test Center. An examination appointment confirmation email will be sent to you. You will only be allowed to take the examination type for which you have applied; no changes in examination type will be made at the Test Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the Test Center.

Special Arrangements for Candidates with Disabilities

PSI complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities.

- Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of registration that wheelchair access is necessary.
- Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements. The Request for Special Examination Accommodations form is on pages 17-18.

Please inform PSI of your need for special accommodations by completing the two-page Request for Special Examination Accommodations form included in this handbook.

EXAMINATION APPOINTMENT CHANGES

You may reschedule an examination appointment at no charge once online at www.goAMP.com or by calling PSI at 800-345-6559 at least **two business days prior to the scheduled testing session**. (See following table.)

If your examination is scheduled on...	You must contact PSI by 2:00 p.m. Mountain Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday/Saturday	Tuesday

MISSED APPOINTMENTS AND FORFEITURES

You will forfeit the application and all fees paid to take the examination under the following circumstances. A complete application and examination fee are required to reapply for the examination.

- You wish to reschedule an examination but fail to contact PSI at least two business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination.

The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit the www.goAMP.com website prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will remain intact but for security reasons the questions will be scrambled.

NO REFUNDS

If you fail to arrive at the Test Center on the date and time you are scheduled for examination you will not be refunded any portion of your examination fee and must reregister by contacting PSI. Examination fees may NOT be transferred to another appointment.

If you arrive more than 15 minutes late for an appointment you will not be admitted, will forfeit your examination fee, and must reregister for the examination online at www.goAMP.com or by contacting PSI.

PREPARING FOR THE EXAMINATION

The study and test-taking advice described here may be helpful as you prepare for the examination. Try to be objective about your individual learning needs when deciding how best to study. Plan your study schedule well in advance. Use learning techniques, such as reading or audiovisual aids. Be sure you find a quiet place to study where you will not be interrupted. We suggest you concentrate your study efforts on a few carefully chosen textbooks.

■ Test-taking Advice

1. The examination will be timed and the computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. If you choose to turn off the time feature, you should pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chances of achieving a passing score. The time limit is intended to allow you to complete the entire examination by working quickly and efficiently.
2. Be sure to answer each question, even the ones for which you are uncertain. Avoid leaving any questions unanswered; this will maximize your chances of passing. It is better to guess than to leave a question unanswered; there is no penalty for guessing.

EXAMINATION CONTENT

■ Salesperson Examination

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. Information regarding the content of the examination you will be taking is presented in the following sections.

The total time allowed for the examination is 3½ hours. When taking the examination, the questions on the two salesperson portions will be intermixed and will not appear as separate sections.

■ National Salesperson Examination

The National Salesperson examination is based upon seven major content areas. The questions on this examination are designed to measure your ability to understand and apply the fundamental principles of real estate. There are two general types of questions. The first is based on general information about real estate; the second on the ability to apply fundamental real estate laws, principles and methods to familiar problems. Both types of questions require knowledge of real estate laws, principles and methods. Comprehension of basic real estate mathematical computations is necessary for each examination.

Each of the content areas is briefly described on this page and a detailed content outline is included in the back of this handbook. In addition, the number of questions devoted to the Salesperson examination is indicated for each major content area. The National Salesperson examination is composed of 100 questions that are used to compute your score. In addition to the questions used to compute your score, the examination may include five questions that are being “pretested” for use in future versions of the examination. These pretest questions are not identified, and your answers to them do not affect your score.

National Salesperson Portion

Topic	Number of Questions
1. Agency Relationships and Contracts	28
2. Real Property Ownership/Interest	13
3. Finance	14
4. Real Property	14
5. Marketing Regulations (purchase and rental)	10
6. Property Management	8
7. Real Estate Calculations	13

Please refer to the detailed content outline beginning on page 19 for more information.

■ State Salesperson Portion

The Montana Real Estate Salesperson examination deals with topics relating particularly to Montana real estate license law. There are 33 multiple-choice questions on the salesperson examination. In addition to the items used to compute your score, the test may include five items that are being “pretested” for use in future versions of these examinations. These pretest items are not identified, and your answers to them do not affect your score. The following content outline describes the topics covered by the salesperson examination.

Montana State Salesperson Examination Content Outline

- I. The Real Estate Licensing Agency’s Powers
 - A. Investigations, Hearings and Appeals
 - B. Sanctions
 1. Disciplinary Actions
 2. Penalties
 - C. Examination of Records
- II. Licensing
 - A. Activities Requiring a License
 - B. License Renewal
 - C. Change in License
- III. Requirements Governing the Activities of Licensees
 - A. Advertising
 - B. Broker/Salesperson Relationship
 - C. Compensation
 - D. Disclosure
 1. Conflict of Interest
 2. Property Disclosure
 3. Agency Disclosure
 - E. Handling of Documents
 - F. Handling of Monies
 - G. Listings
 - H. Illegal Inducements/Ethics
- IV. Additional Topics
 - A. Recovery/Surety Fund
 - B. Land Description
 - C. Common Interest Ownership/Condominium
 - D. Landlord/Tenant Relationship
 - E. Foreclosure and Redemption
 - F. Statute of Frauds

■ Property Management

The Montana Property Management examination consists of 70 multiple-choice questions. In addition to the items used to compute your score, the test may include five items that are being “pretested” for use in future versions of this examination. These pretest items are not identified, and your answers to them do not affect your score. You will have two hours to complete the examination.

Montana Board of Realty Regulation Property Management Content Outline

Category

1. Americans With Disabilities Act
2. Business
3. Contracts
4. Fair Housing
5. Landlord Tenant Law
6. Lead Based Paint
7. Leasing Principles
8. Math
9. State Licensing Law
10. Trust Account

■ Sample Questions

The following illustrate the type of questions used in the National Salesperson examination. These sample questions do not represent the full range of content or difficulty levels contained in the examinations. They are intended to help you become familiar with the types and formats of questions on the examination. Read each question and decide which answer is best. You may then check your answers with the answer key that follows. The answer key also shows the topic being tested; the topic refers to the content outline included in the back of this handbook.

SALESPERSON EXAMINATION SAMPLE QUESTIONS

1. Baird bought two rectangular lots, each of which measures 244' x 250'. Approximately how many total acres will be in the two lots combined?
 - A. 2.8
 - B. 3.2
 - C. 5.6
 - D. 7.0

2. A person has been using a property for a long time. That person's rights have been determined to supersede those of the fee simple owner. This is called which of the following?
 - A. escheat
 - B. homestead
 - C. eminent domain
 - D. adverse possession
3. A property has been condemned by the city so that the land can be used to build a better approach to the municipal hospital's emergency entrance. Which of the following powers is the city exercising?
 - A. power of attorney
 - B. police power
 - C. eminent domain
 - D. escheat
4. A salesperson deliberately shows a buyer homes in only one subdivision where many people of the buyer's religious faith live. Has the salesperson violated any law?
 - A. Yes, because a salesperson must show a prospective buyer homes in at least three different areas.
 - B. Yes, because a salesperson cannot discriminate on the basis of religion when showing property to a buyer.
 - C. No, because the salesperson's broker is responsible for any violations of law.
 - D. No, because there was no intent to discriminate on the basis of race or national origin.
5. A licensee who works for ABC Realty obtains a listing. Two days later, the licensee begins working for XYZ Realty. Which of the following is true regarding this listing?
 - A. The listing is transferred to XYZ Realty.
 - B. The licensee is entitled to compensation when she begins working for XYZ Realty.
 - C. The listing remains with ABC Realty.
 - D. The listing is automatically terminated.

Salesperson Answer Key

Item #	Key	Topic*
1.	A	7I
2.	D	4E8
3.	C	2F4
4.	B	5B4
5.	C	1D1

* Refer to detailed content outline in the back of this handbook.

■ National Real Estate Salesperson Sample Examination

The Sample National Real Estate Salesperson Examination is available in web-based format. To order the online sample examination, please visit www.goAMP.com and click on “E-Store,” “Web Tests” and “Real Estate.” Two versions of the web-based Sample Examination are available. The cost of the basic version is \$15. The cost of the enhanced version that provides detailed explanations of the answers is \$25. Both are available with payment by credit card through the online store. No duplication of the sample examination is allowed. The sample examination is copyrighted by PSI Services.

■ Broker Simulation Examination

The National Broker Examination is presented in simulation problem format and consists of 11 simulation problems. Nine of these problems will be used to compute your score. The other two problems are not scored and are being pretested for future examinations.

Each simulation problem will have a designated primary issue and property type. Each section within a problem will carry a secondary topic for that section. The primary issue and property type will remain consistent throughout the simulation problem, but the secondary topic can change with each section of the problem. The distribution of issues and property types is given in the Broker Simulation Examination Content Outline.

Each problem will consist of three components: Scenario, Information Gathering (IG) sections and Decision Making (DM) sections. Each problem begins with a scenario. The scenario provides the setting and introductory client information (e.g., age, gender, presenting problem(s)).

In *Information Gathering* (IG) sections you are to gather all relevant information for answering the question. Read all responses before selecting the responses that you consider necessary for responding to the question. You should select all options that are appropriate at the time. If you select more or fewer answer options than are appropriate, this will adversely impact your information gathering score.

Decision Making (DM) sections provide opportunities for making judgments or decisions. These sections may be formatted in one of two ways:

1. **Single Best Option** – There may be more than one acceptable option, but one option is generally regarded most acceptable.
2. **Multiple Options** – Several options are considered appropriate. These sections address decisions in which a combination of actions is required.

In the decision making section described in 1 above, the instructions will be to ‘CHOOSE ONLY ONE’ option. You should not assume that your response is incorrect if you

are directed to make another selection. The simulation examination format sometimes uses this direction. The multiple option type of decision making described in 2 will have instructions to ‘SELECT AS MANY’ options as are appropriate in the situation.

Broker Simulation Examination Content Outline

Primary Issues:

of Problems

- | | |
|--|---|
| 1. Agency Relationships and Property Representations | 3 |
| 2. Fair Housing and Other Governmental Regulations | 2 |
| 3. Handling Money | 2 |
| 4. Training and Supervision of Licensees | 1 |
| One primary issue varying by examination form | 1 |

Section Topics:

- A. Agency
- B. Contracts
- C. Freehold and Leasehold
- D. Property Management
- E. Finance
- F. Government Regulations and Private Restrictions
- G. Description and Measurement
- H. Valuation
- I. Conveyance
- J. Calculations
- K. Ethical Behavior (must be incorporated in at least 4 problems)

Property Types:

of Problems

- | | |
|--|---|
| 1. Residential | 4 |
| 2. Commercial | 2 |
| 3. Property Management | 1 |
| Two property types varying by examination form | 2 |

■ National Real Estate Broker Simulation Sample Examination

The National Real Estate Broker Simulation Sample Examination is available in web-based format. The sample examination includes four problems that are similar to those found on the real estate broker licensing examination for those states using this testing format. The sample examination is purchased and taken online at the convenience of the purchaser. To order the online sample examination, please visit www.goAMP.com and click on “E-Store,” “Web Tests” and “Real Estate.” The cost of the sample examination is \$25. The sample examination is available with payment by credit card through the online store. No duplication of the sample examination is allowed. The sample examination is copyrighted by PSI Services.

■ Broker Waiver Candidates

Some applicants for a broker license may not be required to complete a full examination. If you have been granted a waiver by the Montana Board of Realty Regulation you will be required to complete a state-specific 40 question multiple-choice examination addressing state laws and rules, management, and closings and calculations. In addition to the items used to compute your score, the test may include five items that are being “pretested” for use in future versions of this examination. These pretest items are not identified, and your answers to them do not affect your score.

Montana State Broker Examination Content Outline

- I. The Real Estate Licensing Agency’s Powers
 - A. Investigations, Hearings and Appeals
 - B. Sanctions
 1. Disciplinary Actions
 2. Penalties
 - C. Examination of Records
- II. Licensing
 - A. Activities Requiring a License
 - B. License Renewal
 - C. Change in License
- III. Requirements Governing the Activities of Licensees
 - A. Advertising
 - B. Broker/Salesperson Relationship
 - C. Compensation
 - D. Disclosure
 1. Conflict of Interest
 2. Property Disclosure
 3. Agency Disclosure
 - E. Handling of Documents
 - F. Handling of Monies
 - G. Listings
 - H. Illegal Inducements/Ethics
- IV. Additional Topics
 - A. Recovery/Surety Fund
 - B. Land Description
 - C. Common Interest Ownership/Condominium
 - D. Landlord/Tenant Relationship
 - E. Foreclosure and Redemption
 - F. Statute of Frauds
- V. Additional Topics
 - A. Trust Accounts
 - B. Supervision
 - C. Place of Business
 - D. Recordkeeping
 - E. Closing Statements

TAKING THE EXAMINATION

Your examination will be given by computer at a PSI Test Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Test Center no later than your scheduled testing time. Look for signs indicating PSI Test Center Check-in. **IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.**

■ Identification

To gain admission to the Test Center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are current: driver’s license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

■ Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.

■ Personal Belongings

No personal items, valuables or weapons should be brought to the Test Center. Only wallets and keys are permitted. Large coats and jackets must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallets
- keys

Once you have placed your personal belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for your personal belongings.

If any personal items are observed or heard (cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

■ Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

■ Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;

- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

■ Copyrighted Examination Questions

All examination questions are the copyrighted property of PSI Services. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

■ Computer Login

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report.

■ Practice Examination

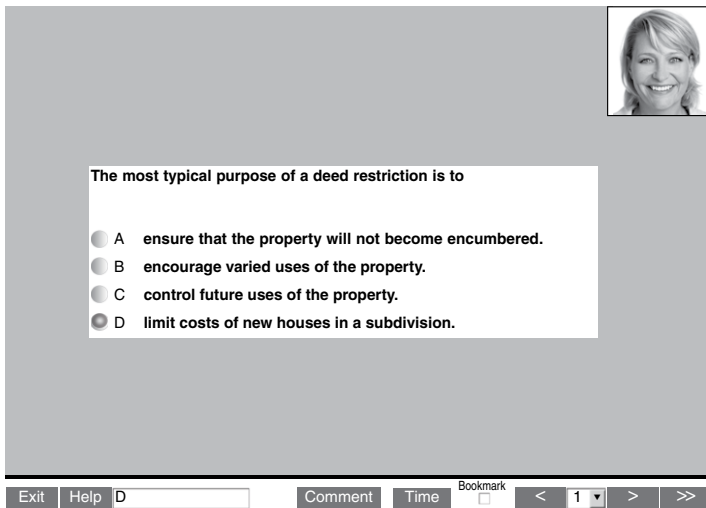
Prior to attempting the timed examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

■ Timed Examination

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination will be provided on-screen. The following time limits will be in effect for each examination.

<u>Examination</u>	<u>Time Allotted</u>
Salesperson (national and state portion)	3½ hours
Broker (simulation)	3 hours
Broker Waiver (multiple-choice)	1½ hours
Property Management	2 hours

■ Taking the Multiple-Choice Salesperson or Property Management Examination



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the Time box in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking in the option using the mouse. To change your answer, enter a different option by typing A, B, C or D or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of examination items answered is reported. If not all questions have been answered and there is

time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

■ Candidate Comments

During the examination, you may make comments for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

■ Taking the Broker Simulation Examination

Three windows appear on the screen at all times during a simulation examination (see Figure 1). The **Scenario Window** section is displayed across the top of the screen; the candidate's picture is displayed in the upper right-hand corner of this window. Each simulation begins with a brief paragraph in this window that provides preliminary information about the situation; subsequent sections contain information about the changing situation. A scroll bar is available when necessary to view all text. Each **Scenario Window** will also provide the candidate with specific instructions about whether to "CHOOSE ONLY ONE" response in the section or to "SELECT AS MANY" responses as appropriate to gather information.

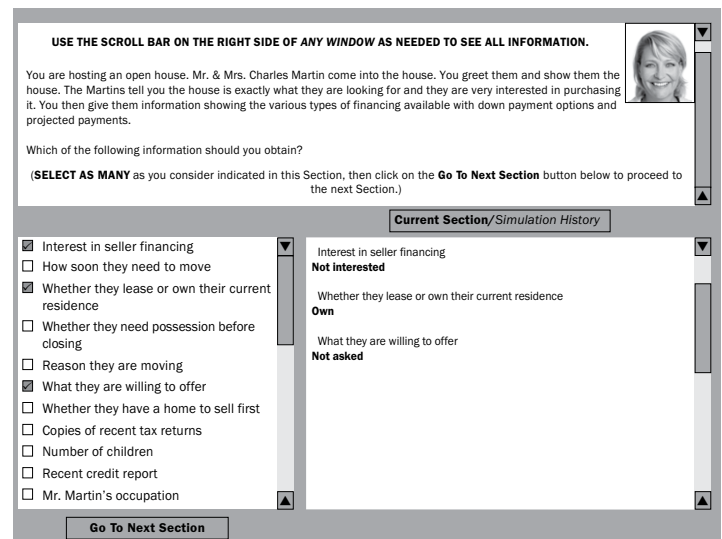


Figure 1. Sample computerized simulation screen layout – Three windows appear on the screen at all times during a simulation examination.

The **Options Window** is displayed as the lower left portion of the screen and contains all options (choices or possible responses) from which to choose in the current section. A scroll bar is also available when necessary to view all options.

The **Simulation History Window** is displayed as the lower right portion of the screen. This window can be displayed in two formats using the button labeled "Current Section/

Simulation History” located at the top of this window. When in the “Current Section” mode, the options chosen in the current section and the results for each choice are displayed in this window. When in the “Simulation History” mode, the scenarios from all previous sections as well as the options chosen and their results are displayed in the window. A scroll bar is available on the right side of this window to review previous scenarios and/or options and results.

Once you have read the scenario for each section and determined which option(s) are appropriate for selection, you can simply click the box to the left of the option to “choose” it. Immediately, the option selected and the results for that option appear in the right-hand **Simulation History Window**. After you select or “choose” an option, **you cannot reconsider and “unselect” it, since the information from that option has been revealed.**

In sections where you are instructed to “SELECT AS MANY as you consider indicated,” you should select all of the options believed appropriate at the time and then click the “Go To Next Section” button at the bottom left of the screen to continue to the next section. A dialog box will appear requesting that you confirm your wish to continue to the next section and warning that returning to this section to make additional choices will not be possible. By selecting “Yes,” the software automatically takes you to the next section of the simulation.

In sections where you are instructed to “CHOOSE ONLY ONE unless directed to make another selection,” you should carefully review each option and then choose the one best option. A dialog box will then appear to present the results for the choice or request that you select another response in the section.

A “Help Screen” will be accessible to candidates throughout the simulation examination to explain how to navigate through the examination.

FOLLOWING THE EXAMINATION

■ How Passing Scores Are Determined

• Multiple-Choice Examination

The minimum score required to pass the multiple-choice portions is determined by using a process known as the Angoff method, in which subject-matter experts estimate the difficulty of each item on the examination for the “minimally competent practitioner” (MCP). These judgments are averaged to determine the minimum passing score, which represents the amount of knowledge an MCP would likely demonstrate on the examination.

• Simulation Examination

The passing score for the simulation examination is determined using a method similar to that described for multiple-choice portions. Each section in a simulation was evaluated by content experts when the problem was developed. A minimum passing level (MPL) was established for the section using the scoring weights assigned to the options in that section and represents the level of performance expected of a “minimally competent practitioner.” The overall examination has an Information Gathering (IG) MPL and a Decision Making (DM) MPL, which represent the sums of the MPLs of all IG and DM sections on the examination.

• Equating

A statistical process called equating is used to ensure consistency in the meaning of the score required to pass an examination. If the raw passing score varies slightly between different versions (or “forms”), the level of knowledge required to achieve the passing score remains the same, thus assuring that all candidates are treated fairly.

■ Your Salesperson or Property Management Examination Score Report

After you have completed the Salesperson or Property Management examination, you will be instructed to report to the testing supervisor to receive your score report. Your score report will show your result for your examination and will give diagnostic scoring information for any portion you did not pass. To be eligible to apply for a salesperson license in Montana, you must pass both the National and State portions of the examination.

The passing score for the national portion of the salesperson examination is 70 items correct, and the passing score for the state portion of the salesperson examination is 23 items correct. The passing score for the Property Management examination is 56 items correct.

■ Your Broker Examination Score Report

After you have completed the Broker examination, you will be instructed to report to the testing supervisor to receive your score report. Your score report will show your result for your examination and will give diagnostic scoring information for any portion you did not pass.

To pass the National Simulation Examination, you must meet or exceed the overall minimum passing level (MPL) for Information Gathering (IG) sections and meet or exceed the overall MPL for Decision Making (DM) sections. Each section, IG or DM, in a simulation was evaluated by content experts when the problem was developed. The MPL was established for the section using the scoring weights assigned to the options in that section and represents the level of performance expected of a “minimally competent practitioner.”

The overall IG MPL is the sum of the MPL for all IG sections on the examination, and the overall DM MPL is the sum of the MPL for all DM sections on the examination. The sum of your scores on all IG sections is reported as your IG total raw score, and the sum of your scores on all DM sections is reported as your DM total raw score. Your total raw scores must meet or exceed the MPL in both IG and DM to pass this examination.

■ If You Pass the Examination

You are responsible for submitting your completed application and appropriate fees to the Montana Board of Realty Regulation. You can download a Real Estate application from the Board of Realty Regulation website at dli.mt.gov or contact the board office. Examination results are only valid for one year from the passing examination date per rule 24.210.611 (3).

■ If You Do Not Pass the Examination

If you do not pass the examination, you will receive a diagnostic score report to assist you in preparation for future examinations. To reschedule you must reregister online at www.goAMP.com or call PSI at 800-345-6559 and pay using a credit card. If payment is made by cashier's check or money order, submit a new completed registration form.

■ If You Do Not Appear for Testing

If you do not appear to take the examination for which you are scheduled, you must reapply for another examination. You will be required to pay for the examination that you missed, in addition to the fee for the examination for which you will be scheduled. To reapply, visit www.goAMP.com or contact PSI at 800-345-6559.

■ Duplicate Score Report

You may purchase additional copies of your score report at a cost of \$3.50 per copy. Requests must be submitted to PSI, in writing, within 12 months after the examination. Complete the request form on page 15 of this handbook and submit it with the required fee payable to PSI Services Inc. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

MONTANA REAL ESTATE EXAMINATIONS REGISTRATION FORM

Instructions for Completing the Examination Registration Form

The numbered items correspond to the numbered blanks on the registration form (next page). PLEASE TYPE OR PRINT IN INK ALL INFORMATION.

1. **NAME:** Enter your last name, first name and middle initial exactly as they appear on your driver's license. Do not use nicknames.
2. **MAILING ADDRESS:** Abbreviate words like street, drive or road, and enter your zip code.
3. **TELEPHONE NUMBER:** Please provide a telephone number at which you may be reached during normal business hours Monday through Friday. This number will be used by PSI only in the event you have failed to complete your registration form correctly or if there should be a last minute change in the test center location.
4. **SOCIAL SECURITY NUMBER:** Enter your social security number. YOUR SOCIAL SECURITY NUMBER WILL BE USED AS YOUR IDENTIFICATION NUMBER FOR THIS EXAMINATION. WE CANNOT PROCESS YOUR REGISTRATION WITHOUT IT!
5. **BIRTH DATE:** Enter the month, day and year of your birth.
6. **EXAMINATION TYPE:** Choose the appropriate box and indicate if you have attempted the examination before.
7. **EXAMINATION FEE:** The examination fee is \$106. This fee must be submitted with your registration form. Payment may be made by cashier's check or money order payable to PSI Services Inc., or by credit card. Contact PSI at 800-345-6559 if payment is to be made by credit card. *Payment by cash or personal check is not acceptable.*
8. **REAL ESTATE EDUCATION PROGRAM COMPLETED:** Provide your school name.
9. **RELEASE:** Indicate yes or no.
10. **SIGNATURE AND DATE:** Read the statement and sign your name as you would on a check or business letter.

MONTANA REAL ESTATE EXAMINATION REGISTRATION FORM

Submit this form **ONLY** if you are paying your examination fee by cashier's check or money order. If payment is to be made by credit card, visit www.goAMP.com or call PSI at 800-345-6559 to schedule your appointment and do not submit this form.

1. **NAME**

Last Name First Name M.I.

2. **MAILING ADDRESS**

Number, Street and Apartment Number

City State Zip Code

Email Address

3. **TELEPHONE NUMBER**

(_____)_____-_____
Home Telephone Number and (_____)_____-_____
Business Telephone Number

4. **SOCIAL SECURITY NUMBER**

_____-_____-_____
Social Security Number

5. **BIRTH DATE**

_____-_____-_____
Month Day Year

6. **EXAMINATION TYPE** (check one) ☐ Broker ☐ Salesperson ☐ Property Management

Have you taken this examination before? ☐ Yes ☐ No

If yes, when did you last take this examination? _____

7. **EXAMINATION FEE**

\$106

Your examination fee must be submitted with your registration form. Payment may be made by cashier's check or money order made payable to PSI Services Inc. Payment by company check, personal check or cash is not acceptable. Fees are valid for 12 months.

8. **REAL ESTATE EDUCATION PROGRAM COMPLETED**

School Name: _____

9. **RELEASE:** I give PSI my permission to release my name and address to real estate schools, brokers or other interested parties who request them. ☐ Yes ☐ No

10. **SIGNATURE AND DATE**

I have read and understand the information provided in the Candidate Handbook, and the information I have provided on this registration form is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Mail this form with cashier's check or money order to:

PSI
18000 W. 105th St.
Olathe, KS 66061-7543

DUPLICATE SCORE REPORT REQUEST FORM FOR MONTANA REAL ESTATE

DIRECTIONS: Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the examination date and include a check or money order payable to PSI Services Inc. for \$3.50 per copy. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

Name: _____ Social Security #: _____

Address: _____

_____ Daytime Phone: _____

Test Taken: ☐ Salesperson ☐ Broker ☐ Property Management

Examination Date: _____ Test Center: _____

I hereby authorize PSI to send me a duplicate of my examination results.

Signature: _____ Date: _____

Please submit this form along with your check or money order to:

PSI
18000 W. 105th St.
Olathe, KS 66061-7543
800-345-6559



REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, **please complete this form and provide the Documentation of Disability-Related Needs on the next page and submit both pages with your application at least 45 days prior to your requested examination date.** The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Candidate ID # _____ Requested Test Center: _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City

State

Zip Code

Daytime Telephone Number

Email Address

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

_____ Reader

_____ Extended testing time (time and a half)

_____ Reduced distraction environment

_____ Please specify below if other special accommodations are needed.

Comments: _____

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with PSI staff my records and history as they relate to the requested accommodation.

Signature: _____ Date: _____

Return this form to:

PSI, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.

If you have questions, call Candidate Services at 800-345-6559.



DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that PSI is able to provide the required accommodations.

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity as a
Candidate Name
Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the Request for Special Examination Accommodations form.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Date: _____ License # (if applicable): _____

Return this form to:

PSI, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.

If you have questions, call Candidate Services at 800-345-6559.

DETAILED CONTENT OUTLINE

1. Agency Relationships and Contracts 28 (11-15-2)

A. Agency Relationships (6)

1. Creating Agency
2. Types of Agency (including implied agency)
3. Rights, Duties and Obligations of the Parties
4. Termination and Remedies for Non-Performance
5. Disclosure (related to representation)

B. General Legal Principles, Theory and Concepts about Contracts (8)

1. Unilateral / Bilateral
2. Validity
3. Void and Voidable
4. Notice of Delivery / Acceptance
5. Executory / Executed
6. Enforceability
7. Addenda to Contracts
8. Electronic Signatures / Paperless Transactions

C. Purchase Contracts (Contracts between Seller and Buyer) (7)

1. General Principles and Legal Concepts
2. Purchase Contract (contract of sale, purchase and sale agreement, etc.)
3. Options (contractual right to buy)
4. Basic Provisions / Purpose / Elements
5. Conditions for Termination / Breach of Contract
6. Offer and Acceptance (counter offers, multiple offers, negotiation)
7. Contingencies
8. Duties and Obligations of the Parties
9. Handling Funds of Others (trust/escrow funds, earnest money, delivery)

D. Service / Listing Buyer Contracts (Contracts between Licensee and Seller or Buyer) (7)

1. General Principles and Legal Concepts
2. Basic Provisions / Purpose / Elements
3. Duties and Obligations of the Parties
4. Conditions for Termination/Breach of Contract
5. Remuneration / Consideration / Fees
6. Types of Service / Listing Contracts

2. Real Property Ownership / Interest 13 (5-8-0)

A. Rights of Ownership (1)

B. Types of Ownership (estates in land) (2)

1. Joint Tenancy
2. Tenancy in Common
3. Trusts
4. Condominiums

C. Leasehold Interest (1)

1. Basic Concepts and Terminology
2. Types of Leases
3. Basic Elements and Provisions of Leases
4. Rights and Duties of the Parties
5. Remedies for Default / Non-Performance

D. Forms of Business Ownership (1)

1. Sole Proprietorship
2. Corporation
3. General or Limited Partnership
4. LLC

E. Private Restrictions on Real Property / Land Use and Matters Affecting Ownership (4)

1. Liens
 - a. Voluntary
 - b. Involuntary
 - c. Priority
2. Easements / Rights of Way / Licenses
3. Preexisting Leases
4. Encroachment
5. Deed Conditions, Covenants, and Restrictions
6. Property Owner Associations

F. Government Powers and Control of Land Use (4)

1. Americans with Disabilities Act (ADA)
2. Land Use Restrictions and Regulations (i.e., zoning)
3. Property Taxation
4. Subdivision / Planned Unit Regulations (e.g., condominiums, cooperatives, planned unit developments)

3. Finance 14 (5-8-1)

A. Basic Concepts and Terminology (4)

1. Equity
2. Loan-to-Value Ratio
3. Term and Payment
4. Principal and Interest
5. Direct and Indirect Costs (points, discounts)
6. Return on Investment / Rate of Return

B. Methods of Financing (3)

1. Government Programs (e.g., FHA, VA)
2. Conventional
3. Owner-financed
4. Land Contract / Contract for Deed

C. Financing Instruments (Mortgages, Trust Deeds, Promissory Notes) (2)

1. Basic Elements and Provisions of Financing Instruments
2. Legal Principles
3. Non-Performance (e.g., foreclosure, default)

D. Government Oversight (4)

1. RESPA
2. Regulation Z
3. Truth-in-Lending Act
4. Antitrust
5. Mortgage Fraud
6. Equal Credit Opportunity Act
7. Dodd-Frank Act (TILA-RESPA Integrated Disclosure (TRID) rule)

E. Lending Process (1)

1. Pre-approval and Pre-qualification (e.g., debt ratios, credit scoring and history)
2. Parties to the Lending Process (e.g., loan originator, underwriter, mortgage broker)
3. Short Sale

4. Real Property 14 (3-8-3)

A. Methods of Legal Description of Land (1)

1. Metes and Bounds
2. Rectangular Survey
3. Lot and Block

B. Methods of Measurement (1)

1. Structures (space and volume)
2. Livable Area
3. Land Measurement

C. Property Valuation (3)

1. Basic Concepts and Terminology
2. Influences and Characteristics Affecting Value
3. Comparative Market Analysis (performed by a real estate licensee)
4. Broker Price Opinion
5. Real Property (e.g., fixtures vs. personal property, chattel)

D. Methods of Valuation (Performed by an Appraiser) (3)

1. Sales Comparison (Market Data) Approach
2. Cost Approach
3. Income Analysis Approach
4. Appraisal Process / Procedure

E. Conveyance of Real Property (6)

1. Definition of Clear (Marketable) Title
2. Matters Affecting Title
3. Recordation
4. Title Insurance
5. Deeds
6. Wills
7. Court-Ordered Sale (e.g., foreclosure)
8. Settlement Procedures (closing the transaction)

5. Marketing Regulations (Purchase and Rental) 10 (4-6-0)

A. Property Advertising Disclosures (3)

1. Environmental Concern (e.g., lead-based paint, radon)
2. Property Condition
3. Material Facts

B. Licensee Advertising (3)

1. Antitrust
2. Do-Not-Call List
3. CAN-SPAM Act
4. Social Media and Internet

C. Fair Housing (4)

1. Federal Fair Housing Act
2. Protected Classes
3. Redlining
4. Blockbusting
5. Steering
6. Advertising

6. Property Management 8 (2-4-2)

A. General Principles of Property Management Agreements

B. Basic Provisions / Purpose / Elements of Property Management Agreements

C. Types of Contracts

D. Duties and Obligations of the Parties

E. Market Analysis and Tenant Acquisition

F. Accounts and Disbursement

G. Property Maintenance and Improvements

7. Real Estate Calculations 13 (0-10-3)

A. Compensation, Commission and Fees

B. Valuation / Market Sales Price and Yields

C. Net to Seller, Cost to Buyer (credits & debits)

D. Tax and Other Prorations

E. Points

F. Loan-to-Value Ratios

G. Measurement (e.g., square footage, acreage, volume)

H. Property Management / Investment (e.g., rate of return)

Specifications based on 2015 Job Analysis

Subcategory targets and cognitive level targets (i.e., the numbers appearing in parentheses) are guidelines, and the actual number of items on test forms may vary slightly from these targets. Five unscored pretest items will be included on each test form. Examinations are designed to be administered in a 2.5 hour testing session. When combined with a state-specific portion, sufficient additional testing time will be allocated.

In addition, all items will be classified according to the cognitive level that is expected to be required for the entry-level candidate to appropriately respond to the item. The cognitive level classifications are defined in the following table, which also shows the percentage of items at each level for the salesperson examination.

Level	Definition	Percentage of Items
Recall (1)	Requires only recognition of isolated information, such as specific facts, generalizations, concepts, principles or procedures. The information generally does not vary relative to the situation.	30
Application (2)	Requires interpretation, classification or manipulation of limited concepts or data, in which the response or outcome is situationally dependent, but not overly complex.	59
Analysis (3)	Requires integration or synthesis of a variety of concepts to solve a specific problem situation (for example, evaluating and rendering judgments on complex problems with many situational variables).	11



REAL ESTATE REFERENCES

The references provided below are some of the available relevant written study materials for the National Salesperson and Broker Examinations. However, they are not necessarily recommended by PSI or the Montana Real Estate Commission. Computer software is also available from several publishing companies, but it is not listed here.

Armbrust, Betty J.; Bradley, Hugh H. and Armbrust, John W. Practical Real Estate Math. Scottsdale: Gorsuch Scarisbrick, Publishers.

Boykin, James H. and Ring, Alfred A. The Valuation of Real Estate. Englewood Cliffs, NJ: Prentice-Hall.

Burgess, Russell W. Real Estate Home Inspection. Chicago: Real Estate Education Co.

Cortesi, Gerald. Mastering Real Estate Principles. Chicago: Dearborn Publishing.

Dasso, Jerome; Shilling, James D. and Ring, Alfred A. Real Estate. Englewood Cliffs, NJ: Prentice-Hall.

Gaddy, Wade E., Jr. and Hart, Robert E. Real Estate Fundamentals. Chicago: Real Estate Education Co.

Galaty, Fillmore W.; Allaway, Wellington J. and Kyle, Robert C. Modern Real Estate Practice. Chicago: Real Estate Education Co.

Geschwender, Arlyne. Real Estate Principles and Practices. Scottsdale: Gorsuch Scarisbrick, Publishers.

Gibson, Frank; Karp, James and Klayman, Elliot. Real Estate Law. Chicago: Real Estate Education Co.

Jacobus, Charles J. and Harwood, Bruce. Real Estate: An Introduction to the Profession. Englewood Cliffs, NJ: Prentice-Hall.

Jacobus, Charles J. and Harwood, Bruce. Real Estate Principles. Englewood Cliffs, NJ: Prentice-Hall.

Kyle, Robert C.; Baird, Floyd M. and Kyle, C. Donald. Property Management. Chicago: Real Estate Education Co.

Lindeman, Bruce. Real Estate Brokerage Management. Englewood Cliffs, NJ: Prentice-Hall.

Palmer, Ralph A. Real Estate Principles and Practices. Scottsdale: Gorsuch Scarisbrick, Publishers.

Reilly, John W. Agency Relationships in Real Estate. Chicago: Real Estate Education Co.

Reilly, John W. The Language of Real Estate. Chicago: Real Estate Education Co.

Sirota, David. Essentials of Real Estate Finance. Chicago: Real Estate Education Co.

Sirota, David. Essentials of Real Estate Investment. Chicago: Real Estate Education Co.

Ventolo, William L., Jr. and Williams, Martha R. Fundamentals of Real Estate Appraisal. Chicago: Real Estate Education Co.

Ventolo, William L., Jr.; Tamper, Ralph and Allaway, Wellington J. Mastering Real Estate Mathematics. Chicago: Real Estate Education Co.

Wiedemer, John P. Real Estate Finance. Englewood Cliffs, NJ: Prentice-Hall.



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