

GLOSSARY (ADOBE FILE)

Glossary

This is the printable version of the entire glossary. Please note that this document consists of approximately 200 printed pages.

MODULE 1: Course Introduction

Course Syllabus

MODULE 2: Contracts and Leases

Lesson 1: General Contract Law

- Lesson 1: General Contract Law Lesson Text
 - Exhibit A

Lesson 2: Contracts Used in Real Estate Practice

• Lesson 2: Contracts Used In Real Estate Practice Lesson Text

Lesson 3: Louisiana Residential Agreement to Buy or Sell - Part 1

• Lesson 3: LA Residential Agreement to Buy or Sell Part 1 Lesson Text

Lesson 4: Louisiana Residential Agreement to Buy or Sell - Part 2

• Lesson 4: LA Residential Agreement to Buy or Sell Part 2 Lesson Text

Lesson 5: Real Estate Leases

Lesson 5: Real Estate Leases Lesson Text

MODULE 3: Real Estate Finance (Working with Buyers)

Lesson 6: Mortgage Loans: Structures and Types

Lesson 6: Mortgage Loans: Structures and Types Lesson Text

Lesson 7: Mortgage Loan Origination, Processing, and Servicing – Part 1

Lesson 7: Mortgage Loan Origination, Processing, and Servicing Part 1 Lesson Text

Lesson 8: Mortgage Loan Origination, Processing, and Servicing – Part 2

Lesson 8: Mortgage Loan Origination. Processing, and Servicing Part 2 Lesson Text

Lesson 9: Working with Buyers

• Lesson 9: Working with Buyers Lesson Text

MODULE 4: Commercial Real Estate

Lesson 10: Commercial Real Estate - Part 1

Lesson 10: Commercial Real Estate Part 1 Lesson Text

Lesson 11: Commercial Real Estate - Part 2

- Lesson 11: Commercial Real Estate Part 2 Lesson Text
 - Sample Home Inspection

MODULE 5: Property Valuation

Lesson 12: Site Analysis

- Lesson 12: Site Analysis Lesson Text
 - o Demographic and Income Profiles Market Examples 1, 2, and 3
 - PLAT Examples
 - o US Corps of Engineers Wetlands Determination

Lesson 13: Improvement Details and Sales Analysis

• Lesson 13: Improvement Details and Sales Analysis Lesson Text

Lesson 14: Property Measurement and Calculation Procedures

Lesson 14: Property Measurement and Calculation Procedures Lesson Text

Lesson 15: Broker Price Opinion and Case Study

- Lesson 15: Broker Price Opinion and Case Study Lesson Text
 - o Fannie Mae BPO Form
 - o Freddie Mac BPO Form 1092

MODULE 6: Professional Practices

Lesson 16: Agency and Brokerage

Lesson 16: Agency and Brokerage Lesson Text

Lesson 17: Real Estate Errors and Omissions (E&O) Insurance

• Lesson 17: Real Estate Errors and Omissions (E&O) Insurance Lesson Text

Lesson 18: Property Management Essentials

- Lesson 18: Property Management Essentials Lesson Text
 - o Property Management Lesson Attachment A Law-Rules
 - o Property Management Lesson Attachment B Trade Organizations
 - HUD Press Release
 - <u>Legal Case Studies</u>
 - o Property Management Essentials Supplements

Lesson 19: Fair Housing

- Lesson 19: Fair Housing Lesson Text
 - Fair Housing Violations Actual Cases

Lesson 20: Independent Contractor Guidelines/Co-Broker Agreements/Antitrust

<u>Lesson 20: Independent Contractor Guidelines/Co-Broker Agreements/Antitrust Lesson Text</u>

Lesson 21: Environmental Hazards

- Lesson 21: Environmental Hazards Lesson Text
 - Illegal dumping affects Mahoning, rivers leading to Gulf of Mexico by Rachel Lundberg

Lesson 22: Home Inspection and Real Estate Agents

• Lesson 22: Home Inspection and Real Estate Agents Lesson Text

Lesson 23: Timeline to Close: Licensees Responsibilities After Purchase Agreement...

Lesson 23: Timeline to Close Lesson Text

Lesson 24: Technology in Real Estate

Lesson 24: Technology in Real Estate Lesson Text

Lesson 25: Advertising Rules and Regulations

Lesson 25: Advertising Rules and Regulations Lesson Text

WEBSITE LINKS

Regulatory Agencies

The following links will take you to sites that will contain information concerning licensure (if applicable), contact information, forms and documents, as well as important notices that can affect the appraisal, mortgage lending, and real estate industry within each state.

Real Estate		M	Mortgage	
<u>Alabama</u>	<u>Montana</u>	<u>Alabama</u>	<u>Montana</u>	
<u>Alaska</u>	<u>Nebraska</u>	<u>Alaska</u>	<u>Nebraska</u>	
<u>Arizona</u>	<u>Nevada</u>	<u>Arizona</u>	<u>Nevada</u>	
<u>Arkansas</u>	New Hampshire	<u>Arkansas</u>	New Hampshire	
<u>California</u>	New Jersey	<u>California</u>	New Jersey	
<u>Colorado</u>	New Mexico	<u>Colorado</u>	New Mexico	
Connecticut	New York	Connecticut	New York	
<u>Delaware</u>	North Carolina	<u>Delaware</u>	North Carolina	
<u>DC</u>	North Dakota	DC	North Dakota	
<u>Florida</u>	<u>Ohio</u>	<u>Florida</u>	<u>Ohio</u>	
<u>Georgia</u>	<u>Oklahoma</u>	<u>Georgia</u>	<u>Oklahoma</u>	
<u>Hawaii</u>	<u>Oregon</u>	<u>Hawaii</u>	<u>Oregon</u>	
<u>Idaho</u>	<u>Pennsylvania</u>	<u>Idaho</u>	<u>Pennsylvania</u>	
<u>Illinois</u>	Rhode Island	<u>Illinois</u>	Rhode Island	
<u>Indiana</u>	South Carolina	<u>Indiana</u>	South Carolina	
<u>lowa</u>	South Dakota	<u>lowa</u>	South Dakota	
<u>Kansas</u>	<u>Tennessee</u>	<u>Kansas</u>	<u>Tennessee</u>	
<u>Kentucky</u>	<u>Texas</u>	<u>Kentucky</u>	<u>Texas</u>	
<u>Louisiana</u>	<u>Utah</u>	<u>Louisiana</u>	<u>Utah</u>	
<u>Maine</u>	<u>Vermont</u>	<u>Maine</u>	<u>Vermont</u>	
<u>Maryland</u>	<u>Virginia</u>	Maryland	<u>Virginia</u>	
<u>Massachusetts</u>	<u>Washington</u>	<u>Massachusetts</u>	<u>Washington</u>	
<u>Michigan</u>	West Virginia	<u>Michigan</u>	West Virginia	
<u>Minnesota</u>	<u>Wisconsin</u>	<u>Minnesota</u>	Wisconsin	
<u>Mississippi</u>	Wyoming	<u>Mississippi</u>	Wyoming	
<u>Missouri</u>		<u>Missouri</u>		

Licensing Testing Services

These links will take you to sites that will contain examination information and applications for state licensing examinations administered by one of the licensing testing services listed below. Please check with the appropriate regulatory agency regarding licensing regulations and procedures **prior** to scheduling your licensing examination.

Applied Measurement Professionals, Inc. (AMP)

Pearson VUE (formerly Promissor)

PSI Examinations

Other Useful Links

Appraisal Foundation

The Appraisal Foundation is a non-profit education organization dedicated to the advancement of the real estate appraisal profession. The Appraisal Foundation is charged with the development and promulgation of professional appraisal standards and appraiser qualifications.

Appraisal Institute

This is a private organization that offers educational programs and designations associated with the real estate appraisal industry.

ARELLO

ARELLO stands for the Association of Real Estate License Law Officials. They are a not-for-profit association made up of entities involved in regulating the practice of real estate.

American Society of Home Inspectors

The American Society of Home Inspectors (ASHI) is a non-profit organization with the goal of building consumer awareness of home inspectors and to enhance professionalism by developing high standards of practice in the home inspection industry.

Building Owners and Managers Association

BOMA stands for the Building Owners and Managers Association. BOMA provides a network forum for industry professionals to discuss mutual problems, exchange ideas, and share experience and knowledge.

Certified Commercial Investment Members

The Certified Commercial Investment Members institute confers the designation of CCIM, and is an affiliate of the National Association of Realtors (NAR).

Environmental Protection Agency

This is the official site of the Environmental Protection Agency (EPA). At this site, you can find information concerning such important issues as lead based paint, radon, and asbestos.

Fannie Mae

This is the official site of Fannie Mae. At this site, you can get a good idea as to what role this organization plays in the mortgage market.

Federal Reserve

This is the official site of the "Fed". At this site, you can learn about the role it plays in the economy.

Federal Emergency Management Agency

This is the official site of the Federal Emergency Management Agency. Here, you can get a better feel about how this government agency assists citizens during many different types of emergencies.

Findlaw

This site has a tremendous amount of information concerning the United States legal system. At this site, you can search for many laws and court cases.

Freddie Mac

This is the official site of Freddie Mac. At this site, you can get a good idea as to what role this organization plays in the mortgage market.

Department of Agriculture's Farm Service Agency

This is the official site of the Department of Agriculture's Farm Service Agency (FSA). The FSA focuses on stabilizing farm income, helping farmers conserve land and water resources, providing credit to new or disadvantaged farmers and ranchers, and helping farm operations recover from the effects of disaster.

Ginnie Mae

This is the official site of Ginnie Mae. At this site, you can get a good idea as to what role this organization plays in the mortgage market.

Department of Housing and Urban Development

This is the official site of the Department of Housing and Urban Development (HUD). At this site, you can find a tremendous about of information concerning many important features of housing including fair housing laws and governmental housing loans.

Institute of Real Estate Management

The Institute of Real Estate Management (IREM), an affiliate of the National Association of Realtors (NAR), is an association of property and asset managers.

National Association of Exclusive Buyer Agents

NAEBA stands for the National Association of Exclusive Buyer Agents. NAEBA Members are dedicated to representing homebuyers exclusively in a real estate transaction.

National Association of Independent Fee Appraisers

The National Association of Independent Fee Appraisers (NAIFA) is a non-profit professional association of real estate appraisers.

National Association of Real Estate Brokers

The National Association of Real Estate Brokers (NAREB) is a national trade association dedicated to bringing together the nation's minority professionals in the real estate industry.

National Association of Realtors

This is the official site of the National Association of Realtors (NAR). At this site you can search for properties, and find out all of the functions of NAR.

NMLS (Nationwide Mortgage Licensing System)

This is the official site of the Nationwide Mortgage Licensing System. It is the system of record for non-depository, financial services licensing or registration for participating state agencies, including the District of Columbia and U.S. Territories of Puerto Rico, the U.S. Virgin Islands, and Guam. In these jurisdictions, NMLS is the official system for companies and individuals seeking to apply for, amend, renew and surrender license authorities managed through NMLS by 58 state or territorial governmental agencies. NMLS itself does not grant or deny license authority.

Real Estate Buyer's Agent Council

The Real Estate Buyer's Agent Council (REBAC) confers the designation of ABR, and is an affiliate of the National Association of Realtors (NAR).

United States Department of Justice

This is the United States Department of Justice's web page for its Antitrust Division. Here, you can find valuable information about current antitrust cases that are being prosecuted as well as a wealth of information about antitrust crimes such as price fixing and market allocation.

United States Department of Justice's web page for the American with Disabilities Act

This is the United States Department of Justice's web page for the American with Disabilities Act (ADA). This is the site to search when you need additional information about the ADA.

United States Geological Survey

This is the official site of the United States Geological Survey (USGS), which is a non-regulatory office within the Department of the Interior. The USGS serves the U.S. as an independent fact-finding agency that collects, monitors, analyzes, and provides scientific understanding about natural resource conditions, issues, and problems.