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See page 12.

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Modern Real Estate Practice in Illinois, 8th Edition
by Fillmore W. Galaty, Wellington J. Allaway, and Robert C. Kyle, with
Karen Stefano, Consulting Editor, and Chris Read, Contributing Editor
This heavily revised new edition of Modern Real Estate Practice in Illinois is designed
to meet the specific prelicensing requirements in Illinois. The book reflects the most
recent legislative changes and new practices in Illinois and covers popular topics such as
financing options, short sales, and foreclosures. It contains everything a prospective licensee needs to become regulatory compliant.
CONTENTS: Introduction • Introduction to the Real Estate Business • Real Property and the Law •
Concepts of Home Ownership • Real Estate Agency • Real Estate Brokerage • Brokerage Agreements •
Interests in Real Estate • Forms of Real Estate Ownership • Legal Descriptions • Real Estate Taxes
and Other Liens • Real Estate Contracts • Transfer of Title • Title Records • Illinois Real Estate License
Law • Real Estate Financing: Principles • Real Estate Financing: Practice • Leases • Property
Management • Real Estate Appraisal • Land-Use Controls and Property • Fair Housing and Ethical
Practices • Environmental Issues and the Real Estate Transaction • Closing the Real Estate Transaction •
Real Estate Mathematics • Sample Illinois Real Estate Licensing Examinations • Glossary • Answer
Key • Index

Illinois Real Estate Exam Prep, 4th Edition
Ideal when used in conjunction with Modern Real Estate Practice in Illinois, this exam prep booklet features 260 carefully chosen questions on law and practice to help students master the state portion of the licensing exam.

Iowa Real Estate Principles, Version 5.0
by Fillmore W. Galaty, Wellington J. Allaway, and Robert C. Kyle
From the principles of real estate law to fair housing, this online course covers the essentials for a successful real estate career. Discussion includes the Iowa Real Estate Commission, the Code of Iowa, and the rules and regulations of the Commission.
CONTENTS: Introduction to the Real Estate Business • Real Property and the Law • Fair Housing •
Interests in Real Estate • Forms of Real Estate Ownership • Land Description • Transfer of Title •
Title Records • Real Estate Brokerage • Real Estate Agency • Client Representation Agreements •
Real Estate Contracts • Real Estate Taxes and Other Liens • Real Estate Financing • Government
Involvement in Real Estate Financing • Real Estate Appraisal • Closing the Real Estate Transaction •
Leases • Property Management • Land-Use Controls and Property Development • Environmental
Issues and the Real Estate Transaction • Investing in Real Estate • Iowa Licensing Overview • Operating
a Real Estate Business in Iowa • Iowa Agency Overview • Iowa Contracts and Closings Overview •
Iowa License Law Enforcement Overview • Iowa Specialty Topics • Iowa Title Issues • Final Exam

NEW EDITION -- COMING SOON
Florida Real Estate Exam Manual for Sales Associates and Brokers, 5th Edition
by Linda L. Crawford
Updated annually to reflect the latest developments in Florida real estate laws and practice, this exam manual is the most comprehensive study tool available for both sales associate students and broker exam candidates. It uses a variety of study aids, including more than 600 practice questions and two 100-question sample exams, to enhance the concepts learned in the main text and prepare students for the licensing exam. Both sales associates and broker candidates can benefit from this text, as broker candidates are also tested on sales associate material.
CONTENTS: How to Use This Manual • Successful Exam-Taking Strategies • Real Estate Law, Florida
Real Estate License Law • General Real Estate Law • Real Estate Principles and Practices • Sample Exam
Questions • Practice Exam 1 • Practice Exam 2 • Answer Sheets • Answer Keys with Explanations
(including Math Cross-Reference Key) • Glossary • Index

NEW EDITION -- COMING SOON
Modern Real Estate Practice in Georgia, 3rd Edition
by Fillmore W. Galaty, Wellington J. Allaway, and Robert C. Kyle, with
Mark Schneider, Consulting Editor
Modern Real Estate Practice in Georgia is the go-to resource for students preparing
to take their licensing exam, fulfilling a college requirement, seeking guidance about
an investment property, or simply expanding their knowledge in this growing field.
Revised with the latest legislative and practical updates, this continues to be the
premier textbook in the study of Georgia real estate. This text includes a full glossary,
extensive instructor resources, practice examinations, a math resource guide, and
much more.
CONTENTS: Introduction to the Real Estate Business • Real Property and the Law • Concepts of
Home Ownership • Agency • Real Estate Brokerage • Listing Agreements and Buyer Representation •
Interests in Real Estate • Forms of Real Estate Ownership • Legal Descriptions • Real Estate Taxes
and Liens • Real Estate Contracts • Transfer of Title • Title Records • Real Estate Financing: Principles •
Real Estate Financing: Practice • Leases • Property Management • Real Estate Appraisal • Land-Use
Controls and Property Development • Fair Housing and Ethical Practices • Environmental Issues and
the Real Estate Transaction • Closing the Real Estate Transaction • Georgia Real Estate License Law •
Real Estate Mathematics • Appendix: Practice Examinations • Glossary • Answer Key • Index

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Concepts of Home Ownership • Real Estate Agency • Real Estate Brokerage • Brokerage Agreements •
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and Other Liens • Real Estate Contracts • Transfer of Title • Title Records • Illinois Real Estate License
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Management • Real Estate Appraisal • Land-Use Controls and Property • Fair Housing and Ethical
Practices • Environmental Issues and the Real Estate Transaction • Closing the Real Estate Transaction •
Real Estate Mathematics • Sample Illinois Real Estate Licensing Examinations • Glossary • Answer
Key • Index

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Title Records • Real Estate Brokerage • Real Estate Agency • Client Representation Agreements •
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Involvement in Real Estate Financing • Real Estate Appraisal • Closing the Real Estate Transaction •
Leases • Property Management • Land-Use Controls and Property Development • Environmental
Issues and the Real Estate Transaction • Investing in Real Estate • Iowa Licensing Overview • Operating
a Real Estate Business in Iowa • Iowa Agency Overview • Iowa Contracts and Closings Overview •
Iowa License Law Enforcement Overview • Iowa Specialty Topics • Iowa Title Issues • Final Exam
NEW EDITION
Massachusetts Real Estate Practice & Law, 9th Edition
by Andrea C. Ahl, CRB, CSE, CAR, CAL, GRI, ACE, FABB
This supplemental text covers Massachusetts real estate license law and regulation. It is designed to be used with our national prelicensing texts for complete preparation for the state licensing exam.

CONTENTS: Real Estate Brokerage • Seller and Buyer Representation Agreements • Interests in Real Estate • Forms of Real Estate Ownership • Legal Descriptions • Real Estate Taxes and Other Liens • Real Estate Contracts • Transfer of Title • Title Records • Massachusetts Real Estate License Laws • Real Estate Financing: Principles and Practice • Leases • Real Estate Appraisal • Land-Use Controls and Property Development • Fair Housing and Ethical Practices • Environmental Issues and the Real Estate Transaction • Sources for Real Estate Information—Massachusetts • Quiz Answers • Index

NEW EDITION
Michigan Real Estate Fundamentals, Version 2.0
by Fillmore W. Galaty, Wellington J. Allaway, and Robert C. Kiley, with Grace RonkaIItis, Contributing Editor
This course not only meets the licensing education requirement needed to obtain a real estate salesperson license in the state of Michigan, but also contains all of the most current regulations and laws enforced at the state and national level.

CONTENTS: Introduction to the Real Estate Business • Real Property and the Law • Concepts of Home Ownership • Agency • Real Estate Brokerage • Listing Agreements and Buyer Representation Agreements • Interests in Real Estate • How Ownership is Held • Legal Descriptions • Real Estate Taxes and Other Liens • Real Estate Contracts • Transfer of Title • Title Records • Real Estate Financing Principles • Real Estate Finance: Practice • Leases • Property Management • Real Estate Appraisal • Land-Use Controls and Property Development • Fair Housing and Ethical Practices • Environmental Issues and the Real Estate Transaction • Closing the Real Estate Transaction • Real Estate Investment • Michigan Real Estate Law • Brokerage Relationships and Agency • Interests and Forms of Homeownership • Real Estate Taxes and Other Liens • Real Estate Contracts • Real Estate Financing • Title Issues • Leasing Real Estate in Michigan • Michigan Fair Housing Law • Michigan Real Estate Ethics • Final Exam

NEW EDITION
Massachusetts Real Estate Practice & Law, 14th Edition
by Donald A. White with William B. Frost, GRI, Contributing Editor
This 60-hour online course is the premier source for Maryland prelicensing students to learn current and detailed information that is essential for passing their licensing exams. The state portion of the course includes a general discussion of real estate practices and takes a look at the changing fields of agency, financial policy, and real property laws. The national portion covers everything prelicensing students need to know in order to pass their exam and begin working in the field. Built to the latest instructional design standards, this course includes interactive exercises, reading comprehension quizzes, and practice exams.

CONTENTS: Introduction to the Real Estate Business • Real Property and the Law • Concepts of Home Ownership • Agency • Real Estate Brokerage • Listing Agreements and Buyer Representation Agreements • Interests in Real Estate • Forms of Real Estate Ownership • Legal Descriptions • Real Estate Taxes and Liens • Real Estate Contracts • Transfer of Title • Title Records • Real Estate Financing: Principles • Real Estate Financing: Practice • Leases • Property Management • Real Estate Appraisal • Land-Use Controls and Property Development • Fair Housing and Ethical Practices • Environmental Issues and the Real Estate Transaction • Closing the Real Estate Transaction • Real Estate Investment • Maryland Real Estate Law • Brokerage Relationships and Agency • Interests and Forms of Homeownership • Real Estate Taxes and Other Liens • Real Estate Contracts • Real Estate Financing • Title Issues • Leasing Real Estate in Maryland • Maryland Fair Housing Law • Maryland Real Estate Ethics • Final Exam

CONTENTS:
Maryland Real Estate Principles and Practice, Version 3.0
by Donald A. White with William B. Frost, GRI, Contributing Editor
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NEW EDITION
Essentials of New Jersey Real Estate, 12th Edition
by Edith Lank and Joan M. Sobek
The topics covered in our primary New Jersey text parallel the state-mandated number of instruction hours with recent updates on legislative changes, Web resources, and more. A complete set of Instructor Resources includes two sample exams.

CONTENTS: Real Estate Licensing • Commission Rules and Regulations • Agency, Brokerage, and Ethical Considerations • Fair Housing • What Is Real Estate? • Estates and Interests • Ownership of Real Estate • Real Estate Taxes • Land-Use Regulations and Environmental Issues • Listing Agreements • Real Estate Contracts • Leases: Landlord and Tenant • Mortgages • Financing I: Conventional, FHA, and VA Loans • Financing II: Primary and Secondary Markets • Appraisal • Investment and Business Brokerage • Subdivision and Development • Legal Descriptions and Deeds • Transfer of Title • Public Records, Titles, and Closings • Real Estate Mathematics • Cumulative Review Quizzes • Practice License Examinations

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This course not only meets the licensing education requirement needed to obtain a real estate salesperson license in the state of Michigan, but also contains all of the most current regulations and laws enforced at the state and national level.

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Modern Real Estate Practice in New York for Salespersons, 11th Edition

This is the only book you need to cover all the required content for a complete salesperson prelicensing education. This edition includes updated information on the license law changes affecting advertising, including requirements on the content of ads, the use of teams within a real estate firm, and who can place an ad. See page 60 for Modern Real Estate Practice in New York for Brokers.

CONTENTS: License Law • The Law of Agency • Agency and Real Estate Brokerage • Estates and Interests • Liens and Easements • Real Estate Instruments: Deeds • Real Estate Instruments: Leases • Real Estate Instruments: Contracts • Title and Closing Costs: Mortgages • Real Estate Finance • Mortgage Brokerage • Land-Use Regulations • Municipal Agencies • Introduction to Construction • Valuation Process • Human Rights and Fair Housing • Environmental Issues • Independent Contractor/Employee • Income Tax Issues in Real Estate Transactions • Commercial and Investment Properties • Property Management • Taxes and Assessments • Condemnations and Cooperatives • Property Ownership • Real Estate Mathematics • Appendix • Salesperson Review Examination • Glossary • Answer Key Index

New York 30-Hour Remedial Salesperson Qualifying Course, Version 2.1

by Sam Irani

This course is intended for students who have completed 45 hours of education and need an additional 30 hours of study to meet the new prelicensing requirement. All the topics outlined in the Department of State’s 30-hour curriculum are covered. It includes key terms with definitions, helpful forms and figures, reading comprehension quizzes, interactive exercises, and unit exams.

CONTENTS: Contract Preparation • Predatory Lending • Pricing Properties • Municipal Agencies • Property Insurance • Taxes and Assessments • Condemnations and Cooperatives • Commercial and Investment Properties • Income Tax Issues in Real Estate Transactions • Mortgage Brokerage • Property Management

New York Real Estate Exam Review, 6th Edition

Urh Shamir, Consulting Editor

Based on the New York State Board of Real Estate Exam content, this workbook offers more than 800 study questions and two salesperson and broker exams to help salesperson and broker candidates prepare for their licensing exams.

SALESPERSON EXAM REVIEW: License Law • The Law of Agency • Agency and Real Estate Brokerage • Estates and Interests • Liens and Easements • Real Estate Instruments: Deeds • Real Estate Instruments: Leases • Real Estate Instruments: Contracts • Title and Closing Costs • Mortgages • Real Estate Finance • Mortgage Brokerage • Land-Use Regulations • Municipal Agencies • Introduction to Construction • Valuation Process • Human Rights and Fair Housing • Environmental Issues • Independent Contractors/Employee • Income Tax Issues in Real Estate Transactions • Commercial and Investment Properties • Property Management • Taxes and Assessments • Condemnations and Cooperatives • Property Ownership • Real Estate Mathematics

BROKER EXAM REVIEW: The Broker’s Office • Real Estate Finance • Real Estate Investments • General Business Law • Construction and Development • Conveyance of Real Property • Property Management • Taxes and Assessments

OTHER CONTENTS: Answer Key • Appendix: Preparing for the Real Estate License Exam • Salesperson Practice Exam 1 & 2 • Answer Key for Salesperson Practice Exams • Broker Practice Exam 1 & 2 • Answer Key for Broker Practice Exams

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NEW VERSIONS
Modern Real Estate Practice in Texas 30-Hour Principles I and II, Version 16.0
by Cheryl Paz Nance, EdD, DreI, CREI, with Loretha Diehl, Contributing Editor
Based on the best-selling Modern Real Estate Practice in Texas, Principles I and Principles II cover everything a student needs to know to pass the Texas licensing exam in a convenient online format. These courses have been extensively revised to comply with the new TREC curriculum requirements for Principles I and II. The courses contain a variety of study tools to help students prepare for a career in real estate, including interactive exercises, reading comprehension quizzes, and links to all the relevant forms and websites.

CONTENTS: Principles I: Introduction to Modern Real Estate Practice • Real Property • The Real Estate Market • Concepts of Home Ownership • Real Estate Brokerage and the Law of Agency • Fair Housing and Ethical Practice • Texas Real Estate License Act • Interests in Real Estate • How Home Ownership Is Held • Legal Descriptions • Real Estate Taxes and Other Liens • Real Estate Contracts • Listing Agreements • Final Exam Principles II: Real Estate Appraisal • Real Estate Finance Principles • Real Estate Financing Practice • Transfer of Title • Title Records • Real Estate Mathematics • Closing the Real Estate Transaction • Leases • Property Management • Real Estate A Business of Many Specializations • Control of Land Use and Green Initiatives • Real Estate Investment • Final Exam

NEW VERSION – COMING SOON
Texas Real Estate Finance, Version 6.0
by Doris Barrett, GRI, DRRI, CDRI, and David Sireca, PhD
Based on Essentials of Real Estate Finance, this dynamic online course covers the principles and practices of real estate finance. The course has been updated with the rules and regulations affecting the residential financing market. Updates include information about the new federal disclosure forms that will replace the Good Faith Estimate, Truth-in-Lending disclosure, and HUD-1 Settlement Statement. Interactive exercises, reading comprehension quizzes, and unit exams will help students master the key finance issues encountered during a majority of sales.

CONTENTS: The Nature and Cycle of Real Estate Finance • Money and the Money System • Additional Government Influence • The Secondary Mortgage Market • Sources of Funds: Institutional, Non-Institutional, and Other Lenders • Instruments of Real Estate Finance • Real Estate Financing Programs • Government Loans • Processing Real Estate Loans • Defaults and Foreclosures • Texas Financing Programs • Real Exam

NEW VERSION – COMING SOON
Texas Law of Contracts, 2nd Edition
This new edition covers the topics required by the Texas Real Estate Commission (TREC). New topics include the Deceptive Trade Practices Act (DTPA), homestead law, mineral rights, and short sales. Key terms reinforce terminology, and chapter reviews emphasize important concepts or serve as a quick refresher of chapter content. Instructor Resources include outlines, exams, and PowerPoint presentations.

CONTENTS: Texas Contract Law • Basics of Real Estate Law • Contracts Used in Real Estate • Limitations on Ownership Rights • The Sale Contract • Contingencies, Addenda, and Amendments • Financing Real Estate • Conveyance of Title • Transaction Process and Closing • Control Contract Mistakes • Glossary • Answer Key • Index

NEW EDITION – COMING SOON
Texas Real Estate Commission (TREC) Forms for New Licensees, 9th Edition
by Donna K. Peoples, PhD, Minor Peoples III, PhD, and A. Sue Williams, MS, with Thomas C. Terrell and Kathleen E. Terrell, CREI, Contributing Editors
This Texas agency book incorporates the latest legislation and explains agency relationships in a logical sequence with many examples and actual legal cases. It has been reorganized to match the Texas Real Estate Commission curriculum. A full set of Instructor Resources is included.

CONTENTS: Agency Concepts • Basic Agency Relationships, Disclaimers, and Duties to the Client • Duties and Disclaimers to Third Parties • Seller Agency • Buyer Agency • Representing More Than One Party in a Transaction • Intermediary Brokerage • Creation and Termination of Agreements • Cerifying Agency Relationships • Employment Issues • Agency, Ethics, and the Law • Deceptive Trade Practices and Consumer Protection Act • Implementation and Presentation • Appendix A: Texas Occupations Code • Appendix B: Questions and Answers Regarding Disclosure of Agency and Intermediary Practice • Appendix C: NAR Code of Ethics • Glossary • Answer Key • Index

NEW EDITION – COMING SOON
Texas Promulgated Forms, 2nd Edition
by Doris Barrett, GRI, DRRI, CDRI, and David Sireca, PhD
Texas Promulgated Forms provides a clear, practical approach to purchase agreements and an in-depth analysis of Texas Real Estate Commission (TREC) forms for new licensees and seasoned practitioners. Case studies provide students with hours of practice using TREC promulgated forms. Instructor Resources include outlines, exams, and a PowerPoint presentation. New for this edition is the forms supplement, which is a separate book that includes all forms for instruction as well as blank and filled-out forms for case studies.

CONTENTS: Contract Law Overview • Laws, Rules, and Regulations • Parties, Property, and Financing • Covenants, Commitments, and Notices • Closing, Possession, and Money • The Remaining Promulgated Forms • Promulgated Addenda, Notices and Other Forms • Other Real Estate Matters • Practice Makes Perfect • Glossary • Answer Key • Index

NEW EDITION
Texas Real Estate Agency, 8th Edition
by Donna K. Peoples, PhD, Minor Peoples III, PhD, and A. Sue Williams, MS, with Thomas C. Terrell and Kathleen E. Terrell, CREI, Contributing Editors
This Texas agency book incorporates the latest legislation and explains agency relationships in a logical sequence with many examples and actual legal cases. It has been reorganized to match the Texas Real Estate Commission curriculum. A full set of Instructor Resources is included.

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NEW EDITION
Texas Real Estate Exam Prep, 3rd Edition
This exam prep booklet was written by state real estate experts and professionals and is ideal when used in conjunction with our Texas prelicensing titles. It features quizzes covering state-specific topics and 215 up-to-date, relevant questions on law and practice to help students master the state portion of the licensing exam. The answer key features in-depth rationales for each question.

CONTENTS: Commission Duties and Powers • Licensing • Standards of Conduct • Agency/Brokerage • Direct Sales • Special Topics • Practice Questions • Practice Questions Answer Key

State

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<td>Pearson VUE</td>
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The above information is always subject to change. Please check directly with your state licensing board for the most current information and deadlines. For a link to your state board, visit our website.
NEW EDITION
Virginia Real Estate Practice & Law, 10th Edition
Don Barrell, GRI, DREI, CDEI, Consulting Editor

This supplemental text covers Virginia real estate license law and regulation. It is designed to be used with our national prelicensing texts and the Virginia Real Estate PSI Exam Prep. Offered for complete preparation for the state licensing exam. This text has been updated with the latest information regarding agent relationships and the most current disclosure forms. With over 220 questions, students can test their retention of the material and readiness for the exam.

CONTENTS: Virginia Real Estate Law • Brokerage Relationships and Agency • Interests and Forms of Ownership • Real Estate Taxes and Other Liens • Real Estate Contracts • Real Estate Financing

Online Course
Call for details, 2014 copyright

NEW VERSION – COMING SOON
Virginia Real Estate Principles, Version 5.0
Don Barrell, GRI, DREI, CDEI, Consulting Editor

Virginia Real Estate Principles is based on the bestseller Modern Real Estate Practice, as well as Virginia Real Estate Practice & Law. This 60-hour interactive course provides students with a strong foundation for building a successful real estate career. Topics include Virginia license law, Real Estate Board rules and regulations, and other state-specific laws.

CONTENTS: Introduction to the Real Estate Business • Real Property and the Law • Fair Housing • Interests in Real Estate • Forms of Real Estate Ownership • Land Description • Transfer of Title • Title Records • Real Estate Brokerage • Client Representation Agreements • Real Estate Contracts • Real Estate Taxes and Other Liens • Real Estate Financing • Government Involvement • Real Estate Appraiser: Closing the Real Estate Transaction • Leases • Property Management • Land Use Controls and Property Development • Environmental Issues and the Real Estate Transaction • Investing in Real Estate • Virginia Real Estate Law • Brokerage Relationships and Agency • Interests and Forms of Ownership • Real Estate Taxes and Other Liens • Real Estate Contracts • Real Estate Financing • Transfer of Title • Leasing Real Estate in Virginia • Virginia Fair Housing Law

Online Course
Call for details, 2015 copyright

NEW VERSION
Virginia Real Estate Exam Prep, 4th Edition
Ideal when used with our other Virginia titles, this exam prep booklet, written by real estate experts and professionals in the state, features more than 200 carefully chosen questions on law and practice to help students master the state portion of the licensing exam.

NEW VERSION
Washington Real Estate Exam Prep, Version 2.0
by Fillmore W. Galaty, Wellington J. Allaway, and Robert C. Kyle, with Gerald R. Cortesi, Contributing Editor

This 60-hour online prelicensing course covers everything from concepts of real property and ownership to Washington-specific laws, including the Residential Landlord-Tenant Act and the “Real Estate Brokerage Relationships” agency law.

CONTENTS: Introduction to the Real Estate Business • Real Property and the Law • Concepts of Real Estate Transactions • Real Estate Financing: Practice • Leases • Property Management • Land Use and Development • Fair Housing and Ethics Practice • Environmental Issues and the Real Estate Transaction • Closing the Real Estate Transaction • Real Estate Investment • Washington Agency Overview • Operating a Real Estate Business in Washington • Washington Agency Overview • Washington Contracts and Closing Overview • Washington License Law Enforcement Overview • Washington Specialty Topics • Washington Title Issues • Final Exam

Online Course
Call for details, 2014 copyright

NEW VERSION
Washington Real Estate Fundamentals, 60-Hour Broker Prelicensing Course, Version 2.0

This prelicensing course covers a strong base of required core topics—including agency relationships, listing agreements, negotiations and sales techniques, residential financing and the closing process—all crucial to any new licensee’s business within the state of Washington. Discussion includes different styles of business ethics and how they are implemented in real estate, as well as the standards of conduct included in the REB regulations. This course provides practical examples on when disclosure is required, outlines important risk reduction strategies for brokers, and gives specific examples of discriminatory housing practices in Washington.

CONTENTS: Business Skills and Procedures • Agency Relationships • Listing Property • Evaluating and Pricing Property • Marketing Property • Negotiation and Sales Techniques • Purchase and Sale Agreements with Earnest Money • Residential Financing and the Closing Process • Real Estate Math • Final Exam

Online Course
Call for details, 2014 copyright

WASHINGTON | PRELICENSING AND EXAM PREP

State | Prelicensing Requirements | Prelicensing Distance | Exam Provider
--- | --- | --- | ---
Virginia | 90 hrs | Yes | AMP
Washington | 60 hrs | Yes | PSI

The above information is always subject to change. Please check directly with your state licensing board for the most current information and deadlines. For a link to your state board, visit our website.
NEW EDITION
Post-Licensing Education for Florida Real Estate Sales Associates, 9th Edition

This title fulfills the 45-hour Florida state post-licensing requirement and is regularly updated to meet the changing needs of the market. Written by an industry expert, the latest edition provides Florida licensees with a step-by-step guide to conducting business in the real estate industry.

See page 31.

Online Post-Licensing Available 24/7

Our post-licensing courses are specifically designed to help students develop and enhance the skills needed to run a successful practice while meeting state post-licensing requirements. With online delivery solutions available for all post-licensing titles, your school can offer the flexibility busy professionals need to meet their requirement without having to attend a live class.

For more information on the specific courses included here, contact your Account Manager today.
NEW EDITION
Illinois Real Estate Broker Post-Licensing, 2nd Edition
Gerald R. Cortesi, Contributing Editor
This title can be used to support a broker post-licensing course. It contains the mandatory topics, including license law, state and federal laws, agency, and real estate transactions. Enhanced Instructor Resources are available to prepare for regular classroom instruction, as well as the interactive requirement. Included are lecture outlines, chapter quizzes, a PowerPoint presentation, a final exam, and interactive exercises.

CONTENTS: License Law • Real Property Issues • Risk Management • Agency Issues • Seller Counseling • Buyer Counseling • Market Analysis • Financing • Contracts and Conveyances • Closing the Transaction • Glossary • Chapter Quizzes Answer Key

NEW VERSION – COMING SOON
Property Management in Texas, 30-Hour Course, Version 4.0
by Robert C. Kyle with Floyd M. Baird, Ralph Tamper, and Marix S. Spodek, GRI, DREI, Contributing Editors
This interactive course offers a practical look at the daily issues facing property managers, including maintenance, accounting, administrative, and legal activities. Instructional graphics, unit exams, reading comprehension quizzes, and interactive exercises help students gain mastery of this rapidly evolving field. Comparable textbooks are located on page 57.

CONTENTS: Professional Property Management • Property Management Economics and Planning • Owner Relations • Lease Negotiations • Tenant Relations • Maintenance and Construction • Managing the Office and Reports • Federal Laws • Residential Property • Office Property • Retail Property • Industrial Property • Risk and Environmental Issues • Life Safety Issues • Texas Property Management Policy and Law • Final Exam

CONTENTS:
Realtor’s Guide to Residential Real Estate Investing, 3rd Edition
by David Sirota, PhD
This version of the best-selling textbook Essentials of Real Estate Investment is designed to keep you current on the latest trends, strategies, and techniques. Featuring over 200 pages of new content, it offers a comprehensive overview of the principles and practices of real estate investing. Learning objectives, end-of-unit quizzes, and unit exams highlight key concepts and lessons covered in each unit. This course also complies with the biannual verification requirement in Texas. Comparable textbooks are located on page 74.

CONTENTS: Introduction to Real Estate Investment • Ownership Interests in Real Property • Feasibility Studies of Real Estate Investments • Income Taxes and Real Estate Investments • Financial Analysis of Real Estate Investments • Financing for Real Estate Investments • Investing in Land • Investing in Residential Properties • Investing in Office Buildings • Commercial Real Estate Investments • Investing in Industrial Properties • Special Real Estate Investments • Final Exam

Real Estate Investment: Texas Essentials of Real Estate Investment, 30-Hour Course, Version 3.0
by David Sirota, PhD
Based on the best-selling textbook Essentials of Real Estate Investment, this course is an easy-to-use, dynamic presentation of the principles and practices of real estate investment. Learning objectives, end-of-unit quizzes, and unit exams highlight key concepts and lessons covered in each unit. This course also complies with the biannual verification requirement in Texas. Comparable textbooks are located on page 74.

CONTENTS: Introduction to Real Estate Investment • Ownership Interests in Real Property • Feasibility Studies of Real Estate Investments • Income Taxes and Real Estate Investments • Financial Analysis of Real Estate Investments • Financing for Real Estate Investments • Investing in Land • Investing in Residential Properties • Investing in Office Buildings • Commercial Real Estate Investments • Investing in Industrial Properties • Special Real Estate Investments • Final Exam

Sales and Marketing 101 for Real Estate Professionals, 2nd Edition
by Chris Grover
Using conversational language and a plethora of real-life examples, this textbook explains classic marketing principles and sales techniques from the perspective of the real estate industry. In addition, it can also be used to fill a 30-hour salesperson annual education (SAFE) requirement in Texas. A complete set of Instructor Resources is available online.

CONTENTS: Real Estate Marketing • The Marketing Concept • Market Research • Data Analysis, Drawing Conclusions, and Motivation • Target Marketing • Technology in Real Estate • Product and Pricing Strategy • Pricing Your Services • Place and Promotion Strategy • Ethics and Real Estate Professionals • Understanding Your Clients • Insights Into a Successful Sale • No Trust, No Need, No New • Insights Into a Successful Sale • No Help, No Hurry • Personal Selling • The Interview and Close • Final Exam • Appendix: Marketing Plan

Texas Real Estate CE Requirements

<table>
<thead>
<tr>
<th>State</th>
<th>Post-Licensing CE Requirements</th>
<th>CE Distance</th>
<th>ARELO®</th>
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<tbody>
<tr>
<td>Florida</td>
<td>45 hrs the 1st renewal</td>
<td>Yes</td>
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<tr>
<td>Georgia</td>
<td>25 hrs the 1st year</td>
<td>Yes</td>
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<tr>
<td>Illinois</td>
<td>30 hrs the 1st renewal</td>
<td>Yes</td>
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<td>Texas</td>
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<tr>
<td>Washington</td>
<td>90 hrs the 1st renewal</td>
<td>Yes</td>
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</tbody>
</table>

The above information is always subject to change. Please check directly with your state licensing board for the most current information and deadlines. For post-licensing requirements in other states, please see the real estate licensing requirements appendix on page 84.
Virginia Post-Licensing Requirements

We have developed all the post-licensing courses needed to satisfy the Virginia 30-hour educational curriculum guidelines that went into effect July 1, 2013. There are eight modules required, ranging from Fair Housing to Agency Law.

Virginia Post-Licensing: Agency Law, Version 1.0
by Doris Barrell, GRI, DREI, CDEI
This 3-hour online post-licensing course covers agency topics, changes to agency law, and agency disclosure. It provides detailed information on the new and revised agency disclosure form, as well as changes to Virginia agency laws.

CONTENTS:
The Law of Agency • Brokerage Relationships and Agreements • New Dual Agency and Designated Agency Disclosure • Final Exam

Online Course
Call for details, 2013 copyright

Virginia Post-Licensing: Contract Writing, Version 2.0
by Doris Barrell, GRI, DREI, CDEI
This 6-hour online post-licensing course covers contract writing, including listing parties, residential leasing, net leases, triple net leases, ground leases, contingencies, ownership principles, multiple offers, ratification, delivery, back-up offers, and home inspections. The units include interactive exercises, true-false reading comprehension quizzes, and multiple-choice unit exams.

CONTENTS:
Contract Overview • The Sales Contract • Specific Language Required in Virginia Sales Contracts • Contingencies, Addenda, and Amendments • Common Mistakes in Contract Writing • Contracts Used in Leasing • Final Exam

Online Course
Call for details, 2013 copyright

Virginia Post-Licensing: Current Industry Issues and Trends, Version 1.0
by Doris Barrell, GRI, DREI, CDEI
This 2-hour online post-licensing course covers current industry issues and trends, including short sales, social media, and Internet advertising. The units include interactive exercises, true-false reading comprehension quizzes, and multiple-choice unit exams.

CONTENTS:
Recent Legislation Affecting Real Estate • Short Sales • Social Media and Internet Advertising • Final Exam

Online Course
Call for details, 2013 copyright

Virginia Post-Licensing: Escrow Requirements, Version 1.0
by Doris Barrell, GRI, DREI, CDEI
This 3-hour online post-licensing course covers escrow requirements and laws from the Code of Virginia, including deposits and trust monies. The units include interactive exercises, true-false reading comprehension quizzes, and multiple-choice unit exams.

CONTENTS:
Use of Escrow by Real Estate Licensees • Inspections • Escrow Procedures in the Closing of a Transaction • Final Exam

Online Course
Call for details, 2013 copyright

Virginia Post-Licensing: Ethics and Standards of Conduct, Version 1.0
by Doris Barrell, GRI, DREI, CDEI
This 3-hour course offers Virginia licensees an overview of the many ways that ethics govern the practice of real estate. Beginning with a general discussion of the principles of ethics, it also explores the National Association of REALTORS® Code of Ethics and probes the Virginia Real Estate Board Rules and Regulations.

CONTENTS:
Overview of Ethics • National Association of REALTORS® Code of Ethics • Virginia Real Estate Board Rules and Regulations • Final Exam • Appendix: National Association of REALTORS® Code of Ethics • Glossary

Online Course
Call for details, 2013 copyright

Virginia Post-Licensing: Fair Housing, Version 1.0
by Doris Barrell, GRI, DREI, CDEI
This 2-hour online course covers the fair housing requirement for new Virginia licensees by exploring the applications of federal, state, and even some local fair housing laws. By exploring legal precedents and real-life case studies, this course digs into the many tactical challenges licensees face every day while practicing the trade of real estate.

CONTENTS:
Federal Fair Housing Law • Virginia Fair Housing Law • Final Exam

Online Course
Call for details, 2013 copyright

Virginia Post-Licensing: Real Estate Law and Board Regulations, Version 1.0
by Doris Barrell, GRI, DREI, CDEI
This post-licensing course consists of important information that licensees need to operate in the state of Virginia. Topics covered include lead-based paint, the Virginia Residential Landlord and Tenant Act, the Property Owners Association Act, the Condominium Act, the Common Interest Community Law, Megan’s Law, the Servicemembers Civil Relief Act, required disclosures, Virginia Real Estate Board disciplinary actions, building codes, and smoke detectors. Unit and final exam banks are provided for a unique exam experience each time a student takes the exam.

CONTENTS:
License Conduct and Duties • Specialized Housing • Landlord and Tenant Concerns • Consumer Protection Laws • Enforcing the Law • Final Exam

Online Course
Call for details, 2013 copyright

To order: 877.788.3873 | reorders@dearborn.com

To order: 877.788.3873 | reorders@dearborn.com
Virginia Post-Licensing: Risk Management, Version 1.0
by Doris Barnett, GRI, DREI, CEI

An essential course for satisfying Virginia’s post-licensing requirement, Virginia Post-Licensing: Risk Management explores the various steps a licensee should take when working with clients, brokers, agents, and various government officials to stay within the boundaries of the law and avoid harmful lawsuits. This 3-hour course features interactive exercises and reading comprehension quizzes, with answer rationales, to reinforce key learning concepts.

CONTENTS: General Legal Liabilities • Agency and Brokerage Relationships • Federal and State Legislation

NEW VERSION

Washington Advanced Real Estate Practices, 30-Hour Broker Post-Licensing Course, Version 2.0
by Lynnell Morgan and Marie S. Spodek, GRI, DREI

This mandatory, 30-hour online course is all-new, with up-to-date content and a refreshed format that reinforces learning and retention. The course covers those topics that are most important to a newly licensed broker in Washington, including agency relationships, conflict resolution techniques, provisions of landlord-tenant laws, and how to conduct a short sale.

CONTENTS: Brokerage • Agency • Contracts • Marketing, Negotiation, and Closing • Problem Management • Business Practices • Property Management • Current Topics • Final Exam

NEW VERSION

Washington Real Estate Law, Version 2.0

This mandatory post-licensing course covers real estate license law and regulation, as well as other topics crucial to any new licensee’s business within the state of Washington. It provides the content in a flexible, interactive environment convenient for today’s busy professionals. From general legal concepts to more current topics, like errors and omissions insurance and Washington’s Consumer Protection Act, this course offers an engaging survey of the most pressing legal issues real estate professionals need to know.

CONTENTS: Introduction • Washington Licensing Law • Agency Law • Contracts • Torts • Pracitces and the Law • Legal Environment • Current Topics • Final Exam
This title offers a great introduction for buyer agents with a focus on the legal and technical aspects, such as due diligence and fiduciary duties. The online course includes brand-new interactive exercises and 180 unit exam questions.

CONTENTS: Foundations of Buyer Representation • Presenting Buyer Representation • Buyer Representation Agreements • Buyer Representation in Action • Final Exam

Environmental Issues in Your Real Estate Practice, Version 5.0
by Marie S. Spodok, GRI, DREI
This course uses clear language and real-world examples to explain the potential environmental hazards that agents need to know. The discussion includes evaluating properties, due diligence, and avoiding legal liability.

CONTENTS: General Issues • Lead-Based Paint • Radon • Mold • Asbestos • Volatile Organic Compounds (VOCs) and Pesticides • Drinking Water • Other Indoor Pollutants • Underground and Aboveground Storage Tanks • Waste Sites and Toxics Substances • Construction Issues • Wetlands, Watersheds, and Endangered Species • Environmental Reports and Consultants • Final Exam

NEW
Everyday Ethics in Real Estate
by Doris Barnard, GRI, DREI, CDER
The fourth in a series of ethics courses, this title reflects the latest information from the Code of Ethics and Standards of Practice of the National Association of REALTORS® (NAR). Students will gain greater insight into the responsibilities and duties required of REALTORS® and recommended sanctions for violations of the Code. This title meets NAR’s requirements for new members to complete ethics training and continuing members to complete quadrennial ethics training.

CONTENTS: Ethics in Today's World • Ethics and the Real Estate Professional • National Association of REALTORS® Code of Ethics • Enforcement of the NAR Code of Ethics • Current Ethics Issues • Making Ethical Decisions • Appendix A: Code of Ethics and Standards of Practice of the National Association of REALTORS® • Answer Key • Glossary

Fair Housing, 4th Edition
by Marcia J. Russett, DREI
Today’s real estate practitioner must establish business practices that comply with fair housing laws and offer equal professional service to all. Consistency, objectivity, and documentation are critical to accomplishing this objective. This popular title covers topics important to today’s real estate professional. Case studies help students apply the fair housing laws to real-world situations that they may encounter in their own businesses. Key terms and a glossary ensure a complete understanding of the terminology involved, and the book includes end-of-unit quizzes with answer keys, two final exams, and Instructor Resources.

CONTENTS: The Fair Housing Act • The 1988 Amendments Act and Beyond • Fair Housing in Property Management • Fair Housing Advertising • Fair Housing Enforcement • Cultural Diversity and Fair Housing • Fair Housing Case Studies • Final Exams • Appendix A: Substantially Equivalent State and Local Fair Housing Laws • Glossary • Index

Introduction to Commercial Real Estate Sales, Version 4.0
by Bill W. McCoy Jr.
This popular continuing education elective provides a comprehensive introduction to the potentially lucrative field of commercial real estate. Discussion includes the categories of commercial property, financial elements involved in real estate investments, and developing a marketing plan. This elective features learning objectives and key terms, case studies, interactive exercises, and a final exam.

CONTENTS: Characteristics of Commercial Investment Real Estate • Understanding and Analyzing Investment Returns • Income Tax Characteristics of the Real Estate Investment • Marketing Commercial and Investment Real Estate • Final Exam

Investment Property Practice and Management, Version 4.0
by Robert C. Kyle, Floyd M. Baird, RPA/SMA, and Bill W. McCoy III
This user-friendly interactive course borrows from topics covered in Introduction to Commercial Real Estate Sales and Property Management and Managing Risk. Specific topics explored include the nature of commercial real estate, classifications of real property, lease types, market value, and rate of return analysis.

CONTENTS: Introduction to Professional Property Management • The Manager-Owner Relationship • Economics and Planning • Leases and Tenant Issues • Managing Residential Properties • Managing Risk and Tenant Safety Issues • Characteristics of Commercial Investment Real Estate • Understanding and Analyzing Investment Returns • Income Tax Characteristics of the Real Estate Investment • Marketing, Commercial and Investment Real Estate • Final Exam
Property Management and Managing Risk, 4th Edition
by Robert C. Kyle and Floyd M. Baird, IPMA, with Marie S. Spodok, GRI, DREI, Consulting Editor

This popular title provides an up-to-date introduction to property management with a focus on practical advice on how to comply with regulations and avoid liability. The features include “Liability Alerts” that offer suggestions for avoiding liability from both owners and tenants, case studies, key terms, learning objectives, review questions, answer keys, along with a glossary and complete Instructor Resources with a final exam and answer key.

CONTENTS: Introduction to Professional Property Management • The Manager-Owner Relationship • Economics and Planning • Issues and Tenant Issues • Managing Residential Properties • Managing Risk and Tenant Safety Issues • Glossary • Answer Key • Index

NEW EDITION
Real Estate and Taxes: What Every Agent Should Know,
6th Edition
by Vernon Hoven, CPA, EA, and Sharon Krider, CPA, EA

In clear and simple language, this text demystifies tax laws and their impact on anyone owning or selling real estate. Students will receive a background on basic tax issues and learn to apply calculations and formulas to better assist clients on tax-related questions and issues. Recently rewritten to closely address the needs all students, this newest edition also includes the latest tax changes. Real-life examples and case studies with discussion questions offer a context for the material covered.

CONTENTS: Home Mortgage Interest Deduction • Taxation of Profits—How Gains or Losses Are Computed • Exclusion Rule for Gain on Sale of Principal Residence • Applying the Passive Loss Rules to Real Estate Professionals • Answer Key • Glossary

NEW VERSION
Real Estate Finance and Tax Issues, Version 5.0
by Doris Barnell, GRI, DREI, CDEI

This online course offers a comprehensive look at the use of principal financing instruments and how the government influences real estate financing. It is a time of financial restructuring and changing tax policy, this latest version offers an invaluable resource for real estate professionals.

CONTENTS: Basics of Real Estate Finance • Government Influences on Real Estate Finance • Current Issues in Mortgage Lending • Conventional Mortgage Loans • Government Insured or Guaranteed Loans • Special Financing Alternatives • Home Mortgage Interest Deduction • Taxation of Profits—How Gains or Losses Are Computed • Exclusion Rule for Gain on Sale of Principal Residence • Applying the Passive Loss Rules to Real Estate Professionals • Final Exam

Real Estate Finance Today, 5th Edition
by Doris Barnell, GRI, DREI, CDEI

In a time of financial restructuring and a rapidly developing regulatory environment, this latest edition offers an invaluable resource for real estate professionals practicing in several different fields. This online course covers everything from the restructuring of government organizations like Fannie Mae, Freddie Mac, and the new Consumer Financial Protection Bureau to updated private policies regulating loan limits and flood insurance. Key terms, case studies, chapter quizzes, financial appendices, and other learning tools make this the best bet for staying up-to-speed in today’s fast-moving real estate economy.

CONTENTS: Basics of Real Estate Finance • Government Influences on Real Estate Finance • Current Issues in Mortgage Lending • Conventional Mortgage Loans • Government Insured or Guaranteed Loans • Special Financing Alternatives • Home Mortgage Interest Deduction • Taxation of Profits—How Gains or Losses Are Computed • Exclusion Rule for Gain on Sale of Principal Residence • Applying the Passive Loss Rules to Real Estate Professionals • Final Exam

Real Estate Market Pulse, Version 1.0

Having a finger on the pulse of today’s real estate market is more important to your students than ever before. This course defines what and who is driving today’s home purchases and sales. It informs students on how to use social media legally, as well as explores the positives, negatives, and future of the national and local real estate markets. Unit exams and a final exam will help ensure your students understand the material covered in this course.

CONTENTS: Course Introduction • Changing Reality: The American Dream Redefined • What and Who Is Driving the Market? • Social Media Explosion & the Leading and Blurring Edges of Real Estate • Opportunities and Risk Management in Residential Leasing and Property Management • Unit Exams • Final Exam

by James C. Prendergast and Lynn P. Cautha

This course offers information for agents inspecting properties on topics such as asbestos, hazardous vegetation, and more. Instructor Resources offer additional tools to help instructors prepare for a successful class.

CONTENTS: Red Flags. What Are They and What Causes Them? • Inspecting for Red Flags Outside the Home • Inspecting for Red Flags Inside the Home • Red Flags Associated with Environmental Hazards and Hazardous Materials • Answer Key • Glossary

Risk Management, Version 4.0
by Martha R. Williams, JD

This course provides the essentials on risk management that every sales professional must know to avoid legal problems and provides an action plan for minimizing liability.

CONTENTS: Introduction to Managing Risk • Misrepresentation, Nondisclosure, and Unauthorized Practice of Law • Disclosure of Environmental Hazards • Agency • Federal Fair Housing Laws • The Americans with Disabilities Act • Antitrust Laws • Final Exam

Commercial and Investment Real Estate: Tools of the Trade
by Edward S. Smith Jr., CRI, CIT, ICC, RECS, GREEN, MCP

Commercial and investment properties are some of the fastest-growing segments of the real estate market. Sales opportunities are rich, but the rules for buying, holding, and selling real estate can often be completely different from those governing the residential realm. This book opens the door to commercial and investment real estate and is an invaluable resource to everyone from beginning agents to experienced brokers. Learn how to evaluate commercial properties, calculate cash flows, and negotiate capital gains taxes and 1031 exchanges.

CONTENTS: Commercial Real Estate Opportunities • All About Office Buildings • Retail Properties • Industrial Buildings and Their Physical Characteristics • Introduction to Financial Analysis • The Value of Investments • Forecasting Cash Flows • Depreciation and Cash Flow After Taxes • Selling Property: Capital Gains Taxes and 1031 Exchanges • Dealing with Other Brokers • Marketing for Success • Appendix: Commercial Real Estate Online Resources • Answer Key • Glossary
Foreclosures, Short Sales, REOs & Auctions:
By Ted Highland with Sandy Williams, DREI, Contributing Editor
With the number of homes going into foreclosure and short sales, it is increasingly important for licensees to stay current on these topics to remain competitive and successful in the market. This continuing education title discusses four hot topics in today’s market: foreclosures, short sales, REOs, and auctions. Focusing on the legal ramifications of these topics, this title also reviews ways that agents can successfully market these properties. Each chapter contains vocabulary words and learning objectives, as well as end-of-chapter quizzes to emphasize key concepts.

CONTENTS: Foreclosures—An Introduction • Identifying the Short Sale Property • Marketing the Short Sale Listing • Short Sale Contracts • Making the Sale with Loss Mitigation Departments • Who to Contact? Asset Management Departments • Purchasing Lender-Owned (REO) Properties • Broker and Client Auction Procedures • Answer Keys • Glossary

Houses: Buy, Fix, Sell!, Version 1.0
A multitude of foreclosed and distressed homes today have been labeled as undesirable. Are these houses beyond help, or are they merely diamonds in the rough? Learn how to evaluate renovation options to determine if a house will be a money maker or a money taker.

This course takes students through the process of buying a distressed property, fixing it up, and selling it for profit. Students will first look at ways to structure the acquisition, whether representing the buyer, the seller, or themselves. Next, students will determine how to analyze the property’s needs and costs. Comparing the costs and returns from renovating bedrooms, baths, kitchens, and more, will help investors put their money in the right place. Finally, students will learn how to put together pricing models, accurate construction timelines, and a profitable exit strategy. With a solid plan in place, buyers can lessen their risks and realize a greater profit by avoiding coal and discovering diamonds in the rough.

CONTENTS: Finding the Property • Minor and Major Renovations • Analyze: Location, Lot/Site, Building, and Financial Feasibility • Analyze: Scope of Work • Analyze: Exterior and Interior • Analyze: Interior • Financial Analysis: and Buying • Fix and Sell • Final Exam

Identity Theft: Protecting Your Clients and Your Business, Version 1.0
The odds of experiencing identity theft are ever-increasing. Don’t let your clients or yourself become a victim. Customers entrust their real estate agents with a wide variety of personal information. If it falls into the wrong person’s hands, the damage to the customer’s life and the agent’s reputation could be extreme. In this course, you will learn how to respond if your personal information or your clients’ information is compromised. You’ll explore case studies and actual news stories to discover the methods thieves use to steal identities and what “red flags” you should watch for. You’ll also learn how to protect your business and to prepare for a potential data breach. From the world of the internet to phone calls to confidential contracts, there’s never been more opportunity for identity thieves to strike. This course will provide the tools and information that can reduce your chances of becoming a victim.

CONTENTS: Consumer Identity Theft: Protecting Personal Information • Small Business Identity Theft: Protecting Your Business • Data Breach Risk Management: Be Prepared, or Prepare to Lose Clients • Identity Theft Resources: Increasing Your Identity Theft Knowledge and Awareness • Final Exam

Mortgage Fraud and Predatory Lending: What Every Agent Should Know, 2nd Edition
By Marie S. Spodek, GRI, DREI, and Jerome Mayne
This text addresses the hand-in-hand issues of predatory lending and mortgage fraud and how they affect foreclosed and repossessed properties. Each chapter is devoted to a specific topic and includes a definition and discussion of the issue, relevant information, and the impact of the topic on real estate agents. Learning features, such as case studies, key terms, and end-of-chapter multiple-choice questions with answer rationales, help emphasize important concepts. A complete set of Instructor Resources is also available with exam with answer key rationales, timed outcomes, PowerPoint presentations, and chapter outlines.

CONTENTS: Financial Crisis • Mortgage Basics for Real Estate Licensees • Mortgage Fraud • Predatory Lending • Illegal Flipping • Federal Protections • Glossary • Answer Key

Reverse Mortgages for Seniors, 2nd Edition
By Bob LaFlay with Barry D. Scolsi, MAI, CRB, Contributing Author
This title describes qualifications for reverse mortgages and explores the different plans available to seniors. It details how seniors can use reverse mortgages to purchase a second home or use equity in their current home without having to make mortgage payments. Case studies allow students to understand how reverse mortgages can be implemented in real-life scenarios in today’s market. A complete set of Instructor Resources helps to fully prepare for class.

CONTENTS: Reverse Mortgages: The History and the Basics • A Guide to Reverse Mortgage Plans • The Process for Obtaining a Home Equity Conversion Mortgage • Purchasing a Home with a HECM • Case Studies • Glossary • Answer Key

Scams, Scoundrels, and Real Estate Stings, Version 1.0
An agent can become an invaluable resource to clients and the real estate industry by learning how to spot and report scams at the first sniff of trouble. This course takes students, one crime at a time, on the journey of sifting through the facts, recognizing who is liable, assessing the consequences, and revealing the resources that will help students avoid the dark side of the industry today. Students will learn how one person’s scam is every agent’s burden to bear, and how agents can sting-proof their reputation while keeping clients out of harm’s way. From flattening to straw buyers to internet fraud, it’s all explored here.

CONTENTS: Introduction: A History of Real Estate Scams • Scams: Dirty Deals, Done by Agents • Stings: Getting Caught in the Trap • Scoundrels: Giving Real Estate a Bad Name • Conclusion: Sting-Prooﬁng Yourself • Appendix: National Association of REALTORS® Code of Ethics • Final Exam
The Truth About Mold, 3rd Edition
by Susan C. Cooper, PhD
Mold has become a hot topic in the industry, and real estate professionals need to understand what it is and what to do when it is found in a property.
The Truth About Mold explores this widely misunderstood topic with updated information on how issues relating to mold impact the real estate profession. Students receive practical information on remediation, reducing liability, sampling and testing kits, health effects of mold, and the differences between mold and other environmental red flags.
CONTENTS: The Mold Problem • What is Mold? • What Does Mold Look Like, How Does It Reproduce, and When Does It Thrive? • Common Household Molds • Adverse Health Effects of Mold • Court Cases and Insurance Issues • Sampling, Testing, and Remediation • Policies, Standards, and Legislation • Reducing Liability • Glossary • Answer Key • Index

Understanding 1031 Tax-Free Exchanges
Version 2.0
by Thomas J. Mahurin, ABK, CRE, DRE, GIS
This continuing education title explores the history, evolution, rules, and forms of the strategy used to defer tax liability until a later date. Loaded with real-life examples and calculations, this text allows agents to learn the vocabulary and application of tax-free exchanges so they are better able to answer client questions. A recent review of content ensures students will receive the most up-to-date material.
CONTENTS: General Discussion of Tax • Installment Sales • The 1031 Tax-Free Exchange • The Law and The Rules • The Paperwork • Frequently Asked Questions • Answer Key • Glossary

Understanding the World of Investors, 2016 Edition
by Goerge W. Lawrence
The worlds of investors and general brokerage can collide when agents work with investors. This 4-hour course is designed to help agents understand investors’ mindsets, how they operate, and how they look to profit from deals. Understanding these will allow the agent to better serve this unique type of client. Additionally, it will help the real estate professional to avoid potential ethical violations, as well as situations and activities that could lead to the agent’s liability and perhaps even loss of license.
CONTENTS: Understanding the Investor Mindset • Traditional Investment Practices • Basic Approaches to Investing • Creative Strategies and Techniques • Final Exam

Virtual Brokerage: How to Do It
Virtual brokerages have answered the call of today’s client, whose expectations have never been more demanding or steep. Students will learn how real estate professionals in virtual brokerages are armed to work for their clients using sophisticated technology, which enables lightning-fast communication, immediate response to inquiries, electronic document expediting, and more! Students will also learn what brokers need to know and what agents should understand regarding their duties and liabilities in a virtual brokerage environment.
The lecture outline format workbook includes a complimentary PowerPoint presentation that mirrors the workbook. Instructors can enhance the PowerPoint as they wish or use it as is. Also included in the Instructor Resources are two 60-item exams, as well as a 4- and a 6-hour timed outline. Used together, the instructor teaches from the narrative book while students use the workbook to follow along in class and take notes to better understand the material presented. As always, you have the option to order the textbook version for your classroom as well as for a correspondence course.
CONTENTS: Today’s Virtual Brokerage • Technology and Communication • Managing Risk • The Optimized Virtual Brokerage • Answer Key
State-Specific Continuing Education

Our up-to-date, state-specific continuing education courses are specifically designed to guide agents through topics of special concern in your state during their renewal period, such as license law, updates, federal requirements, finance, and tax law. Most courses are available online and written to your state’s e-learning requirements.

Our online courses use:
- The same top-quality content as our textbooks
- Thematic graphics to keep the material fresh and compelling
- Instructional graphics to reinforce key concepts
- Interactive exercises to keep students focused and help them retain material
- User-friendly navigation
- Unit exams to test subject mastery and identify topics for additional review

State continuing education requirements are referenced within the text, and course hours are included to help you easily identify which combination of titles works best with your existing curriculum. For a complete list of CE requirements for all states, see the real estate licensing requirements appendix on page 84.

Visit www.dearborn.com or contact your Account Manager for more information on these and other upcoming continuing education courses.

Risk Management: Avoiding Violations, Version 1.0

This mandatory 3-hour continuing education course helps licensees minimize risk in their real estate practice by identifying license law violations and other legal pitfalls as they arise and taking steps to avoid them. Topic coverage includes mortgage fraud, advertising, home inspections, sources of lawsuits, and more.

CONTENTS: Alabama License Law • Property Condition and Disclosure

Risk Management for Salespersons, Version 1.0

This mandatory 3-hour continuing education course meets the Alabama Real Estate Commission Level 2 continuing education requirement for salespersons. It helps licensees minimize risk in their real estate practice by addressing their roles and obligations as licensees, contractual issues, and licensee property interests. Topic coverage includes fiduciary duties, the Real Estate Consumer’s Agency and Disclosure Act (RECAD), contract do’s and don’ts, disclosure and advertising rules for licensees who buy, sell, or rent their own properties, and more.

CONTENTS: Agency • Contracts • Licensees as Principals

Alabama   |   CONTINUING EDUCATION

Appendix on page 84
NEW VERSION
Illinois Core Continuing Education: Core A & B, Version 5.0
Core A: Fair Housing, Agency, License Law, and Escrow Core B: Short Sales

This 6-hour online continuing education course contains an important review of Illinois law pertaining to agency, fair housing, license law issues, and escrow. An overview of the short sale process, including qualifying, marketing a listing, completing contracts, and addressing legal ramifications, will also be covered. It has been updated with the newly-required content on fair housing.

CONTENTS: Core A: Agency • Fair Housing • License Law Issues • Escrow Core B: Identifying the Short Sale Property • Marketing the Short Sale Listing • Short Sale Contracts • Making the Sale with Loss Mitigation Departments • Final Exam

NEW VERSION – COMING SOON
Iowa 8-Hour Law Update, Version 4.0

This 8-hour online course fulfills the law update portion of the Iowa continuing education requirement and covers key Iowa laws relevant to the practice of real estate. Course material discusses state and federal laws, including newly enacted laws. Interactive exercises are interspersed throughout the reading assignments to keep the material and course fresh and interesting.

CONTENTS: Iowa Real Estate Licensing • Licensing in Practice • Fraud and Misrepresentation • Agency Concepts • Duties to Clients and Customers • Real Estate Disclosures • Fair Business Practice • Fair Housing Laws • Final Exam

Maryland Ethics & Predatory Lending, Version 3.0

by William B. Frost, GRI

Satisfy Maryland’s 3-hour ethics requirements with this interactive online course. Topics include an extended discussion of the Maryland Code of Ethics and how it pertains to contemporary real estate concepts like flipping and predatory lending. A popular choice for Maryland real estate licensees, the latest version of this course is presented with an interactive new design that stresses the retention of key concepts.

CONTENTS: Ethical Advertising • Maryland Real Estate Commission Code of Ethics • Predatory Lending and Illegal Flipping • Final Exam

Online Course
Call for details, 2014 copyright

ARELLO® Certified

Maryland Legislative Update, Version 3.0

by William B. Frost, GRI

Satisfy Maryland’s 3-hour continuing education requirement for law and regulation with the most comprehensive instructional course on the web. Explore vital issues like licensees certification, education requirements, regulatory issues, and more. Built with the latest instructional design principles, interactive exercises and reading comprehension quizzes help students learn complex issues.

CONTENTS: Regulations and Policies of the Maryland Real Estate Commission • Maryland Law Changes • Federal Law and Regulations Changes • Final Exam

Maryland Fair Housing, Version 3.0

by William B. Frost, GRI

This mandatory online course uses interactive exercises and engaging graphics to help students review federal Fair Housing Acts. The course also covers other federal laws, as well as state and local fair housing laws and regulations in Maryland, including fair housing advertising.

CONTENTS: Federal Fair Housing Acts • Other Federal Laws • Fair Housing in Maryland • Final Exam

MREC Agency—Commercial, Version 1.0

by Sydnie Machat, CME, CCIM

This Maryland commercial agency course is based on the standard outline from the Maryland Real Estate Commission and was written by a trained agency instructor. Students will refresh their understanding of the key principles governing commercial agency relationships, review basic disclosures that are historically tied to common law, explore practical examples of fiduciary obligations to clients in sale and lease transactions, and learn how to avoid situations where dual representation of clients might cause problems. This course has been updated with recent legal cases, and it will discuss how these court decisions affect commercial real estate practitioners.

This course meets the mandatory agency requirement for Maryland licensees who are involved in commercial real estate.

CONTENTS: Introduction to Commercial Agency • Agency Law and the Agent’s Duty to Principals • The Termination of Agency • Remedies and Obligations • Final Exam

MREC Agency—Residential, Version 1.0

by William B. Frost, GRI

This Maryland residential agency course meets the mandatory agency requirement that licensees must complete at least three hours of agency every four years. It is based on the standard outline from the Maryland Real Estate Commission and was written by a trained agency instructor. Students will receive detailed information about residential agency, including requirements for brokerage agreements, duties owed by licensees, disclosure forms, and regulations about dual agency.

CONTENTS: Introduction and Brokerage Agreements • Duties of the Agent and Disclosure Forms • Confidential Information and Ministerial Acts • Prevention of Buyer Agency • Dual Agency, Teams, and Open Houses • Final Exam

MREC Agency Courses
All MREC real estate licensees are required to take a 3-hour CE course on the principles of agency and agency disclosure at least once every four years. Our commercial agency and residential agency courses allow licensees to choose their primary audience. (Agents may also take the other agency class and count those hours as an elective towards the overall 75 hours of CE required for license renewal.)

Online Course
Call for details, 2012 copyright

Core CE for Maryland commercial licensees

Core CE for Maryland residential licensees

Table:
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<td>Connecticut</td>
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<td>Florida</td>
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<td>15 hrs every 2 years</td>
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</table>

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Michigan 2015 Legal Update OnDemand Course, Version 1.0
This online course provides the 2 hours of Michigan law updates required for license renewal each year. The course includes a review of state and federal rules regarding fair housing and fair lending. It includes current court cases that illustrate issues around fair housing and fair lending, as well as a review of recent Michigan legal cases and court opinions related to real estate practice.

CONTENTS: Fair Housing and Lending Laws • Federal Fair Housing Act • Equal Credit Opportunity Act (ECOA) • Community Reinvestment Act (CRA) • Home Mortgage Disclosure Act (HMDA) • Current Fair Housing Cases • Case Studies

New York 22.5-Hour CE Course, Pac 1, Version 4.0
by Sam Irlander, Edith Lank, Ted Highland, Sandy Williams, DREI, and George W. Lawrence
This online course explores many issues facing real estate professionals, including fair housing, distressed properties, fraud, investment, and consumer credit.

CONTENTS: Fair Housing in New York • Foreclosures, Short Sales, REO, and Auctions • Scams, Scandals, and Real Estate Stings • Understanding Today’s Investors • Understanding Credit and Improving Credit Scores

New York 22.5-Hour CE Course, Pac 2, Version 4.0
by Sam Irlander, Edith Lank, Bly W. McCoy, Robert C. Kyle, Floyd M. Baird, RPA/SMA, Marie S. Spodek, GRI, DREI, Vernon Hoven, CPA, EA, and Sharon Kreider, CPA, EA
This online course explores many issues of concern to real estate professionals, including fair housing, commercial properties, property management, and tax law.

CONTENTS: Fair Housing in New York • Introduction to Commercial Real Estate Sales • Property Management and Managing Risk • Real Estate and Taxes: What Every Agent Should Know

Fair Housing in New York, Version 2.0
by Sam Irlander with Edith Lank and Marica L. Russell, DREI
This 3-hour online course explores the important issues that pertain to fair housing laws and practice in New York.

CONTENTS: Human Rights and Fair Housing • Case Studies

Fair Housing in Ohio, 3-Hour CE Course, Version 3.0
This 3-hour online course combines Ohio real estate license law and rules with the federal Fair Housing Act. This user-friendly course features interactive exercises and provides busy professionals with the flexibility they need to meet their Ohio continuing education requirements.

CONTENTS: Federal and Ohio Fair Housing Laws • Fair Housing Protections for Families and Persons with Disabilities • Prohibited Activities and Recommended Practices • Fair Housing Complaints and Resources

Ohio Canons and Codes: Your Professional Guidelines, 3-Hour CE Course, Version 3.0
by Gerald R. Cortesi
This 3-hour interactive online course provides a flexible solution for professionals to meet the Ohio requirements on codes of conduct and ethics expected of real estate professionals within the state.

CONTENTS: Defining Ethical Behavior and How It Affects the Real Estate Business • General Duties to the Public and Industry • Specific Duties to Clients and Customers • Duties to Fellow Licensees and Disciplinary Actions

Ohio Core Law: Disclosure, Inspection, and Environmental Concerns in Real Estate, 3-Hour CE Course, Version 3.0
This 3-hour online course covers some of the most pressing issues affecting Ohio real estate licensees today. Using compelling graphics and an innovative instructional design template, this continuing education course explores disclosure and inspection requirements, as well as various environmental risks that licensees may encounter in their daily practice.

CONTENTS: Misrepresentation: The Most Common Lawsuit • Property Disclosures • Property Inspection Issues • Environmental Risk Issues • Additional Risk Management Concerns

CHECK OUT THE STATE TITLE INDEX ON P. 87 FOR A FULL LIST OF TITLES AVAILABLE IN YOUR STATE.
NEW VERSION – COMING SOON
Pennsylvania: 14-Hour Mandatory First Renewal Course, Version 3.0

This course fulfills the 14-hour continuing education requirement for first-time Pennsylvania real estate licensees with 7 hours of general education and 7 hours of residential-specific content. It provides a useful refresher on many important prelicensing topics and introduces more advanced topics to help new licensees provide a higher level of professional service to their clients.

CONTENTS:
- General Section: Duties of Licensees • Closing Costs • Contracts • Title Reports
- Zoning • Agency and Representation Agreements • Environmental Concerns in the Real Estate Transaction
- Residential Section: Uniform Construction Code and Zoning • Environmental Issues in Residential Real Estate • Manufactured Housing • Subdivisions and Land Development • Protection of Critical Elements • Financing the Real Estate Transaction • Fair Housing Laws and the Americans with Disabilities Act • Agreement for the Purchase of Real Estate • Case Studies and Disciplinary Actions

NEW
2014–2016 South Carolina Core Course: Professional Expectations and Obligations, Version 1.0
by Marie S. Spodek, DREI, CDEI

This new 4-hour course meets the mandatory continuing education requirement for South Carolina. The course addresses state-specific material covering license law and describes what current real estate consumers expect from their real estate agents. Practice activities, unit exams, and a final exam help students retain critical information and prepare them for passing the state exam.

CONTENTS:
- Basic Obligations to the Public • The Requirements of Licensees • Due Diligence and Disclosure • Disciplinary Actions and the Process • Final Exam

by Marie S. Spodek, DREI, CDEI

This 4-hour interactive course is designed to meet South Carolina’s 2012–2014 mandatory continuing education requirements. This innovative course covers both South Carolina and federal laws, including fair housing regulations, the Americans with Disabilities Act (ADA), foreclosure rights, the Mortgage Disclosure Improvement Act, Housing for Older Persons Act (HOPA), and the Real Estate Settlement Procedures Act (RESPA). Designed to maximize learning and memory retention, this course makes learning the breadth and nuance of federal housing laws a breeze.

CONTENTS:
- Federal Fair Housing Laws: Protected Classes • Federal Fair Housing Laws: Steering and Advertising • The ADA and Other Federal Legislation Affecting Real Estate • The Real Estate Settlement Procedures Act (RESPA) • Final Exam

NEW VERSION – COMING SOON
Tennessee Real Estate Commission 6-Hour Core CE Course 2015/2016, Version 1.0
by Lynnell Morgan

This mandatory 6-hour interactive online course highlights topics relevant to Tennessee licensees, including TREC laws, rules, and policy updates. The course also covers topics such as agency, advertising, contracts, property management, commercial leasing, disclosures, principal broker supervision, and license recognition.

CONTENTS:
- TREC Law, Rule, and Policy Update • Agency • Advertising • Contracts • Property Management • Property Management • Common Commercial Lease Terminology • Disclosures • Principal Broker Supervision • License Recognition

TREC 2014/2015 Ethics MCE, Version 6.0
Content provided by the Real Estate Center at Texas A&M University

Required by the Texas Real Estate Commission, this 3-hour continuing education course has been updated to cover the latest topics affecting real estate licensees. In addition to the required reading assignments, Texas Real Estate Commission Ethics MCE offers interactive exercises, reading comprehension quizzes, unit exams, and a final exam.

CONTENTS:
- The Canons of Professional Ethics • Agency Relationships • Contract Issues • Default Disclosure • Advertising • Intellectual Property • Dispute Resolution • Unlicensed Assistants • TREC Cases • Final Exam

TREC 2014/2015 Law Update MCE, Version 7.0
Content provided by the Real Estate Center at Texas A&M University

Required by the Texas Real Estate Commission, this 3-hour continuing education course has been updated to cover the latest topics affecting real estate licensees. Students will learn about condominium changes affecting condominium associations and unit owners, updated requirements for inspector licensing, and new broker licensing requirements. In addition to the required reading assignments, Texas Real Estate Commission Legal Update MCE offers interactive exercises, reading comprehension quizzes, unit exams, and a final exam.

CONTENTS:
- Legislative Changes • Regulatory Changes • Hot Topics • Case Studies • Final Exam

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The above information is always subject to change. Please check directly with your state licensing board for the most current information and deadlines. For a link to your state board, visit us online.
NEW VERSION – COMING SOON
Virginia 8-Hour Mandatory Topics CE, Version 3.0
by Doris Barrell, GRI, DREI, CDEI
This interactive online course is designed to meet Virginia’s 8-hour, mandatory continuing education requirements. It addresses state-specific material on contracts, agency, and legal updates, as well as the Federal Fair Housing Act and the National Association of REALTORS® Code of Ethics. Quizzes and interactive exercises keep students engaged with the course material.

CONTENTS: Ethics in Today’s World • National Association of REALTORS® Code of Ethics • Ethical Situations in the Current Market • Real Estate Agency • The Fair Housing Act • Virginia Fair Housing Law • Real Estate Contracts • Legal Update and Emerging Trends • Final Exam

Virginia Residential Standard Agency, Version 1.0
by Doris Barrell, GRI, DREI, CDEI
This 3-hour elective course covers agency topics, changes to agency law, and agency disclosure. Reading comprehension quizzes, interactive exercises, and unit exams reinforce key concepts.

CONTENTS: The Law of Agency • Brokerage Relationships and Agreements • New Dual Agency and Designated Agency Disclosure • Final Exam

NEW VERSION
Current Issues in Washington Residential Real Estate,
Version 5.0
The latest version of this CORE online course satisfies Washington’s 3-hour current issues continuing education requirement. The course explores contemporary topics that are of special interest to Washington real estate professionals, including current legislative and legal updates. Key issues explored in this course include distressed properties, short sales and REOs, unlicensed assistants, advertising, and more. Interactive exercises and reading comprehension quizzes help students assess and retain knowledge.

CONTENTS: Legislative and Legal Updates • Distressed Properties, Short Sales, and REOs • Unlicensed Assistants • Advertising and Social Media • Fair Housing Issues • Multiple Offers • Property Management

Online Course
Call for details, 2014 copyright

NEW EDITION
California Real Estate Economics
5th Edition
Designed for both salesperson and broker candidates, this text is built on strong economic and finance principles. It explores how real estate fits into the economy and showcases our economic vitality. The “In California” section and state appendices will give students direct insight into local issues.

See page 57.

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The above information is always subject to change. Please check directly with your state licensing board for the most current information and deadlines. For a link to your state board, visit us online.

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California Real Estate Escrow and Title
by George W. Lawrence
California Real Estate Escrow and Title provides a comprehensive study of escrow and title insurance principles, from early America’s escrow practices to transferring title in today’s high-tech environment. This book promises to be a valuable resource for both the novice and the experienced real estate professional. Including an advanced study of escrow and title procedures, such as bulk sales and exchanges, this book offers a wealth of information. Other topics include land descriptions, rights and interests, surveys, contracts, lending, the default and foreclosure process, and the roles of the other professionals with whom the escrow and title officer will interact.

CONTENTS: Property Rights • Transfer of Interests • Elements of Escrow • Title Insurance Basics • Title Policies • Contracts • Real Estate Practice • Opening Escrow • The Escrow Instructions • Northern and Southern California Regional Variations and Practices • Pre-Closing • Escrow Accounting • Lending and the Escrow Process • Protecting the Consumer • Apartment Buildings, Commercial Property, and Financial Agencies and Lending Programs • Junior Loans in Real Estate Finance • Foreclosure, and the Title Insurer • Quiz Answer Key • Appendix 1: California Laws • Appendix 2: How to Read a Preliminary Title Report • Glossary • Index

California Real Estate Finance, 8th Edition
by David Sirota, PhD, and Minnie Lush, BA, GRI, ABR
As demonstrated by the recent subprime mortgage crisis, few topics in the real estate world are more important than finance. Understanding the monetary system, the nuances of home mortgages, and instruments of financial leveraging at all stages of the market are essential for all real estate professionals. This book is designed to offer comprehensive instruction in real estate finance, while also satisfying California state licensing requirements. This book fulfills a prelicensing elective for salespersons and is a required course for all broker applicants.

CONTENTS: Nature and Cycle of California Real Estate Finance • Money and the Monetary System • Institutional lenders for Real Estate Finance • Noninstituional Lenders • Conventional, Insured, and Guaranteed Loans • Financial Agencies and Lending Programs • Junior Loans in Real Estate Finance • Loan Terms and Note Payments • Instruments of Real Estate Finance • Real estate Loan Underwriting • Possessory Real Estate Loans • The Secondary Mortgage Market • Loan Defaults and Foreclosures • Investment Financing Strategies • Mathematics of Real Estate Finance • Answer Key • Glossary • Index

by Linda L. Crawford and Edward J. O’Donnell
Approved by the state of Florida, this text is essential for all broker students. The guide includes all necessary topics for the broker exams, complete with end-of-chapter questions and a practice final exam. Updated to reflect the most recent legislation changes, this guide includes practice questions to prepare students for the new proficiency state exam requirements. Also available online, the guide is designed to meet the 72-hour education requirement for broker candidates. Instructor Resources include an instructor manual and additional exams. The 6th Edition is updated to reflect the most recent legislation changes.

CONTENTS: Introduction • Becoming a Licensed Real Estate Broker • Opening a Real Estate Office • Ongoing Management • Supervising a Real Estate Office • Escrow Management • Office Inspections and the Disciplinary Process • Overview of Real Estate Valuation • Sales Comparison, Cost-Depreciation, and Income Approaches • Comparative Market Analysis • Real Business Appraisal • Brokerage Relationships • Contracting in Real Estate • Financing Real Estate • Closing Real Estate Transactions • Federal Income Tax Laws Affecting Real Estate • Investment Real Estate • Zoning and Planning, Subdividing of Land, and Special Issues • Environmental Concerns Affecting Real Estate Transactions • Property Management • Practice Final Exam • Glossary • Index

Florida Essentials of Real Estate Investment: 30-Hour Broker Post-Licensing, Version 5.0
by David Sirota, PhD, with Edward J. O’Donnell, Contributing Editor
Based on the popular Essentials of Real Estate Investment, this online course uses an effective blend of theory and practice to help students navigate potential investment opportunities in the real estate market. The course covers both the principles and the practices of real estate investments. Coverage explores investment trends, tax laws, tax liens, regulations, market conditions, Florida-specific land laws, and more.

CONTENTS: Introduction to Real Estate Investment • Ownership Interests in Real Property • Feasibility Studies of Real Estate • Income Taxes and Real Estate Investments • Financial Analysis of Real Estate Investments • Financing for Real Estate Investments • Investing in Land • Investing in Residential Properties • Investing in Office Buildings • Commercial Real Estate Investments • Investing in Industrial Properties • Special Real Estate Investments • Final Exam

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New Version – Coming Soon
Florida Real Estate Brokerage, A Management Guide: 30-Hour Broker Post-Licensing, Version 6.0
by Laurel D. McAdams and Joan M. Sobek, with Edward J. O’Donnell, Contributing Editor
This online post-licensing course, based on the national Real Estate Brokerage: A Management Guide textbook, is tailored to Florida with specific content about state licensing laws, brokerage relationships, handling escrow, and more. Students will learn to become more efficient leaders and managers while fulfilling their licensing requirements.

Contents: The Challenge of Change • Leadership • Management Skills • Communications and Decision Making • Analyzing the Business Environment • Analyzing the Market • Developing a Plan • Structuring the Organization • Structuring Business Systems • Structuring the Financials • Business Policies and Procedures • Marketing and Advertising • The Practical and Legal Realities of Staffing • Recruiting, Selecting, and Hiring the Staff • Professional Competency • Coaching Performance • Monitoring Operations • Managing Risk • Final Exam

New Edition
Illinois Real Estate Managing Broker Preluicensing, 2nd Edition
This title can be used to support a managing broker prelicensing course. Topic coverage includes learning and operations, managing licenses, and risk management. Enhanced Instructor Resources are available to prepare for regular classroom instruction and fulfill the interactive requirement. Included are lecture outlines, chapter quizzes, a PowerPoint presentation, a final exam, and interactive exercises.

Contents: Licensing • Operations • Handling the Money • Recruiting • Brokage Support • Transaction Supervision • Marketing and Advertising • Dispute Resolution • Company Policies • Disclosure issues • Industry Issues • Appendix A: AMP Illinois Managing Broker Licensing Exam • Glossary • Answer Key • Index

Modern Real Estate Practice in New York for Brokers, 11th Edition
by Sam Hamner with Edith Lanik
This is the only book you need to cover all the required content for a complete broker prelicensing education. This new edition has been updated with the new licent law changes affecting advertising, including requirements on the content of ads, the use of teams within a real estate firm, and who can place an ad. For complete preparation and practice for the exam, use this title with New York Real Estate Exam Review. More than 250 review questions and a broker practice exam help students test their knowledge. Accompanying Instructor Resources include updates, chapter outlines, learning objectives, key terms, suggested teaching aids and activities, and a PowerPoint presentation.

Contents: License Law • The Law of Agency • Agency and Real Estate Brokerage • The Broker’s Office • Real Estate Finance • Real Estate Investments • General Business Law • Construction and Development • Conveyance of Real Property • Property Management • Taxes and Assessments • Broker’s Practice Exam

by Laurel D. McAdams and Joan M. Sobek, with Veronica Micklin, Contributing Editor
This 30-hour course offers an application-oriented approach to becoming more effective managers, leaders, and communicators. This course reflects innovation, most apparent in digital media and all the associated tactics and risks (including Internet security and identity theft), and the influence of generational diversity in contemporary business practices. The guide also highlights new trends in professional development, including formal mentoring and cross-training programs, and developments in civil procedures, including RESPA, antitrust, and employment law issues.

Contents: The Challenge of Change • Leadership • Management Skills • Communications and Decision Making • Analyzing the Business Environment • Analyzing the Market • Developing a Plan • Structuring the Organization • Structuring Business Systems • Structuring the Financials • Business Policies and Procedures • Marketing and Advertising • The Practical and Legal Realities of Staffing • Recruiting, Selecting, and Hiring the Staff • Professional Development • Coaching Performance • Monitoring Operations • Managing Risk • Final Exam

TREC Broker Responsibility MCE, Version 1.0
This 6-hour course, required for brokers by the Texas Real Estate Commission, covers topics such as agency relationships, broker supervision responsibilities, organizational and operational considerations for brokerages, and how a complaint to TREC is handled. Unit exams and interactive exercises reinforce students’ comprehension of the material. The course also includes a final exam to test students’ understanding of important concepts.

Contents: Introduction • Authority, Competency, Training, Selection, and Recruitment • Agency • Organizational Structure • Operational Policies and Procedures • Records: Retention and Control • Advertising • Federal Laws Affecting Real Estate Brokerage • Anatomy of a Complaint • Further Information to Help You Study • Final Exam
Virginia Mandatory Broker and Agent Supervision CE 8-Hour Online Course, Version 2.0
by Laurel D. McAdams and Joan M. Sobeck, with Doris Barrell, GRI, DREI, CDEI, Contributing Editor

This 8-hour mandatory broker continuing education course, based on Real Estate Brokerage: A Management Guide, covers topics related to the supervision of real estate agents and the management of real estate broker brokerage firms in Virginia. Concepts include the various styles of management skills, establishing business policies and procedures, decision making, and managing and anticipating risk. It contains a final exam and includes reading assignments, interactive exercises, and unit exams. Embedded “regulation links” keep students updated with the most recent regulatory changes from the Virginia Real Estate Board.

CONTENTS: The Challenge of Change • Leadership and Management Skills • Communications and Decision Making • Analyzing the Market • Business Policies and Procedures • Marketing and Advertising • Professional Development • Managing Risk • Final Exam

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NEW EDITION
Fundamentals of Real Estate Appraisal, 12th Edition

This best-selling textbook provides a strong foundation for understanding the modern real estate appraisal market. The latest edition covers the basic principles and procedures requirements of the Appraiser Qualifications Board and will give students an edge in the appraisal industry.

Call for details, 2013 copyright

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Appraisal, Commercial Real Estate, and Home Inspection
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One result of the recent changes in the real estate marketplace is an increasing demand for qualified appraisers, commercial real estate agents and home inspectors. As real estate professionals look to the next step in their careers and new legislation comes into effect, these areas are hot opportunities for growth. Whether your school is just starting out in these areas or already has a developed program, we have the titles you need to attract interested students and expand your business into these fields.

Appraisal Curricula
Our appraisal products include prelicensing for the basic, AQB trainee level, which is the foundation for all AQB certification requirements. For a list of the appraisal licensing regulations, see the appendix on page 85.

Commercial Real Estate Curricula
Our commercial real estate titles benefit both beginning professionals who want an introduction to this side of the industry and licensees looking to move into the commercial market. Designed to be flexible and adapt to any use, from specialized training to meeting CE requirements, these courses offer yet another option to help your school retain students and remain competitive.

Home Inspection Curricula
Used by many of the top training schools nationwide, our home inspection titles attract new students and help boost revenue in today’s competitive market. As more states adopt home inspection education legislation every year, there is an increasing demand for top-quality, affordable home inspection courses.

NEW EDITION – COMING SOON
Fundamentals of Real Estate Appraisal, 12th Edition
by William L. Ventolo Jr., and Martha R. Williams, JD

Fundamentals of Real Estate Appraisal is a classic text in the field, first published in 1975 and still updated by the original authors. The latest edition of this best-selling text provides a strong foundation for understanding the modern real estate appraisal market. New discussion includes historical information, Fannie Mae, Freddie Mac, environmental issues and green building, Internet resources, cost data, and interest rates. This edition includes chapter review questions, learning objectives, and a comprehensive set of Instructor Resources to help prepare for class. Additionally, this text covers the basic principles and procedures requirements of the Appraiser Qualifications Board. A course matrix is available for submission.

CONTENTS: The Appraisal Profession • Appraisal Math and Statistics • Real Estate and Its Appraisal • Real Estate Transactions • The Real Estate Marketplace • The Appraisal Process • Building Construction and the Environment • Data Collection • Site Valuation • The Cost Approach—Part I: Reproduction/Replacement Cost • The Cost Approach—Part II: Depreciation • The Sales Comparison Approach • The Income Capitalization Approach • Direct and Yield Capitalization • Reconciliation and the Appraisal Report • Appraising Partial Interests • Appendix A: State Real Estate Appraiser Licensing/Certification Boards • Appendix B: Websites • Answer Key • Glossary • Index

ISBN 9781475427479   Retail Price $59.69
Textbook, 585 pages, 2015 copyright, 8½ x 11”

Income Property Valuation, 3rd Edition
by Jeffrey D. Fisher, PhD, CRE, and Robert S. Martin, MAI, SREA, CRE

Offering a comprehensive look at the appraisal of real estate income property, this textbook explains the importance of projecting income when valuing commercial real estate through the income approach and other approaches to value. Ideal for college-level real estate classes, text includes a link to a free trial of ARIS™ 11.0, Excel templates, and Instructor Resources.

CONTENTS: Appraisal Principles and Best Use • Market Area and Neighborhood Analysis • Site and Improvements Description and Analysis • Compound Interest and Discount Factors • Cash-Flow Forecasting • Investment Return Calculations and Discount Rate Selection • Income Capitalization Approach • Leased Fee and Leasehold Valuation • Computer-Assisted Lease-by-Lease Analysis • Sales Comparison Approach • Site Valuation • The Cost Approach • Investment Measures with Mortgage Financing

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The Insider’s Guide to Commercial Real Estate,
2nd Edition
by Cindy S. Chandler, CCIM, CRE

This commercial real estate text begins with the basics, such as property types and commercial real estate culture, moves into an in-depth discussion of math, finance, and contracts that every professional needs to master, and ends by exploring several entry-level career options. Readers will finish with a specific plan to begin their commercial real estate careers; apply all its terms, contracts, and processes; and do so with a knowledge of various career paths.

CONTENTS:
• Getting Started • Types of Properties • Investors and Other Types of Buyers • Land • Commercial Contracts • Math and Valuation • Finances • Brokerage Fundamentals • Leasing • Development • Property Management • Appendix: Due Diligence Checklist • Glossary • Answer Key • Index

Essentials of Home Inspection: Home Reference Book

Houses are made up of many interrelated systems and components. Essentials of Home Inspection: Home Reference Book explains in great detail the many moving parts that make up a home. It also explains how regular maintenance and care can extend the life of a home and increase its value.

Clearly written and simple to understand, this text will help owners operate and maintain their homes more effectively. In addition, the book also serves as an invaluable tool for inspectors when providing customers with a more accurate assessment of the condition of their properties. Full of rich color illustrations, the Home Reference Book provides typical life cycles for over 200 home components, as well as the ballpark costs to provide or replace these components.

CONTENTS:
• Heating, Flashings, and Chimney • Exterior • Structure • Electrical • Heating • Cooling/Heat Pumps • Insulation • Plumbing • Interior • Appliances • Life Cycles and Costs • Supplementary • Home Set-Up and Maintenance • Appendix A: Home Inspection Report Forms

Principles of Home Inspection: Systems & Standards

Principles of Home Inspection: Systems & Standards provides a solid understanding of the practice of home inspection. The book contains a comprehensive systems approach to teaching home inspection, which makes concept retention easier for students. For every major house system, Systems and Standards covers component problems, their practical implications, and inspection strategies for finding them. No other single-volume offers both the breadth and the depth of this introduction.

CONTENTS:
• Systems & Standards • Exteriors • Roofing • Structure • Insulation and Ventilation • Windows • Electrical Systems • Gas Furnaces • Oil Furnaces • Hot Water Boilers • Other Aspects of Heating • Air Conditioning and Heat Pumps • Plumbing • Answers to Chapter Review Questions • Index

Principles of Home Inspection: Systems & Standards

In addition to the System and Standards core text, Dearborn publishes the following volumes, which provide additional breadth and depth of coverage of home inspection topics:

<table>
<thead>
<tr>
<th>FEATURED TITLE</th>
<th>ISBN</th>
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<tbody>
<tr>
<td>Systems &amp; Standards, 3rd Edition</td>
<td>9781475429060</td>
</tr>
<tr>
<td>Air Conditioning &amp; Heat Pumps</td>
<td>0793179343</td>
</tr>
<tr>
<td>Chimneys &amp; Wood Heating</td>
<td>0793179361</td>
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<td>Steam, Electric &amp; Wall/Floor Heating</td>
<td>0793179513</td>
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<tr>
<td>Structure</td>
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Features of Supplemental Textbooks:
• Dozens of detailed illustrations to help explain concepts.
• Learning objectives, key terms, and margin notes identify key topics for review.
• Review questions and answers test students’ understanding and chart their progress.
• Inspection checklists and procedures summarize important components of each home system.
• Inspection tools appendix identifies “must have” and optional tools for the job.
• Inspection procedures help students develop a systematic approach for inspections.

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- Inspection checklists and procedures summarize important components of each home system.
- Inspection tools appendix identifies “must have” and optional tools for the job.
- Inspection procedures help students develop a systematic approach for inspections.
by Carson Dunlop & Associates

This book will help both new and experienced inspectors focus on strategic business growth and marketing in a competitive profession. The clear, logical advice has been field-tested for success. Learning objectives, key terms, quizzes, and field exercises make this volume a valuable addition for your library or as a course for professional development.

CONTENTS: Basic Marketing Concepts • Developing Your Company Identity and Market Focus • Service Philosophy • Pricing Your Services • Marketing for Growth • Referral Network • Writing Your Marketing Plan • Handling Complaints • Market Directions • Advertising Through Marketing Materials • Advertising Strategies and Methods • People-Driven Public Relations • Media-Driven Public Relations • Event-Driven Public Relations • Fundamentals of Sales and Selling • Targeting Your Sales Efforts

Real Estate Home Inspection: Mastering the Profession, 5th Edition
by Russell Burgess

This training manual provides an introductory review of the home inspection business, including checklists, new reporting guidelines, and multiple teaching aids to help students learn industry fundamentals.

CONTENTS: Establishing a Business • The Inspection Report • Soils and Foundations • Wood and Construction • Roofing • Plumbing • Electricity • Heating and Ventilation • Air Conditioning and Heat Pumps • Appliances • Swimming Pools and Spas • Termites and other Wood-Destroying Insects • Environmental Considerations • Appendices: Standards of Practice/Codes of Ethics • Chapter Review Answers • Glossary • Index

The Illustrated Home with CD-ROM, 2nd Edition
by Carson Dunlop & Associates

Featuring more than 1,700 technically precise illustrations of a home’s major systems, The Illustrated Home is a one-of-a-kind resource for home inspectors, homeowners, and real estate professionals alike. This must-have reference book provides an impressive collection of detailed home illustrations developed by expert home inspectors and engineers. The companion CD-ROM contains every text image in both black-and-white and color JPEG format for use in creating dynamic, user-friendly reports.

CONTENTS: Structural • Heating • Electrical • Plumbing • Exterior • Roofing • Interior • Air Conditioning & Heat Pumps • Insulation • Appliances • Index

College and University

NEW EDITION
Real Estate Principles
11th Edition

A variety of topics are covered in the newest edition, including legal, market analysis, real estate industry services, and financial and investment analysis concepts. This leading collegiate text offers a practical and comprehensive approach to the fundamentals of the real estate industry.

See page 70.
Investment Analysis for Real Estate Decisions, 8th Edition
by Phillip T. Kolbe, Gaylon E. Greer, and Bennie D. Waller Jr.

This text provides one of the most thorough analyses of contemporary real estate available on the market. Students will apply mathematical principles including probability, risk analysis, value relationships, and market efficiency to make informed decisions when leveraging investments. Coupled with the companion text Real Estate Finance, this textbook provides students an unparalleled breadth of real estate knowledge to ensure they stay ahead of the variables of the market.

CONTENTS:
Preface • The Real Estate Investment Decision • Investment Strategy and Market Efficiency • Land Utilization and the Rental Value of Real Estate • Market Research Tools and Techniques • Reconstructing the Operating History • Forecasting Income and Property Value • Financial Leverage and Investment Analysis • Credit Instruments and Borrowing Arrangements • The Cost of Borrowed Money • Fundamental Income Tax Issues • Tax Consequences of Property Disposal • Traditional Measures of Investment Worth • Discounted Cash-Flow Analysis • Investment Goals and Decision Criteria • Risk in Real Estate Investment • Traditional Risk-Adjustment Methods • Contemporary Risk Measures • Risk Management in a Portfolio Context • Investment Feasibility Analysis • Subdivision Proposal Analysis • Development and Rehabilitation • Industrial Property, Office Building, and Shopping Center Analysis • Real Estate Investment Trusts • Appendix A: Mathematics of Compounding and Discounting • Appendix B: Compounding and Discounting with Financial Calculators • Appendix C: Normal Distribution Table • Appendix D: A Closer Look at Like-Kind Exchanges • Glossary • Index

Real Estate Finance, 3rd Edition
by Phillip T. Kolbe, Gaylon E. Greer, and Bennie D. Waller Jr.

Through an effective blend of theory and practice, this text examines the gears that drive residential and commercial real estate financial markets. It builds on strong finance principles to explain the history of real estate financial institutions, how they function, the legislation that impacts them, and new topics that have become vitally important since the subprime mortgage crisis. The supporting Instructor Resources offer direction on using this book in a combined finance/investment course.

CONTENTS:
Borrowing and Lending: An Overview • Credit Instruments • Credit Procedures • Interest Rate Determinants • Capital Costs and the Incentive to Borrow—Leverage • Sources and Uses of Real Estate Credit • Government’s Role in Mortgage Markets • Alternative Financing Methods and Products • Calculating Mortgage Values and Yields • Residential Borrowing and Lending Decisions • Problem Loans and Foreclosures • Development and Construction Financing • Developing and Analyzing the Income Property Operating Statement • Traditional Approaches to Measuring Property Value • Complex Property Valuation Problems • Real Estate Value from the Borrower’s Perspective • Appendix A: Case Study • Appendix B: Mathematics of Compounding and Discounting • Appendix C: Compounding and Discounting with Financial Calculators • Appendix D: Financial Tables • Glossary • Index

NEW EDITION
Essentials of Real Estate Finance
14th Edition

This classic text has trained more than 100,000 real estate professionals with in-depth and easy-to-understand coverage of the real estate finance industry. This new edition is a must for prelicensing students or for use in semester-long courses. See page 74.
Understanding the monetary system, tax laws, investments, home loans and mortgages, and instruments of financial leverage at all stages of the market are essential for real estate professionals. Offering our curriculum titles not only enhance your curriculum, but it will also give your students an edge in the competitive real estate industry and help them grow their business.

**NEW EDITION – COMING SOON**

**Essentials of Real Estate Finance, 14th Edition**
by David Sinta, PhD

Containing in-depth and easy-to-understand coverage of the real estate finance industry, this classic text has trained over 100,000 real estate professionals. Essentials of Real Estate Finance can be used as prelicensing for salespersons and brokers, or in semester-length courses in two- and four-year colleges. Features include “In Practice” and “For Example” sections, review questions with detailed answer rationales, a complete glossary, and a set of Instructor Resources.

**CONTENTS:**
- The Nature and Cycle of Real Estate Finance
- Money and the Monetary System
- Additional Government Influence
- The Secondary Mortgage Market
- Sources of Funds: Institutional, Non-Institutional, and Other Lenders
- Instruments of Real Estate Finance
- Real Estate Financing Programs
- Government Loans
- Processing Real Estate Loans
- Defaults and Foreclosures
- Appendix A: Good Faith Estimate (GFE)
- Appendix B: Settlement Statement (MHFD)
- Appendix C: Promissory Note Secured by Deed of Trust
- Appendix D: Note 
- Deed of Trust Purchase Agreement
- Appendix E: Note & Mortgage Purchase Agreement
- Appendix F: Fixed/Adjustable Rate Note
- Appendix G: Uniform Residential Loan Application
- Appendix H: Request for Verification of Deposit
- Appendix I: Request for Verification of Employment
- Appendix J: Sample Credit Report
- Appendix K: Uniform Residential Appraisal Report
- Appendix L: Loan Estimate
- Appendix M: Closing Disclosure
- Glossary
- Answer Key
- Index

**Essentials of Real Estate Investment, 10th Edition**
by David Sinta, PhD

Using an effective blend of theory and practice, this text helps students navigate potential investment opportunities in the real estate market. A Principles section and a Practices section allow instructors to adjust the curriculum to their needs, and the concise workbook format helps facilitate learning. Coverage explores investment trends, tax laws, regulations, and market conditions. Instructor Resources include chapter outlines and quizzes, PowerPoint presentations, and two final exams.

**CONTENTS:**
- Introduction to Real Estate Investment
- Ownership Interests in Real Property
- Feasibility Studies of Real Estate Investments
- Income Taxes and Real Estate Investments
- Financial Analysis of Real Estate Investments
- Financing for Real Estate Investments
- Investing in Land
- Investing in Residential Properties
- Investing in Office Buildings
- Commercial Real Estate Investments
- Investing in Industrial Properties
- Special Real Estate Investments
- Glossary
- Answer Key
- Index

**Real Estate Finance, 3rd Edition**
by Phillip T. Kabie, Gaylon E. Greer, and Bennie D. Waller Jr.

Through an effective blend of theory and practice, this text examines the gears that drive residential and commercial real estate financial markets. It builds on strong finance principles to explain the history of real estate financial institutions, how they function, the legislation that impacts them, and new topics that have become vitally important since the subprime mortgage crisis. The supporting Instructor Resources offer direction on using the text in a combined Real Estate Finance and Investment course.

**CONTENTS:**
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- Credit Instruments
- Credit Procedures
- Interest Rate Determinants
- Capital Costs and the Incentive to Borrow
- Leverage: Sources and Uses of Real Estate Credit
- Government’s Role in Mortgage Markets
- Calculating Mortgage Values and Yields
- Residential Borrowing and Lending
- Problem Loans and Foreclosures
- Development and Construction Financing
- Developing and Analyzing the Income Property Operating Statement
- Traditional Approaches to Measuring Property Value
- Complex Property Valuation Problems
- Real Estate Value from the Borrower’s Perspective
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- Glossary
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- Reconstructing the Operating History
- Forecasting Income and Property Value
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- Credit Instruments and Borrowing Arrangements
- The Cost of Borrowed Money
- Fundamental Income Tax Issues
- Tax Consequences of Property Disposal
- Traditional Measures of Investment Worth
- Discounted Cash-Flow Analysis
- Investment Grade and Decision Criteria
- Risk in Real Estate Investment
- Traditional Risk Adjustment Methods
- Contemporary Risk Measures
- Risk Management in a Portfolio Context
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- Appendix B: Compounding and Discounting with Financial Calculators
- Appendix C: Normal Distribution Table
- Appendix D: A Closer Look at Like-Kinded Exchanges
- Glossary
- Index

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abandonment to zoning, if it occurs in the real estate profession, you’ll find it in The Language of Real Estate.

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- Useful Spanish-English translation for real estate terms
- Expansion of hundreds of real estate abbreviations and designations
- Guide to applicable real estate laws
- Diagrams of home construction and styles

CONTENTS: Subject Classifications of Terms • Terms and Definitions • Appendix A: Organizations • Appendix B: Designations • Appendix C: Abbreviations of Terms • Appendix D: List of Laws • Appendix E: English-Spanish Key Terms • Appendix F: Spanish-English Key Terms • Appendix G: Construction Diagrams

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by John W. Reilly with Marie S. Spodek, GRI, DREI, Contributing Editor

This companion to the best-selling book offers yet another option for students to learn and practice industry terms. The audio product gains some of the most important information from the book, all in a mobile-device friendly format.

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Before Hitting Send

Students can improve their communication skills with this practical writing guide that is focused on the unique needs of real estate agents. Every good real estate professional needs solid writing skills in order to prepare compelling client handouts, website text, email communications, and other marketing materials.

See page 78.
Power Real Estate E-mails & Letters, 5th Edition
by William H. Pivar and Corinne Pivar

Correspondence is an essential part of an agent or broker’s day-to-day business. This title offers professionals a variety of emails and letters that can be adopted for any circumstance, saving time and resources. As a bonus, they are available electronically for download. An excellent resource for both new and experienced agents, this volume is a superb addition to your bookstore.

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Before Hitting Send: Power Writing Skills for Real Estate Agents
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Before Hitting Send is a practical, how-to writing guide targeting the unique needs of real estate agents. It teaches the fundamentals of effective writing through examples and exercises from scenarios agents face daily. In addition to instruction chapters, the book includes writing samples that are also available electronically for download at www.beforehitssend.com.

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Sample Letters and E-mails

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Improve your students’ writing skills exponentially when you order both writing titles as a set. Before Hitting Send will give your students the writing instruction and tools they need to improve their writing techniques, as well as examples and exercises to help them write more effectively. Power Real Estate E-mails & Letters provides ready-to-go templates, all the user needs to do is fill in the blanks. It also covers related legislation that might impact communication with clients and includes template letters for tough situations real estate professionals encounter in day-to-day situations.

Both titles come with full access to writing samples and templates, making the sometimes uncomfortable task of writing easier for the real estate professional.

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To order: 877.788.3873 | reorders@dearborn.com
Up and Running in 30 Days: A Proven Plan for Financial Success in Real Estate, 4th Edition
by Carla Cross, CRB, MA

This popular business start-up guide provides new and seasoned agents with an effective system to plan, prioritize, and increase their productivity in four weeks. Current trends are covered, along with other plans of action, including relationship and marketing techniques, selling skills, calling scripts, and the principles behind a high-producing business.

CONTENTS: Special Message to Managers • Introduction • The Churning, Shifting Real Estate Industry and What It Means to You • The Six Principles of a High-Producing Business • Four Weeks to Becoming a Successful Agent • Week One Start-Up Plan • Week Two Start-Up Plan • Week Three Start-Up Plan • Week Four Start-Up Plan • The Skills of Lead Generation • Must-Haves in Your Sales Arsenal: Qualifying Procedures, Marketing Plans, and Your Personal Promotional Tool • Seven Critical Sales Skills for Success • The Completed Up and Running Start-Up Plan • Blank Forms for Your Up and Running Plan • Sample Scripts, Letters, and Processes • References • Index

21 Things I Wish My Broker Had Told Me, 2nd Edition
by Frank Cook

While other how-to books offer insight from a few gurus, this book references dozens of top-producing, successful professionals for expert advice, opinions, and guidance on the things they wish they knew when they were first starting out.

CONTENTS: In Conclusion … • How Did You Get in Here? • Great Expectations • Honk If You’re an Independent Contractor • A Fast Track to Your First Transaction • It’s Your Money • Market Thyself—First • Do You Know Where You’re Going? • Family Matters • Working with Friends and Family • Competitors and Predators and You • How Come Nobody Likes Me? • The Organized You • Business Cards and Alphabet Soup • Like Scorpions Circling in a Bottle • Alien Life Forms • The Real Estate Business Wants You • You and the Gurus of Salesmanship • Plus More

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### Real Estate Licensing Requirements

<table>
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<tr>
<th>State</th>
<th>Prelicense Requirements</th>
<th>Past-Licensing CE Requirements</th>
<th>Prelicense Distance</th>
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<td>Florida</td>
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**Note:** The above information is subject to change. *Partial hours.

### Appraisal Requirements

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Due to an increase in legislative and regulatory changes in home inspection, prospective home inspectors are advised to contact their state’s professional licensing board to learn about recent changes to licensure requirements.

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<td>140 hrs</td>
<td>Yes (State Exam)</td>
<td>Yes (State Exam)</td>
</tr>
<tr>
<td>North Carolina</td>
<td>120 hrs classroom and 60 hrs field</td>
<td>Yes (NHIE/NRERE)</td>
<td>Yes (NHIE/NRERE)</td>
</tr>
<tr>
<td>North Dakota</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Ohio</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Oklahoma</td>
<td>30 hrs</td>
<td>Yes (90 hrs every year)</td>
<td>Yes (NHIE/NRERE)</td>
</tr>
<tr>
<td>Oregon</td>
<td>120 hrs classroom and 40 hrs inspections</td>
<td>Yes (NHIE/NRERE)</td>
<td>Yes (NHIE/NRERE)</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>South Carolina</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>South Dakota</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tennessee</td>
<td>60 hrs</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Texas</td>
<td>60 hrs</td>
<td>Yes (90 hrs every 2 yrs)</td>
<td>Yes (NHIE/NRERE)</td>
</tr>
<tr>
<td>Utah</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Vermont</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Virginia (judicial certification)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Washington</td>
<td>120 hrs classroom and 40 hrs inspections</td>
<td>Yes (NHIE/NRERE)</td>
<td>Yes (NHIE/NRERE)</td>
</tr>
<tr>
<td>West Virginia</td>
<td>60 hrs</td>
<td>Yes (90 hrs every year)</td>
<td>Yes (NHIE/NRERE)</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

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Titles Available by State

The following chart identifies all of the prelicensing and exam prep, post-licensing, continuing education, and broker titles suitable for your state. This at-a-glance resource provides a reference checklist to help ensure that you are offering everything your students need to fully prepare for their exams and meet your state education requirements.

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<table>
<thead>
<tr>
<th>State</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>Real Estate Finance, California Real Estate Law, Real Estate Brokerage: A Management Guide and Workbook, Property Management, Real Estate Office Management, Fundamentals of Real Estate Appraisal</td>
</tr>
<tr>
<td>Colorado</td>
<td>Prelicensing Colorado stipulates prelicensing education requirements for broker candidates. See below.</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Prelicensing See all national prelicensing titles at start of list. Connect Real Estate Practice and Law Exam Prep Guide to Passing the PSI Real Estate Exam Questions &amp; Answers to Help You Pass the Real Estate Exam QBank National PSI Exam Prep QBank Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national broker titles at start of list that may be suitable for your state.</td>
</tr>
<tr>
<td>District of Columbia</td>
<td>Prelicensing See all national prelicensing titles at start of list. Exam Prep Guide to Passing the Pearson VUE Real Estate Exam Questions &amp; Answers to Help You Pass the Real Estate Exam QBank National Pearson VUE Exam Prep QBank Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national broker titles at start of list that may be suitable for your state.</td>
</tr>
<tr>
<td>Florida</td>
<td>Prelicensing Florida Real Estate Principles, Practice, and Law Principles, Practice as a Buyer’s Agent in Florida Florida Sales Associate Prelicensing Key Point Reviews Audio/CD and MP3 Real Estate Math: What You Need to Know Special note: Florida Reactivation Course Online is available for those licensees who hold inactive/reactivated licenses that need to be reactivated. Post-Licensing Post-Licensing Education for Florida Real Estate Sales Associates Exam Prep Florida Real Estate Exam Manual for Sales Associates and Brokers QBank Florida Real Estate QBank for Sales Associates Florida Real Estate QBank for Brokers Continuing Education See all general and specialty CE titles starting on page 38.</td>
</tr>
<tr>
<td>Georgia</td>
<td>Prelicensing See all national prelicensing titles at start of list. Exam Prep Guide to Passing the Pearson VUE Real Estate Exam Questions &amp; Answers to Help You Pass the Real Estate Exam QBank National Pearson VUE Exam Prep QBank Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national broker titles at start of list that may be suitable for your state.</td>
</tr>
<tr>
<td>Hawaii</td>
<td>Prelicensing See all national prelicensing titles at start of list. Exam Prep Guide to Passing the PSI Real Estate Exam Questions &amp; Answers to Help You Pass the Real Estate Exam QBank National PSI Exam Prep QBank Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national broker titles at start of list that may be suitable for your state.</td>
</tr>
<tr>
<td>Idaho</td>
<td>Prelicensing See all national prelicensing titles at start of list. Exam Prep Guide to Passing the Pearson VUE Real Estate Exam Questions &amp; Answers to Help You Pass the Real Estate Exam QBank National Pearson VUE Exam Prep QBank Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national broker titles at start of list that may be suitable for your state.</td>
</tr>
<tr>
<td>Illinois</td>
<td>Prelicensing Illinois stipulates prelicensing education requirement for broker candidates. See below. QBank Illinois Real Estate AMP Exam Prep QBank Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national broker titles at start of list that may be suitable for your state.</td>
</tr>
<tr>
<td>Iowa</td>
<td>Prelicensing See all national prelicensing titles at start of list. Exam Prep Guide to Passing the PSI Real Estate Exam Questions &amp; Answers to Help You Pass the Real Estate Exam QBank Iowa Real Estate Exam Prep QBank Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national broker titles at start of list that may be suitable for your state.</td>
</tr>
<tr>
<td>Kansas</td>
<td>Prelicensing See all national prelicensing titles at start of list. Exam Prep Guide to Passing the Pearson VUE Real Estate Exam Questions &amp; Answers to Help You Pass the Real Estate Exam QBank Illinois Real Estate Exam Prep QBank Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national broker titles at start of list that may be suitable for your state.</td>
</tr>
<tr>
<td>Kentucky</td>
<td>Prelicensing See all national prelicensing titles at start of list. Exam Prep Guide to Passing the PSI Real Estate Exam Questions &amp; Answers to Help You Pass the Real Estate Exam QBank Kentucky Real Estate Exam Prep QBank Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national broker titles at start of list that may be suitable for your state.</td>
</tr>
<tr>
<td>Louisiana</td>
<td>Prelicensing See all national prelicensing titles at start of list. Exam Prep Guide to Passing the PSI Real Estate Exam Questions &amp; Answers to Help You Pass the Real Estate Exam QBank Louisiana Real Estate Exam Prep QBank Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national broker titles at start of list that may be suitable for your state.</td>
</tr>
<tr>
<td>Maine</td>
<td>Prelicensing Maine stipulates prelicensing education requirements for broker candidates. See below. Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national prelicensing titles at start of list. Exam Prep Guide to Passing the Pearson VUE Real Estate Exam Questions &amp; Answers to Help You Pass the Real Estate Exam QBank Maine Real Estate Exam Prep QBank Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national broker titles at start of list that may be suitable for your state.</td>
</tr>
<tr>
<td>Maryland</td>
<td>Prelicensing See all national prelicensing titles at start of list. Exam Prep Guide to Passing the PSI Real Estate Exam Questions &amp; Answers to Help You Pass the Real Estate Exam QBank Maryland Real Estate Exam Prep QBank Continuing Education See all general and specialty CE titles starting on page 38. Broker See all national broker titles at start of list that may be suitable for your state.</td>
</tr>
</tbody>
</table>

*Reference the index on page 94 to find the location of all titles.
### Titles Available by State

**Continuing Education**
- See all general and specialty CE titles starting on page 38.
- Maryland Ethics & Professional Lending, 3-Hour Online CE Course
- Maryland Fair Housing, 1-Hour Online CE Course
- Maryland Legislative Update, 3-Hour Online CE Course
- NREC Agency—Commercial
- NREC Agency—Residential

**Broker**
- See all national broker titles at start of list that may be suitable for your state.

**Exam Prep**
- Guide to Passing the Pearson Vue Real Estate Exam
- Questions & Answers to Help You Pass the Real Estate Exam
- QBank

**QBank**
- National AMP Exam Prep QBank
- Continuing Education
  - See all general and specialty CE titles starting on page 38.
- Broker
  - See all national broker titles at start of list that may be suitable for your state.
  - Guide to Passing the AMP Real Estate Broker Simulation Exam

**Exam Prep**
- Guide to Passing the PSI Real Estate Exam
- Questions & Answers to Help You Pass the Real Estate Exam

**QBank**
- National PSI Exam Prep QBank
- Continuing Education
  - See all general and specialty CE titles starting on page 38.
- Broker
  - See all national broker titles at start of list that may be suitable for your state.

**New Hampshire**
- Prelicensing
  - See all national prelicensing titles at start of list.
- Exam Prep
  - Guide to Passing the AMP Real Estate Exam
  - Questions & Answers to Help You Pass the Real Estate Exam
- Continuing Education
  - See all general and specialty CE titles starting on page 38.
- Broker
  - See all national broker titles at start of list that may be suitable for your state.
  - Guide to Passing the AMP Real Estate Broker Simulation Exam

**New Mexico**
- Prelicensing
  - See all national prelicensing titles at start of list.
- Exam Prep
  - Guide to Passing the AMP Real Estate Exam
  - Questions & Answers to Help You Pass the Real Estate Exam
- Continuing Education
  - See all general and specialty CE titles starting on page 38.
- Broker
  - See all national broker titles at start of list that may be suitable for your state.
  - Guide to Passing the AMP Real Estate Broker Simulation Exam

**New York**
- Prelicensing
  - See all national prelicensing titles at start of list.
- Exam Prep
  - Guide to Passing the AMP Real Estate Exam
  - Questions & Answers to Help You Pass the Real Estate Exam
- QBank
  - National AMP Exam Prep QBank
- Continuing Education
  - See all general and specialty CE titles starting on page 38.
- Broker
  - See all national broker titles at start of list that may be suitable for your state.
  - Guide to Passing the AMP Real Estate Broker Simulation Exam

**Ohio**
- Prelicensing
  - See all national prelicensing titles at start of list.
- Exam Prep
  - Guide to Passing the PSI Real Estate Exam
  - Questions & Answers to Help You Pass the Real Estate Exam
- QBank
  - Ohio Real Estate PSI Exam Prep QBank
- Continuing Education
  - See all general and specialty CE titles starting on page 38.
- Broker
  - See all national broker titles at start of list that may be suitable for your state.

**Oregon**
- Prelicensing
  - Oregon stipulates prelicensing education requirements for broker candidates. See next page.
TITLES AVAILABLE BY STATE

**Pennsylvania**
- Prelicensing
  - Modern Real Estate Practice in Pennsylvania
  - Prelicensing
  - Continuing Education
- Exam Prep
  - Pennsylvania Real Estate Exam Prep
- Qbank
  - Pennsylvania Real Estate PSI Exam Prep Qbank
- Broker
  - See all national broker titles at start of list that may be suitable for your state.

**South Dakota**
- Prelicensing
  - South Dakota stipulates prelicensing education requirements for broker candidates. See below.
- Qbank
  - National AMP Exam Prep Qbank
- Continuing Education
  - See all general and specialty CE titles starting on page 38.
- Broker
  - See all national broker titles at start of list that may be suitable for your state.

**Texas**
- Prelicensing
  - Modern Real Estate Practice in Texas
  - Modern Real Estate Practice in Texas: Principles I and II Online Course
  - Essentials of Real Estate Finance
  - Texas Real Estate Finance, 30-Hour Online Course
  - Texas Law of Contracts
  - Texas Promulgated Forms
  - Texas Real Estate Agency
- Post-Licensing
  - Property Management in Texas
  - Real Estate Marketing Sales and Marketing 101 for Real Estate Professionals in Texas Online Course
  - Sales and Marketing 101 for Real Estate Professionals
  - Texas Essentials of Real Estate Investment, 30-Hour Online Course
  - Real Estate Math, What You Need to Know, Mastering Real Estate Math
- Exam Prep
  - Texas Real Estate Exam Prep
  - Qbank
  - Texas Real Estate PSI Exam Prep Qbank
  - Continuing Education
  - See all general and specialty CE titles starting on page 38.
  - Broker
  - See all national broker titles at start of list that may be suitable for your state.

**Virginia**
- Prelicensing
  - Modern Real Estate Practice Online Course
  - South Carolina Real Estate Principles Online Course
  - Virginia Real Estate Principles Online Course
  - Virginia Real Estate Principles and Law
- Post-Licensing
  - Virginia Post-Licensing Agency Law
  - Virginia Post-Licensing: Contract Writing
  - Virginia Post-Licensing: Current Industry Issues and Trends
  - Virginia Post-Licensing: Escrow Requirements
- Qbank
  - Virginia Real Estate PSI Exam Prep Qbank
  - Continuing Education
  - See all general and specialty CE titles starting on page 38.
  - Broker
  - See all national broker titles at start of list that may be suitable for your state.

**West Virginia**
- Prelicensing
- Exam Prep
- Qbank
- Continuing Education
- Broker
  - See all national broker titles at start of list that may be suitable for your state.

**Wisconsin**
- Prelicensing
  - See all national prelicensing titles at start of list.
- Exam Prep
  - Guide to Passing the Pearson VUE Real Estate Exam
- Qbank
  - Wisconsin Real Estate Exam Prep Qbank
  - Continuing Education
  - See all general and specialty CE titles starting on page 38.
  - Broker
  - See all national broker titles at start of list that may be suitable for your state.

**Wyoming**
- Prelicensing
  - See all national prelicensing titles at start of list.
- Exam Prep
  - Guide to Passing the Pearson VUE Real Estate Exam
- Qbank
  - Wyoming Real Estate Exam Prep Qbank
  - Continuing Education
  - See all general and specialty CE titles starting on page 38.
  - Broker
  - See all national broker titles at start of list that may be suitable for your state.

*Reference the Index on page 94 to find the location of all titles.*
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- NEW! Virtual Brokerage: How to Do It
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- Introduction to Reverse Mortgages for Seniors
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- Real Estate Finance Today
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