

<b>DCE COURSE TITLE 2018 - 2020</b>	<b>Must include at least some of the following but not necessarily all:</b>
Ethical Situations – 2 hours	<ul style="list-style-type: none"> <li>• Discussions of specific situations working with <u>buyers and/or tenants</u>: advertising, showing, offers, accepted agreements through closing etc.</li> <li>• Discussions of specific situations working with <u>sellers and/or landlords</u>: advertising, showing, offers, accepted agreements through closing etc.</li> <li>• Discussions of specific situations working with other licensees in a transaction including but not limited to single licensees as well as teams etc.</li> <li>• Discussion of differences and unique responsibilities working with out of area owners/sellers and/or buyers/tenants etc.</li> <li>• Discussion of situations working with out of area licensees etc.</li> </ul>
Understanding and working with title reports, encroachments, and easements – 2 hours	<p>Course should include but not be limited to discussion of the proper ways to investigate these and other related items (how and when); help the consumer locate experts to assist them in understanding the potential impact for the consumer on a property and transaction; and to understand where possible and when necessary who they and the consumer can work with to reduce or eliminate negative impacts of these.</p>
Contract law as it pertains to documents used in real estate – 2 hours	<p>Understand how to have a successful real estate contract with/for a consumer including but not limited to; making sure you know and verify who has the authority to sell or rent property; how to confirm the complete legal description of a property and why it is important; how to help the consumer confirm that the zoning for the property allows its intended use; the importance of following provisions of a written contract making sure that the parties follow through on their obligations; importance of making it a habit to get any change, modification or deletion in writing and explaining why that is important to consumers; the reasons why state required disclosures are necessary to protect the consumer; and the importance of complete disclosure of what is and what is not included in a sale/rental as well as what the condition of a property will be when it is turned over to the other party.</p>
Inspections and Disclosure -2 hours	<ul style="list-style-type: none"> <li>• Differences between the types of inspections that are available for different types and uses of properties and their purposes (tailor to the audience i.e. residential, commercial, property management)</li> <li>• Need and requirements of inspections of living structures versus personal property and how each is handled.</li> <li>• Requirements of when to get and how to explain the disclosure form to consumers. What happens if it is not provided to buyer prior to signing an agreement? As well as what to do when new property material facts are received.</li> <li>• Discussions on why a consumer should and how a consumer can investigate information given to them through disclosure forms</li> </ul>