

# NEW HAMPSHIRE



# Candidate Handbook

April 2016

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## QUESTIONS ABOUT LICENSING

Questions regarding license application or information concerning licensure requirements should be directed to:

New Hampshire Real Estate Commission  
 Division of Technical Professions  
 Office of Professional Licensure & Certification  
 121 S. Fruit St., Concord, NH 03301-2412  
 Phone: 603-271-2748  
[www.nh.gov/nhrec](http://www.nh.gov/nhrec)  
[nhrec@nh.gov](mailto:nhrec@nh.gov)

## HOW TO CONTACT AMP

For inquiries and general registration information write or call:

AMP Candidate Services  
 18000 W. 105th St.  
 Olathe, KS 66061-7543  
 Phone: 800-345-6559  
 Fax: 913-895-4651

## INTRODUCTION

The State of New Hampshire has retained the services of AMP, a PSI business, to develop and administer their real estate examination program. As a full-service testing company, AMP provides expertise and support to associations, state credentialing agencies and private industry in test development, scoring and reporting of examinations.

AMP provides a range of services to the states that use the Real Estate Examination Program (REP). This handbook provides information that you will need to register for the New Hampshire Real Estate Examinations. Be sure to keep the handbook after you have registered for the examination; you may wish to refer to it later.

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

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

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

## STATEMENT OF NONDISCRIMINATION

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

## EXAMINATION INFORMATION

This booklet contains general information regarding the examinations and the testing process. The following New Hampshire Real Estate Examinations are administered by AMP under a contract with the New Hampshire Real Estate Commission:

- Salesperson
- Broker

## ELIGIBILITY REQUIREMENTS

### SALESPERSON CANDIDATES:

Candidates for the salesperson's examination shall show proof of completion of 40 hours of approved study prior to the date of examination pursuant to RSA 331-A:10,I(b) and administrative rule Rea 301.03(o) and (p) consisting of the following:

Evidence of beginning and successfully completing 40 hours of accredited pre-licensing education consisting of the following:

(1) New Hampshire accredited pre-licensing course with a minimum of 32 hours of classroom attendance and no more than 8 hours of distance education within 1 year prior to the date of examination; or

(2) A minimum of 32 hours of classroom attendance and no more than 8 hours of distance education within 1 year prior to the date of examination consisting of 34 hours of accredited national material completed in another state and a minimum of 6 hours of New Hampshire accredited state material. A list of pre-licensing instructors can be obtained from the Commission website at <http://www.nh.gov/nhrec/exam4.html>.

**Please Note: Candidates who pass any portion of the examination, but fail to satisfy the education requirement pursuant to RSA 331-A:10 prior to the date of examination shall be required to re-take the exam in its entirety, as required by Rea 301.03(q).**

### BROKER CANDIDATES:

**EXPERIENCE REQUIREMENT:** Before registering to take the broker's examination, please remember that there is an experience requirement under RSA 331-A:10 that must be satisfied before the commission can process your application for licensure. You must have been employed full-time by an active principal broker for at least one year within five years from the date of application for licensure or have at least 2000 part-time hours as a licensed salesperson in this state within five years from the date of application for licensure.

If you don't specifically satisfy these requirements but you feel you can prove that you have equivalent experience, you may contact the Commission licensing department at 603-271-2748 to schedule an appointment to meet with the Commission to request a waiver from the requirements listed above.

In addition to the above noted experience requirement, all broker applicants must submit evidence acceptable to the Commission of at least 6 separate real estate transactions in which the applicant was actively involved and was compensated. A Real Estate Transaction Verification Form must be completed and submitted with the application for licensure. This form can be obtained from the Commission website at <http://www.nh.gov/nhrec/examinfo.html>.

**EDUCATION REQUIREMENT:** Candidates for the broker examination shall show proof of completion of 60 hours of approved study, pursuant to RSA 331-A:10, II(b) and Rea 301.03(j) through (n), consisting of one of the following:

- (j) (1) A juris doctor degree from an accredited law school obtained by a licensed attorney who actively practices or practiced in real estate law within the last 5 years; or
  - (2) One of the following degrees within 5 years prior to the date of examination:
    - a. A bachelor's degree with a major in real estate from an accredited college, university or institute of higher learning; or
    - b. A bachelor's degree from an accredited college, university or institute of higher learning, having completed coursework equivalent to a major in real estate; or
    - c. An associate's degree in real estate from an accredited institution; or
  - (3) Successful completion of the education requirements and receipt of the designation for at least one of the following within 5 years prior to the date of examination:
    - a. Certified Commercial Investment Member (CCIM) or
    - b. Graduate, Realtor Institute (GRI).
- (k) The following items may be applied towards the 60 hours of approved study:
- (1) Real estate continuing education courses previously approved by the New Hampshire Real Estate Commission for credit that have been successfully completed within 24 months prior to the date of examination consisting of one or more of the following:
    - a. One 3-hour accredited core course; and
    - b. Accredited elective courses;
  - (2) Evidence of beginning and successfully completing 40 hours of accredited pre-licensing education consisting of the following:
    - a. New Hampshire accredited pre-licensing education with a minimum of 32 hours of classroom attendance and no more than 8 hours of distance education within 1 year prior to the date of examination; or
    - b. A minimum of 32 hours of classroom attendance and no more than 8 hours of distance education within 1 year prior to the date of examination consisting of 34 hours of accredited national material completed in

another state and a minimum of 6 hours of New Hampshire accredited state material;

- (3) Real estate related credit courses successfully completed within the past 5 years at an accredited college, university or institute of higher learning, and evidenced by a transcript, may be submitted to the commission for approval, including courses with topics, such as, but not limited to:
  - a. Accounting;
  - b. Management;
  - c. Real estate law;
  - d. Finance;
  - e. Real estate investment;
  - f. Appraisal courses; and
  - g. Paralegal courses.
- (l) Each hour of the courses outlined in (k)(1) and (2) above, shall count towards one hour of credit toward the required 60 hours. All 3 credit or more courses submitted and approved under (k)(3) as real estate related education shall receive 12 credit hours.
- (m) Schools or individuals may seek accreditation of education not included in (j)(3) and (k)(1) through (3) above by submitting the course content outline, course materials, course hours, course accreditation fee, and certificate of completion to the New Hampshire Real Estate Commission.
- (n) For purposes of (k)(2) above, proof of a pre-licensing course previously used to fulfill the salesperson's education requirement shall not be used to fulfill the broker education requirement.

**Please Note: Candidates who pass any portion of the examination, but fail to satisfy the education requirement pursuant to RSA 331-A:10 prior to the date of examination shall be required to re-take the exam in its entirety, as required by Rea 301.03(q).**

**RECIPROCITY:** Candidates holding a valid license from another state may be eligible for a New Hampshire license through reciprocity. Information can be attained at <http://www.nh.gov/nhrec/exam2.html>. Contact the New Hampshire Real Estate Commission for more information.

## CRIMINAL RECORDS CHECK

Pursuant to RSA 331-A:10-a, all applicants for a new salesperson or broker license shall submit to the New Hampshire Department of Safety, Division of State Police, a notarized criminal record release authorization form, along with the appropriate fee, prior to applying for a real estate license. The criminal record release authorization form can be found in this handbook on page 21 and on the Commission's website at <http://www.nh.gov/nhrec/examinfo.html>.

In addition, the applicant shall submit to the Commission a criminal record report from any other jurisdiction in which the applicant has been convicted of a misdemeanor or felony offense.

## DISCLOSURE OF MISDEMEANOR OR FELONY OFFENSES

If you have been convicted of any misdemeanor or felony offense(s), the New Hampshire Real Estate Commission requires, in addition to the required Criminal Record report(s), that such offenses be disclosed on the Real Estate Commission application for licensure. You should contact the Commission Office at 603-271-4127 or go to <http://www.nh.gov/nhrec/examinfo.html> to obtain an Arrest and Conviction Form and submit the completed form along with a detailed explanation of the offense(s) to the Commission Office with the application for license.

## HOW THE EXAMINATION IS ADMINISTERED

The New Hampshire Real Estate Examinations are administered by computer at four AMP Assessment Centers in New Hampshire – Concord, Manchester, Nashua and Portsmouth. Detailed directions and maps are provided at [www.goAMP.com](http://www.goAMP.com). The examinations are also available for administration at other AMP Assessment Centers throughout the United States. The examinations are administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m.

## EXAMINATION FEE

The fee to apply for the Broker examination is \$170 and the fee for the Salesperson examination is \$155. Payment may be made by cash, personal check, cashier's check or money order made payable to the Treasurer, State of New Hampshire. Examination fees are not refundable.

## REGISTERING FOR AN EXAMINATION

Applicants in New Hampshire register for the examinations by completing the registration form in this handbook and submitting it to the New Hampshire Real Estate Commission, along with the examination fee.

**All candidates must take the examination within three months from the date of receipt of the registration at the Commission Office.**

## PRE-LICENSING COURSE EVALUATION

If you have completed a New Hampshire accredited 40 hour pre-licensing course, please complete the evaluation form on page 19 of this handbook and return it with your application for licensure. If you have completed the course prior to registering for the examination, the form may be submitted along with the examination registration form.

## SCHEDULING AN EXAMINATION APPOINTMENT

AFTER YOU HAVE REGISTERED FOR THE EXAMINATION AND RECEIVED NOTIFICATION OF YOUR ELIGIBILITY BY EMAIL AND/OR POSTCARD, you may schedule an examination by one of the following methods:

1. **Online Scheduling:** Go to [www.goAMP.com](http://www.goAMP.com) and select "Schedule/Apply for an Exam." Follow the simple, step-by-step instructions to choose your examination program and register for the examination.

OR

2. **Telephone Scheduling:** Call AMP at 800-345-6559 to schedule an examination appointment. This toll-free number is answered from 8:00 a.m. to 10:00 p.m. (Eastern Time) Monday through Thursday, 8:00 a.m. to 8:00 p.m. on Friday, and 9:30 a.m. to 6:00 p.m. on Saturday.

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

If you contact AMP by 4:00 p.m. Eastern Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

You will be notified of the time to report to the Assessment Center. You will only be allowed to take the examination type for which you have applied; no changes in examination type will be made at the Assessment Center. UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED to the Assessment Center.

## Special Arrangements for Candidates with Disabilities

AMP is interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of registration that wheelchair access is necessary.

- Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Please inform AMP of your need for special accommodations by completing the Request for Special Examination Accommodations form on page 23 of this handbook.

## EXAMINATION APPOINTMENT CHANGES

You may reschedule your appointment for a future date on **one occasion per examination fee paid**. If you are desiring to change your appointment, you must call AMP at 800-345-6559 at least two business days prior to the examination (see table below). If you wish to change your appointment within two days of the examination, you will not be refunded your examination fee and will be required to pay the entire examination fee for any future examinations.

## MISSED APPOINTMENTS AND CANCELLATIONS

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

- You wish to reschedule an examination but fail to contact

If your examination is scheduled on...	You must contact AMP by 4:00 p.m. Eastern Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

AMP at least two business days prior to the scheduled testing session.

- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.

Candidates who fail to appear for their scheduled examination appointment will be considered on an individual basis for the following reasons: 1) hospitalization, 2) death in the immediate family, 3) disabling traffic accident, 4) court appearance or jury duty, or 5) military duty. Candidates requesting such exceptions should contact the New Hampshire Real Estate Commission.

## INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may visit AMP's website at [www.goAMP.com](http://www.goAMP.com) prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the cancellation of the examination regarding rescheduling or reapplication procedures.

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

## NO REFUNDS

If you fail to arrive at the Assessment Center on the date and time you are scheduled for examination, you will not be refunded any portion of your examination fees and must reregister by obtaining a registration form from the AMP website and submitting the completed registration form along with the appropriate examination fee to the New Hampshire Real Estate Commission; examination fees may NOT be transferred to another appointment.

If you arrive more than 15 minutes late for an appointment, you will not be admitted, will forfeit your examination fee, and must reregister by obtaining a registration form from the AMP website and submitting the completed registration form, along with the examination fee to the New Hampshire Real Estate Commission.

## PREPARING FOR THE EXAMINATION

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

The examination will be timed and the computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. If you choose to turn off the time feature, you should pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. The time limit is intended to allow candidates to complete the entire examination by working quickly and efficiently.

## EXAMINATION CONTENT

### Salesperson Examination

The New Hampshire Real Estate Salesperson Examination consists of a national and a state portion. The total time allowed for both portions of the examination is 3½ hours. The questions on the two portions will be intermixed and will not appear as separate sections.

### NATIONAL SALESPEPERSON PORTION

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

### National Salesperson Portion

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

Please refer to the detailed content outline beginning on page 37 for more information.

### NEW HAMPSHIRE STATE PORTION

The examination content outline for the state portion of the examination has been approved by the New Hampshire Real Estate Commission. This portion tests knowledge areas that are required specifically for the New Hampshire real estate professional. There are 40 questions in this portion of the examination that are used to compute your score. In addition to the questions used to compute your score, the examination may include five questions that are being “pretested” for use in future versions of these examinations. These pretest questions are not identified, and your answers to them do not affect your score. Questions included in categories 1 to 4 in the following detailed content outline are covered under the New Hampshire Real Estate Practice Act (RSA 331-A) and the New Hampshire Code of Administrative Rules (Rea Chapters 100 through 700). Statutes and rules can be viewed and printed from the Commission’s website at [www.nh.gov/nhrec/adrules.html](http://www.nh.gov/nhrec/adrules.html). Questions related to category 5 in the outline (Principles and Practices) pertain to the New Hampshire statutes noted. New Hampshire laws and rules may be viewed and printed from the New Hampshire website at: [www.nh.gov](http://www.nh.gov).

## New Hampshire Detailed Content Outline

	<u>Number of Questions</u>
1. Real Estate Commission	3
A. Purpose of Commission	
B. Duties and powers	
C. Examination of records	
D. Disciplinary procedures	
2. Licensure	5
A. Activities requiring license	
B. Licensing procedures	
C. Eligibility for license	
D. Bonds	
E. License renewal	
F. Change in license/status	
G. Continuing education	
3. Regulation of Licensee Conduct	11
A. Advertising	
B. Branch offices	
C. Prohibited conduct	
D. Disclosures	
1. Private water supply	
2. Insulation	
3. Sewage disposal system	
E. Recordkeeping	
F. Funds and accounts	
G. Place of business	
4. Regulation of Agency Conduct	11
A. Broker/salesperson relationships	
B. Brokerage contracts	
C. Agency	
1. Scope	
2. Disclosure	
3. Seller agent	
4. Buyer agent	
5. Disclosed dual agent	
6. Other agency relationships	
D. Cooperating agreements	

<u>Number of Questions</u>	
10	5. New Hampshire Principles and Practice
	A. Human Rights-NH RSA 354-A
	B. Environmental Issues
	1. Hazardous Waste-NH RSA 147-A, NH RSA 147-B
	2. Hazardous Substances-Water Pollution and Waste Disposal – NH RSA 485-A
	3. Hazardous Substances-Safe Drinking Water – NH RSA 482-B, NH RSA 485
	4. Hazardous Substances-Asbestos – NH RSA 141-E
	5. Hazardous Substances-Underground Storage Tanks – NH RSA 146-C
	6. Hazardous Substances-Radon Gas/Lead Paint – NH RSA 477
	7. Hazardous Substances-Lead Paint – NH RSA 130-A
	C. Condominium Act-NH RSA 356-B
	D. Planning and Zoning-NH RSA 672; NH RSA 674
	E. Wetlands-NH RSA 482-A; NH RSA 483-A; NH RSA 483-B
	F. Taxation-NH RSA 72; NH RSA 73; NH RSA 75; NH RSA 76; NH RSA 78-A; NH RSA 78-B; NH RSA 79-A; and NH RSA 80
	G. Manufactured Housing-NH RSA 205-A
	H. Property Management (Tenants/Landlords)-NH RSA 540; NH RSA 540-A
	I. Recordation-NH RSA 477; NH RSA 478
	J. Descent and Distribution-NH RSA 551; NH RSA 561; NH RSA 477

## Sample Questions

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

## SALESPERSON SAMPLE QUESTIONS

1. Baird bought two rectangular lots, each of which measures 244' x 250'. Approximately how many total acres will be in the two lots combined?
  - A. 2.8
  - B. 3.2
  - C. 5.6
  - D. 7.0
2. A person has been using a property for a long time. That person's rights have been determined to supersede those of the fee simple owner. This is called which of the following?
  - A. escheat
  - B. homestead
  - C. eminent domain
  - D. adverse possession
3. A property has been condemned by the city so that the land can be used to build a better approach to the municipal hospital's emergency entrance. Which of the following powers is the city exercising?
  - A. power of attorney
  - B. police power
  - C. eminent domain
  - D. escheat
4. A salesperson deliberately shows a buyer homes in only one subdivision where many people of the buyer's religious faith live. Has the salesperson violated any law?
  - A. Yes, because a salesperson must show a prospective buyer homes in at least three different areas.
  - B. Yes, because a salesperson cannot discriminate on the basis of religion when showing property to a buyer.
  - C. No, because the salesperson's broker is responsible for any violations of law.
  - D. No, because there was no intent to discriminate on the basis of race or national origin.
5. A licensee who works for ABC Realty obtains a listing. Two days later, the licensee begins working for XYZ Realty. Which of the following is true regarding this listing?
  - A. The listing is transferred to XYZ Realty.
  - B. The licensee is entitled to compensation when she begins working for XYZ Realty.
  - C. The listing remains with ABC Realty.
  - D. The listing is automatically terminated.

## Salesperson Answer Key

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

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

## National Real Estate Salesperson Sample Examination

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

## Broker Examination

### NEW HAMPSHIRE STATE PORTION

The examination content outline for the state portion of the examination has been approved by the New Hampshire Real Estate Commission. This portion tests knowledge areas that are required specifically for the New Hampshire real estate professional. There are 40 questions in this portion of the examination that are used to compute your score. In addition to the questions used to compute your score, the examination may include five questions that are being "pretested" for use in future versions of these examinations. These pretest questions are not identified, and your answers to them do not affect your score.

Questions included in categories 1 to 4 in the following detailed content outline are covered under the New Hampshire Real Estate Practice Act (RSA 331-A) and the New Hampshire Code of Administrative Rules (Rea Chapters 100 through 700). Statutes and rules can be viewed and printed from the Commission's website at [www.nh.gov/nhrec/adrules.html](http://www.nh.gov/nhrec/adrules.html). Questions related to category 5 in the outline (Principles and Practices) pertain to the New Hampshire statutes noted. New Hampshire laws and rules may be viewed and printed from the New Hampshire website at: [www.nh.gov](http://www.nh.gov).

## New Hampshire Detailed Content Outline

	<u>Number of Questions</u>
1. Real Estate Commission	3
A. Purpose of Commission	
B. Duties and powers	
C. Examination of records	
D. Disciplinary procedures	
2. Licensure	5
A. Activities requiring license	
B. Licensing procedures	
C. Eligibility for license	
D. Bonds	
E. License renewal	
F. Change in license/status	
G. Continuing education	
3. Regulation of Licensee Conduct	11
A. Advertising	
B. Branch offices	
C. Prohibited conduct	
D. Disclosures	
1. Private water supply	
2. Insulation	
3. Sewage disposal system	
E. Recordkeeping	
F. Funds and accounts	
G. Place of business	
4. Regulation of Agency Conduct	11
A. Broker/salesperson relationships	
B. Brokerage contracts	
C. Agency	
1. Scope	
2. Disclosure	
3. Seller agent	
4. Buyer agent	
5. Disclosed dual agent	
6. Other agency relationships	
D. Cooperating agreements	
5. New Hampshire Principles and Practice	10
A. Human Rights-NH RSA 354-A	
B. Environmental Issues	
1. Hazardous Waste-NH RSA 147-A, NH RSA 147-B	
2. Hazardous Substances-Water Pollution and Waste Disposal – NH RSA 485-A	
3. Hazardous Substances-Safe Drinking Water – NH RSA 482-B, NH RSA 485	
4. Hazardous Substances-Asbestos – NH RSA 141-E	
5. Hazardous Substances-Underground Storage Tanks – NH RSA 146-C	
6. Hazardous Substances-Radon Gas/Lead Paint – NH RSA 477	
7. Hazardous Substances-Lead Paint – NH RSA 130-A	

- C. Condominium Act-NH RSA 356-B
- D. Planning and Zoning-NH RSA 672; NH RSA 674
- E. Wetlands-NH RSA 482-A; NH RSA 483-A; NH RSA 483-B
- F. Taxation-NH RSA 72; NH RSA 73; NH RSA 75; NH RSA 76; NH RSA 78-A; NH RSA 78-B; NH RSA 79-A; and NH RSA 80
- G. Manufactured Housing-NH RSA 205-A
- H. Property Management (Tenants/Landlords)-NH RSA 540; NH RSA 540-A
- I. Recordation-NH RSA 477; NH RSA 478
- J. Descent and Distribution-NH RSA 551; NH RSA 561; NH RSA 477

## National Broker Portion

The National Broker Examination is presented in simulation problem format and consists of 10 simulation problems. Nine of these problems will be used to compute your score. The other problem is not scored and is being pretested for future examinations.

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

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

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

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



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

In the decision making section described in 1 above, the instructions will be to 'CHOOSE ONLY ONE' option. You should not assume that your response is incorrect if you are directed to make another selection. The simulation examination format sometimes uses this direction. The multiple option type of decision making described in 2 will have instructions to 'SELECT AS MANY' options as are appropriate in the situation.

### **Broker Simulation Examination Content Outline**

<b>Primary Issues:</b>	<u># of Problems</u>
1. Agency Relationships and Property Representations	3
2. Fair Housing and Other Governmental Regulations	2
3. Handling Money	2
4. Training and Supervision of Licensees	1
Plus one primary issue varying by examination form	1

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

<b>Property Types:</b>	<u># of Problems</u>
1. Residential	4
2. Commercial	2
3. Property Management	1
Plus two property types varying by examination form	2

### **National Real Estate Broker Simulation Sample Examination**

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

### **Taking the Multiple-Choice Examination**

The most typical purpose of a deed restriction is to

A. ensure that the property will not become encumbered.  
B. encourage varied uses of the property.  
C. control future uses of the property.  
D. limit costs of new houses in a subdivision.

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

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

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

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon. When the examination is completed, the number of examination items answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

## **I** Candidate Comments

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

## **I**Making the Simulation Examination

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

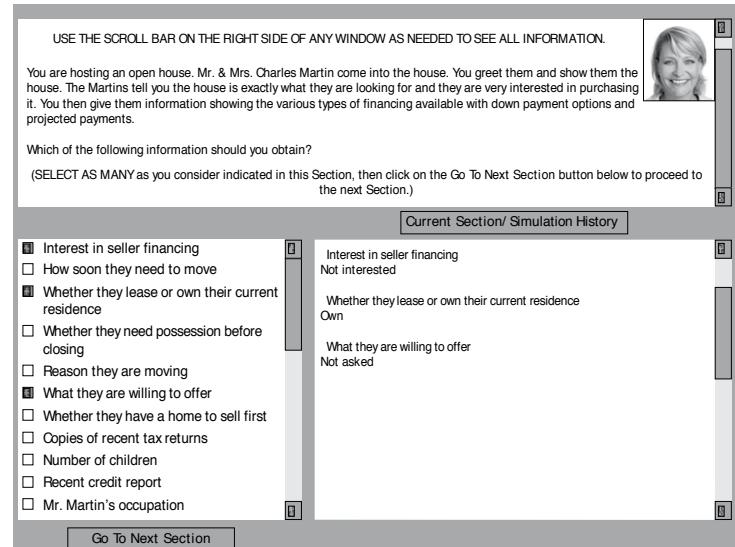


Figure 1. Sample computerized simulation screen layout – Three windows appear on the screen at all times during a simulation examination

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

The **Simulation History Window** is displayed as the lower right portion of the screen. This window can be displayed in two formats using the button labeled "Current Section/ Simulation History" located at the top of this window. When in the "Current Section" mode, the options chosen in the current section and the results for each choice are displayed in this window. When in the "Simulation History" mode, the scenarios from all previous sections as well as the options chosen and their results are displayed in the window. A scroll bar is available on the right side of this window to review previous scenarios and/or options and results.

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

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

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

A "Help Screen" will be accessible to you throughout the simulation examination to explain how to navigate through the examination.

## ON THE DAY OF YOUR EXAMINATION

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

### Identification

To gain admission to the Assessment Center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. Temporary ID is not accepted. You will also be required to sign a roster for verification of identity.

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

## RULES FOR THE EXAMINATION

### Security

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

The following security procedures apply during the examination:

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

### Personal Belongings

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

- watches
- hats
- wallets
- keys

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

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

### Examination Restrictions

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

- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

## Misconduct

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

- create a disturbance, are abusive or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or is suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

## Copyrighted Examination Questions

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

## Computer Login

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

## Practice Examination

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

## Timed Examination

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

### Examination Time Allotted

Salesperson (national and state portion)	3½ hours
Salesperson (state portion only)	1½ hours
Salesperson (national portion only)	2½ hours
Broker State (multiple-choice portion)	1½ hours
Broker National (simulation portion)	2½ hours

## FOLLOWING THE EXAMINATION

## How Passing Scores are Determined

### • Multiple-Choice Examination

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

### • Simulation Examination

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

### • Equating

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

### • Scaled Score

Scaled scores are reported to emphasize that although different forms of the examination may have slight differences in difficulty, the passing score for an examination is based on

a consistent level of performance. Scaled scores are computed by setting the raw passing score equal to the scaled score required to pass. The scaled score is not the same as a percentage. The raw passing score may vary slightly between forms, depending on the difficulty of the items on the form; however, the scaled score required to pass (and the level of knowledge required to pass) does not change. This process is used to ensure fairness to all candidates.

## ■ Your Salesperson Examination Score

After you have completed the Salesperson examination, you will be instructed to report to the testing supervisor to receive your score report. Your score report will show your result for your examination and will give diagnostic scoring information for any portion you did not pass. To be eligible to apply for a salesperson license in New Hampshire, you must pass both the National and State portions of the examination. The passing score for each portion of the Salesperson examination is a scaled score of 70.

## ■ Your Broker Examination Score Report

After you have completed the Broker examination, you will be instructed to report to the testing supervisor to receive your score report. Your score report will show your result for your examination and will give diagnostic scoring information for any portion you did not pass. To be eligible to apply for a broker license in New Hampshire, you must pass both the national simulation and state multiple-choice portions of the examination.

For the national simulation portion of the examination, you will score points for Information Gathering (IG) sections and for Decision Making (DM) sections. The sum of your scores on all IG sections is reported as your IG total raw score, and the sum of your scores on all DM sections is reported as your DM total raw score. Your total raw scores are converted to scaled scores, and you must meet or exceed scaled scores of 70 for both IG and DM to pass this examination.

The passing score for the state multiple-choice portion of the examination is a scaled score of 70.

## ■ If You Pass the Examination

If you have passed both parts of the examination, you will receive a score report that will summarize your examination performance. This original score report will also allow you to apply for a license. You will need to submit both

the original score report(s) and the license application, which is included in the handbook. To download and print an application for licensure, please visit AMP's website at [www.goAMP.com](http://www.goAMP.com). You may obtain an application for licensure at [www.nh.gov/nhrec](http://www.nh.gov/nhrec) or contact the New Hampshire Real Estate Commission at 603-271-2748. To receive your license, please send the original score report(s) that shows your passing scores along with a properly completed application for licensure to the New Hampshire Real Estate Commission office at 121 S. Fruit St., Concord, NH 03301.

## ■ If You Fail the Examination

If you do not achieve a passing score, your score report will indicate your scores and reapplication instructions. If you pass only one portion, you have up to eight attempts within one year to pass the second portion.

Should you fail to pass the exam within the time frame noted above you will be required to complete an accredited pre-licensing course in addition to any pre-licensing course previously submitted to take the original examination, pursuant to Rea 303.05.

To reregister for the examination, you must submit your score report, with any necessary changes to your registration information, along with the appropriate examination fee to the New Hampshire Real Estate Commission.

## ■ If You Do Not Appear for Testing

If you do not appear to take the examination for which you are scheduled, you must reapply for another examination forfeiting the fee for the examination that you missed, and submit the fee for the examination for which you will be scheduled. You may reapply to the New Hampshire Real Estate Commission.

## ■ Duplicate Score Report

Requests for a duplicate score report must be made in writing within one year of the examination date. Complete the request form enclosed on page 25 if this booklet, include a check or money order for \$25 per copy (made payable to AMP), and mail your request to AMP. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

## EXAMINATION REGISTRATION INSTRUCTIONS

All information requested on the examination registration form must be provided, or it will be returned.

PRE-LICENSING PROVIDERS	SCHOOL CODE
Did not attend a pre-licensing course	9999
Aldrich and Associates	0537
Ann Flanagan New Hampshire Real Estate School	0543
Barry School of Real Estate	0515
Bean Group	0542
Caron's Gateway School of Real Estate	0536
Charline Mason Seminars Unlimited	0519
John Doran and Associates	0535
Kathy Roosa School of Real Estate	0504
Kelly L. Cullen, PhD	0532
NH Technical Institute – Concord	0513
Tom Neal School of Real Estate	0525
Winn Associates Real Estate Education	0505
Workshops for Modern Real Estate	0521

## LICENSE APPLICATION INSTRUCTIONS

After you have passed the New Hampshire Real Estate Examination, you must follow the directions provided on your passing score report(s) and license application.

The licensure process cannot begin until you have passed the examination and received a passing score report(s) from AMP. Licensure application materials must be submitted to:

New Hampshire Real Estate Commission  
121 S. Fruit St.  
Concord, NH 03301  
Phone: 603-271-2748  
[www.nh.gov/nhrec](http://www.nh.gov/nhrec)

## **INSTRUCTIONS FOR APPLICATION FOR LICENSURE AS A SALESPERSON AND BROKER**

**SALESPERSON APPLICANTS:** After you receive notification from the testing center that you have received a passing grade on your examination for a real estate salesperson's license, the following must be submitted within 6 months from the date of passing the examination in order for the Commission to issue a salesperson's license to you.

- Salesperson Application: The salesperson application must be completed, signed and notarized by the applicant, character references and the principal broker no sooner than 30 days prior to submission to the Commission office.
- \$90.00 application fee: Make checks payable to the Treasurer, State of New Hampshire.
- The original examination passing score report(s). If you have misplaced your original report(s) issued to you at the testing center, you will need to request a duplicate score report(s) from the testing company. (Request Form on page 25.)
- Criminal Record Release Authorization Form: You must submit the criminal record release authorization form, along with the \$25.00 fee to the NH Department of Safety, Division of State Police. The Commission must receive your criminal record report directly from the Division of State Police. The criminal record report can not be submitted to the Commission by the applicant. If you have been convicted of a misdemeanor or felony offense in any other jurisdiction, you must submit a criminal record report from that jurisdiction.
- Proof of 40 hours of accredited pre-licensing education as required by Rea 301.03, if not previously submitted with your exam registration. All education must have been completed prior to examination. If you fail to complete the education prior to taking the examination, you will be required to retake the examination.
- Certificate of Licensure: If you are licensed or have been licensed as a real estate salesperson or broker in another state(s), and have not submitted a Certificate of Licensure from that state(s), the Commission must receive the Certificate(s) prior to issuing your license.
- Pre-licensing course evaluation form, if not previously submitted with your exam registration. (Form on page 19.)

**BROKER APPLICANTS:** After you receive notification from the testing center that you have received a passing grade on your examination for a real estate broker's license, the following must be submitted within 6 months from the date of passing the examination in order for the Commission to issue a broker's license to you.

- Broker Application: The broker application must be completed, signed and notarized by the applicant, character references and the principal broker no sooner than 30 days prior to submission to the Commission office.
- \$110.00 application fee: Make checks payable to the Treasurer, State of New Hampshire.
- The original examination passing score report(s). If you have misplaced your original report(s) issued to you at the testing center, you will need to request a duplicate score report(s) from the testing company. (Request Form on page 25.)
- Criminal Record Release Authorization Form: You must submit the criminal record release authorization form, along with the \$25.00 fee to the NH Department of Safety, Division of State Police. The Commission must receive your criminal record report directly from the Division of State Police. The criminal record report can not be submitted to the Commission by the applicant. If you have been convicted of a misdemeanor or felony offense in any other jurisdiction, you must submit a criminal record report from that jurisdiction.
- Proof of 60 hours of approved education as required by Rea 301.03, if not previously submitted with your exam registration. All education must have been completed prior to examination. If you fail to complete the education prior to taking the examination, you will be required to retake the examination.
- Surety Bond: You must submit a surety bond in the amount of \$25,000 if you are applying for an active principal or managing broker license.
- Real Estate Transaction Verification Form. (On Commission website at <http://www.nh.gov/nhrec/examinfo.html>)
- Certificate of Licensure: If you are licensed or have been licensed as a real estate salesperson or broker in another state(s), and have not submitted a Certificate of Licensure from that state(s), the Commission must receive the Certificate(s) prior to issuing your license.
- Pre-license evaluation form, if you completed a NH accredited pre-licensing course and did not submit the form with your exam registration. (Form on page 19.)

**Salesperson and Broker Applicants:** Please remember, you must become licensed within six months from the date of passing the exam. A candidate who fails to become licensed within this six month period shall be required to meet the education requirement and retake the examination, as required by RSA 331-A:11 and Rea 301.03.



# NEW HAMPSHIRE REAL ESTATE EXAMINATION REGISTRATION FORM

To apply for a New Hampshire Real Estate Licensing Examination, complete this form and mail it with the examination fee to the New Hampshire Real Estate Commission, 121 S. Fruit St., Concord, NH 03301.

FOR COMMISSION USE ONLY	
Check #:	
Amount:	
Pass Both <input type="checkbox"/>	SCORES
Pass State <input type="checkbox"/>	State: _____
Pass National <input type="checkbox"/>	National: _____
Absent <input type="checkbox"/>	

The NH Real Estate Commission provides lists of candidates who pass the exam to real estate firms that request the lists for hiring purposes. This list includes the exam candidate names and addresses only. Please specify whether or not you give the Commission permission to include your name and address on this list.  Yes  No.

PLEASE TYPE OR PRINT CLEARLY. All sections of this form must be completed. All incomplete forms shall be returned to applicants for completion.

**1. LEGAL NAME**

Last Name	First Name	Middle	Suffix, e.g., III, Jr.
-----------	------------	--------	------------------------

**2. MAILING ADDRESS**

Number, Street and Apartment Number			
-------------------------------------	--	--	--

City	State	Zip Code
------	-------	----------

**3. TELEPHONE NUMBER**

<input type="text"/> (_____) _____ - _____	and <input type="text"/> (_____) _____ - _____
Home Telephone Number	Work Telephone Number

**4. SOCIAL SECURITY NUMBER** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**5. DATE OF BIRTH**

Month	Day	Year
-------	-----	------

**6. GENDER**

Male  Female

**7. EMAIL ADDRESS** \_\_\_\_\_

**8. SCHOOL CODE** \_\_\_\_\_ (See page 14 of the candidate handbook for school codes. If you did not attend a school, you must provide the appropriate code for no school attended.)

**9. EDUCATION** The required education on page 2-3 of this handbook must be completed prior to your examination date. To ensure that your education is acceptable, you may submit proof of education along with this registration form.

**10. EXAMINATION FEE** \$170 Broker Examination \$155 Salesperson Examination

Payment may be made by cash, or by personal check, cashier's check or money order. Cash in the exact amount is only accepted if you are registering in person at the Commission Office listed above. Make checks payable to Treasurer, State of New Hampshire. Registration fees are not refundable.

**11. SIGNATURE AND DATE**

I certify that I am not affiliated with a real estate school as an administrator, instructor or designee taking the examination for any purpose other than to obtain a license. The information I have provided on this registration form is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TEST TYPE:**  Salesperson  Broker      **TEST PORTION:**  Both  State  National

Is this the first time you are taking this examination?  Yes  No      If no, last test date: \_\_\_\_\_

If you require special testing accommodations, please check the box below and submit the required forms to AMP via mail to 18000 W. 105th St., Olathe, KS 66061-7543 or by fax to 913-895-4651. Special testing accommodations needed:  Yes

**\*\*IMPORTANT\*\* ATTENTION ALL CANDIDATES LICENSED IN ANOTHER STATE**

PURSUANT TO: Rea 301.03 (c) and RSA 331-A: 11-a Filing Requirements

Please provide the New Hampshire Real Estate Commission with an original Certificate of Good Standing from the licensing authority of the state in which you are licensed, along with your Registration Form.

License # \_\_\_\_\_ State \_\_\_\_\_



## NEW HAMPSHIRE REAL ESTATE COMMISSION

This evaluation should be submitted with your exam registration form if your 40-hour pre-licensing course has been completed, or submit this evaluation form with your application for licensure.

### **PRE-LICENSING INSTRUCTOR AND COURSE EVALUATION**

*It is the goal of the New Hampshire Real Estate Commission that students receive quality real estate education. Your constructive comments on the course content, the instructor, and the learning environment will help us ensure a quality learning experience for future students. We appreciate your time and candor in completing this evaluation form. Thank you for your cooperation.*

INSTRUCTOR: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

LOCATION: \_\_\_\_\_ DATES: \_\_\_\_\_

Did class always begin on time? \_\_\_\_\_

Was class ever dismissed early? \_\_\_\_\_ How early? \_\_\_\_\_

*Circle the number of your answer to each question using the scale below.*

*5 = Excellent 4 = Very Good 3 = Good 2 = Poor 1 = Very Poor*

What was the level of knowledge demonstrated by the instructor?	5	4	3	2	1
How prepared did the instructor appear to be for each session of the course?	5	4	3	2	1
Rate the instructor's ability to clearly communicate ideas.	5	4	3	2	1
How well did the instructor summarize and teach the NH laws?	5	4	3	2	1
Rate the amount of time spent on topics/chapters. (Too much time, not enough time, just about right)	5	4	3	2	1
How relevant to the topic being taught were the examples and illustrations?	5	4	3	2	1
How satisfied were you with the answers to your questions?	5	4	3	2	1
How well did the instructor control class discussion to keep the course on track?	5	4	3	2	1
How well do you believe this course has prepared you for the exam and for real estate brokerage?	5	4	3	2	1
What is your overall evaluation of this instructor?	5	4	3	2	1
What is your overall evaluation of this course?	5	4	3	2	1

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please use reverse side if more space is needed or attach a separate page*

*Name (optional)*





**State of New Hampshire**  
**Department of Safety**  
**DIVISION OF STATE POLICE**  
 Central Repository for Criminal Records  
 33 Hazen Drive, Concord, NH 03305

**CRIMINAL RECORD RELEASE AUTHORIZATION FORM**

**SECTION I**

PLEASE TYPE OR PRINT CLEARLY, ALL INFORMATION IN THIS SECTION MUST BE COMPLETED

NAME \_\_\_\_\_  
 LAST \_\_\_\_\_ (MAIDEN/ALIAS) \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ EYE COLOR \_\_\_\_\_ SEX \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

PURPOSE OF RECORD:  Housing     Employment     Annulment/Expungement     Other: \_\_\_\_\_

My signature below certifies I am the individual listed above and that the information provided is true.

YOUR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signed under penalty of unsworn falsification pursuant to RSA 641:3.

**SECTION II**

IF RECORD IS TO BE MAILED TO YOU, OR RECEIVED BY SOMEONE OTHER THAN YOURSELF,  
**ALL OF SECTION II MUST BE COMPLETED**

I hereby authorize the release of my criminal record conviction(s), if any, to the following individual:

Beth A. Edes/NH Real Estate Commission

NAME OF PERSON/FIRM TO RECEIVE RECORD

ADDRESS 121 South Fruit Street Concord NH 03301-2412  
 STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NOTARY'S SIGNATURE

A handwritten signature of Beth A. Edes in black ink.

(Affix Seal)

DATE \_\_\_\_\_

(Comm. Exp.)

DATE

12/8/2015

SIGNATURE OF PERSON/FIRM TO RECEIVE RECORD

NOTE: A \$25.00 fee is required for each request - make checks payable to: State of NH – Criminal Records





## REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

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

### Candidate Information

Candidate ID # \_\_\_\_\_ Requested Assessment Center: \_\_\_\_\_

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

Mailing Address  
\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### Special Accommodations

I request special accommodations for the \_\_\_\_\_ examination.

Please provide (check all that apply):

- Reader
- Extended testing time (time and a half)
- Reduced distraction environment
- Please specify below if other special accommodations are needed.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### PLEASE READ AND SIGN:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to:**

**Examination Services, AMP, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650**  
**If you have questions, call Candidate Services at 800-345-6559.**



## DOCUMENTATION OF DISABILITY-RELATED NEEDS

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

### Professional Documentation

I have known \_\_\_\_\_ since \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in my capacity as a  
Candidate Name \_\_\_\_\_ Date \_\_\_\_\_.

My Professional Title \_\_\_\_\_

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

Description of Disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date: \_\_\_\_\_ License # (if applicable): \_\_\_\_\_

**Return this form to:  
Examination Services, AMP, 18000 W. 105th St., Olathe, KS 66061-7543  
If you have questions, call Candidate Services at 800-345-6559.**

## DUPLICATE NEW HAMPSHIRE SCORE REPORT

**DIRECTIONS:** Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the examination date and include a check or money order for \$25.00 per copy. Duplicate score reports will be mailed within approximately five business days following receipt of the request.

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Phone: \_\_\_\_\_

Test Taken:  Salesperson  Broker Examination Date: \_\_\_\_\_ Assessment Center: \_\_\_\_\_

I hereby authorize AMP to send me a duplicate score report.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AMP  
18000 W. 105th St.  
Olathe, KS 66061





## REAL ESTATE COMMISSION

121 South Fruit Street, Concord NH 03301-2412  
 Tel (603) 271-2748 Fax (603) 271-7928  
<http://www.nh.gov/nhrec>  
 E-mail: nhrec@nh.gov

License #	Date Processed
License Dates	Form#
Firm Ref.#	Trade name Ref.#
Check #	Amount
Receipt No.	



FORM 1-RE  
 BROKER  
 REV.12/15

### APPLICATION FOR LICENSE AS A REAL ESTATE BROKER, RESIDENT AND NON-RESIDENT

FEE \$110.00 Make checks payable to: TREASURER, STATE OF NEW HAMPSHIRE

PRINT OR TYPE. All questions must be answered in full. Do not leave any section blank, except where instructed to do so.

MR  MRS  MS

Applicant's Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Resident Physical Address: \_\_\_\_\_

Resident Mailing Address: \_\_\_\_\_

Resident Tel./Cell #: \_\_\_\_\_ / \_\_\_\_\_ E-mail: \_\_\_\_\_

The Commission publishes lists of licensees' names, resident addresses and license expiration dates to real estate continuing education providers so that they may send upcoming course offerings to licensees prior to their renewal dates. Do you give the Commission permission to provide your name and resident address to real estate education providers?  Yes  No. The Commission notifies licensees of any law and/or administrative rule changes by e-mail. Please check the e-mail address you prefer to have notices sent to  Resident  Business. If you don't have an e-mail address, the Commission will send a notification by postcard.

Which of the following is applicable?

#### LICENSE STATUS:

- Inactive (no bond required) Inactive applicants are not required to answer questions 1, 10, 11, 12 and 13.
- Active (principal and managing brokers must submit a \$25,000 surety bond as required by RSA 331-A:14)

#### BROKER TYPE:

- "Principal broker" means the individual broker, including the broker designated by a corporation, partnership or association, whom the New Hampshire Real Estate Commission holds responsible for the actions of licensees who are assigned to such individual broker.
- "Managing broker" means a broker who manages a branch office for a principal broker. (This application must be accompanied by a Amendment Notification/Change Request Form 5 RE or Firm Branch Application Form completed by the principal broker stating that you will be operating as a managing broker under his/her license.)
- "Associate broker" means a broker who operates under the supervision of a principal or managing broker. (An associate broker must have the Associate Broker Affiliation Form on page 3 of the application completed and signed by the principal broker under which he/she will operate. The \$25,000 bond is not required.)

1. Real Estate Business Name where you will be working \_\_\_\_\_

Principal Broker's Name: \_\_\_\_\_ Will you be working at a branch office? \_\_\_\_\_

If yes, name of Managing Broker \_\_\_\_\_

Real Estate Business Physical Address: \_\_\_\_\_

Real Estate Business Mailing Address: \_\_\_\_\_

Business Tel: #: \_\_\_\_\_ Business Fax #: \_\_\_\_\_ Business Email: \_\_\_\_\_

2. Starting with your present address, list all locations with approximate dates where you have lived during the last 5 years.

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3. Starting with your present employer, list your employment record for the past 5 years providing names and addresses.

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4. In what states, if any, including New Hampshire, have you ever been or are now registered or licensed to sell real estate?

Include date(s) registered or licensed \_\_\_\_\_

---

\*5. Have you ever been refused a real estate license or any other business license or had any such license suspended or revoked? If so, by whom and when? \_\_\_\_\_

\*6. Have you ever been through bankruptcy or insolvency or made a compromise with your creditors? \_\_\_\_\_

\*7. Are there any undischarged court judgments or liens against you at this time? \_\_\_\_\_ If "yes", give amount and name of court \_\_\_\_\_

\*8. Have you ever been convicted of a misdemeanor or felony offense? \_\_\_\_\_ If "yes", contact the Commission at (603) 271-4127 for an Arrest and Conviction Form or obtain a copy from the Commission's website at [www.nh.gov/nhrec/examininfo.html](http://www.nh.gov/nhrec/examininfo.html).

\*9. Have you ever been or are you now involved in any matters which may affect your good repute or trustworthiness or have any relation to or bearing upon whether you are entitled to public confidence? \_\_\_\_\_

\* APPLICANT: ANSWERS TO QUESTIONS 1-9 ABOVE MUST BE COMPLETED BEFORE THE PRINCIPAL BROKER AND CHARACTER WITNESSES SIGN THIS APPLICATION. IF YOU ANSWERED "YES" TO QUESTIONS #5, 6, 7, 8, OR 9, YOU MUST ATTACH A SHEET OF PAPER GIVING FULL DETAILS AND EXPLANATIONS.

10. Will you be conducting real estate business under your own name in NH? \_\_\_\_\_

11. Will you be conducting business as a real estate principal broker under a trade name in NH? \_\_\_\_\_ If yes, a Certificate from the NH Secretary of State, along with a completed NH Real Estate Commission Trade Name Registration Form 8-RE, must be submitted with this application for broker's license. A Form 8-RE may be obtained from the Commission's website at <http://www.nh.gov/nhrec>.

12. Will you be operating a real estate business as a sole proprietorship, partnership, association, corporation, limited liability company or any other business association? \_\_\_\_\_ NOTE: If not registered, you must first register your real estate firm with the NH Secretary of State. You must supply a copy of a Certificate issued by the Secretary of State to the Commission, and a completed NH Real Estate Commission Form 3-RE, Application for License as a Real Estate Firm/Corporation, along with this application for broker's license.

13. If you are applying for a managing broker license, please state the business location of that Branch Office, and submit along with this application, an Amendment Notification/Change Request Form 5-RE or Firm Branch Application Form completed by the principal broker stating that you will be designated as a managing broker.

Tel. # \_\_\_\_\_

14. The following statement applies to principal broker applicants only:

As a principal broker, pursuant to RSA 331-A:13,V, I hereby give permission to the NH Real Estate Commission to audit the escrow account or accounts. I attest that I have read the foregoing statement and affixed my signature below.

SIGNATURE OF PRINCIPAL BROKER APPLICANT ONLY

\* \* \* \* ALL APPLICANTS MUST PROVIDE A NOTARIZED SIGNATURE BELOW \* \* \* \*

\_\_\_\_\_  
Signature of Applicant

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_ 20 \_\_\_\_\_

(NOTARY SEAL)

\_\_\_\_\_  
Notary Public/Justice of the Peace

My commission expires: \_\_\_\_\_

All Associate Brokers Applying for an Active License are Required to have this Section Completed by the Principal Broker Upon receipt of the license herein applied for, the above named applicant will be employed by me or will otherwise be under contract with me to perform services as a real estate associate broker, and will work under my supervision. I will display his/her license prominently at my place of business, and when he/she leaves my employ I will notify the NH Real Estate Commission within 5 days of termination and return his/her wall license and pocket ID to the Commission, as required by RSA 331-A:17, IV and Rea 404.02.

To the best of my knowledge the applicant is of good moral character and is trustworthy and the information provided by the applicant on this application is true and accurate.

Principal Broker's Name: \_\_\_\_\_

Business/Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Tel.#: \_\_\_\_\_ Principal Broker License #: \_\_\_\_\_

Signature of Principal Broker

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

(Notary Seal)

Notary Public/Justice of the Peace

My commission expires: \_\_\_\_\_

\* \* \* \* \*

### Affidavit No. 1

I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for.

Name of Character Reference (Type or Print)

Address of Character Reference

Signature of Character Reference

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public/Justice of the Peace

(Notary Seal)

My commission expires: \_\_\_\_\_

### Affidavit No. 2

I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for.

Name of Character Reference (Type or Print)

Address of Character Reference

Signature of Character Reference

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public/Justice of the Peace

(Notary Seal)

### Affidavit No. 3

I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for.

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Name of Character Reference (Type or Print)

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Address of Character Reference

---

Signature of Character Reference

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

(Notary Seal)

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Notary Public/Justice of the Peace

My commission expires \_\_\_\_\_

\* \* \* \* \*

### EMPLOYING BROKER'S VERIFICATION EXPERIENCE REQUIREMENT OF APPLICANT PURSUANT TO RSA 331-A:10-II

I hereby certify that \_\_\_\_\_ was employed by me as a real estate salesperson from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. He/she worked full/part time and devoted an average of \_\_\_\_\_ hours per week to his/her work. In my opinion his/her overall employment by me as a salesperson amounted to \_\_\_\_\_ % of full time employment based on 40 hours per week, or the equivalent of \_\_\_\_\_, \_\_\_\_\_ full time.  
Years \_\_\_\_\_ Months \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, state that I have read the foregoing and knowingly made the foregoing answer, statements and representations therein contained, and that each and all such answers, statements and representations are true.

---

Broker Signature and Broker License #

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

---

Notary Public/Justice of the Peace

(Notary Seal)

My commission expires: \_\_\_\_\_

**ALL NON-RESIDENTS MUST COMPLETE THE FOLLOWING POWER-OF-ATTORNEY FORM****POWER-OF-ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS that the subscriber, desiring to conduct a real estate business in the State of New Hampshire in conformity with the laws thereof, hereby irrevocably constitutes and appoints the New Hampshire Real Estate Commission or its Executive Director, for the time being, to be the subscriber's true and lawful attorneys in aforesaid state, in compliance with the provisions of Chapter 331-A New Hampshire Revised Statutes Annotated, as inserted by the Laws of 1959, Chapter 222, and any amendments thereto, upon whom all lawful processes in any action or proceeding against the subscriber may be served and said subscriber hereby stipulates and agrees that any lawful process which is served on said attorneys shall be of the same legal force and validity as if served personally within this State.

IN WITNESS WHEREOF, the undersigned has executed and subscribed to the Power-of-Attorney this

\_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_\_

---

Signature of Applicant

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ personally  
appeared the person who subscribed to the foregoing instrument and acknowledged the same as his/her voluntary act and deed before  
me.

---

Notary Public/Justice of the Peace

(Notary Seal)

My commission expires: \_\_\_\_\_




**REAL ESTATE COMMISSION**

121 South Fruit Street  
Concord, NH 03301-2412  
Tel (603) 271-2748 Fax (603) 271-7928  
<http://www.nh.gov/nhrec>  
E-mail: nhrec@nh.gov

License #	Date Processed
License Dates	Form#
Broker Ref. #	Work Location Ref. #
Check #	Amount
Receipt #	



FORM 2-RE  
SALES  
REV. 12/15

**APPLICATION FOR A LICENSE AS A REAL ESTATE SALESPERSON, RESIDENT AND NON-RESIDENT**

FEE \$90.00 Make checks payable to TREASURER, STATE OF NEW HAMPSHIRE

PRINT OR TYPE. All questions must be answered in full. Do not leave any section blank, except where instructed to do so.

MR  MRS  MS

Applicant's Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Resident Physical Address: \_\_\_\_\_

Resident Mailing Address: \_\_\_\_\_

Resident Tel./Cell #: \_\_\_\_\_ / \_\_\_\_\_ E-mail: \_\_\_\_\_

The Commission publishes lists of licensees' names, resident addresses and license expiration dates to real estate continuing education providers so that they may send upcoming course offerings to licensees prior to their renewal dates. Do you give the Commission permission to provide your name and resident address to real estate education providers? \_\_\_\_\_ Yes \_\_\_\_\_ No. The Commission notifies licensees of any law and/or administrative rule changes by e-mail. Please check the e-mail address you prefer to have notices sent to  Resident  Business. If you don't have an e-mail address, the Commission will send a notification by postcard.

License status:  Active  Inactive (Inactive applicants are not required to complete question #1)

1. The business name and/or principal broker's name with whom you will be employed or under contract with as a real estate salesperson? \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Tel. #: \_\_\_\_\_ Business Fax #: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

Will you be working at a branch office? \_\_\_\_\_ If yes, name of managing broker \_\_\_\_\_

2. Starting with your present legal address, list all locations with approximate dates where you have lived during the last 5 years.

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3. Starting with your present employer, list your employment record for the past 5 years providing names and addresses.

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4. In which states, if any, including New Hampshire, have you ever been or are now registered or licensed to sell real estate?

Include date(s) registered or licensed. \_\_\_\_\_

\*5. Have you ever been refused a real estate license or any other business license or had any such license suspended or revoked? If so, by whom and when? \_\_\_\_\_

---

\*6. Are there any undischarged court judgments or liens against you at this time? \_\_\_\_\_ If "yes", give amount and name of court \_\_\_\_\_

\*7. Have you ever been through bankruptcy or insolvency or made a compromise with your creditors? \_\_\_\_\_

\*8. Have you ever been convicted of a misdemeanor or felony offense? \_\_\_\_\_ If "yes", contact the Commission office at (603) 271-4127 for an Arrest and Conviction Form or obtain a copy from the Commission's website at [www.nh.gov/nhrec](http://www.nh.gov/nhrec).

\*9. Have you ever been or are you now involved in any matters which may affect your good repute or trustworthiness or have any relation to or bearing upon whether you are entitled to public confidence? \_\_\_\_\_

10. Do you understand the provisions of NH RSA 331-A and Administrative Rules Rea 100-700? \_\_\_\_\_

\*ANSWERS TO QUESTIONS 1-10 ABOVE MUST BE COMPLETED BEFORE THE PRINCIPAL BROKER AND CHARACTER WITNESSES SIGN THIS APPLICATION. IF YOU ANSWERED "YES" TO QUESTIONS #5, 6, 7, 8, OR 9, YOU MUST ATTACH A SHEET OF PAPER PROVIDING FULL DETAILS AND AN EXPLANATION.

\* \* \* \* \* All Applicants Must Provide A Notarized Signature Below \* \* \* \* \*

**SIGNATURE OF APPLICANT**

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, personally appeared the above-named applicant and made oath that the foregoing statements made by him/her are true.

(NOTARY SEAL)

**JUSTICE OF THE PEACE/NOTARY PUBLIC**

My commission expires:

Applicants applying for an active license are required to have this section completed by the principal broker. Upon receipt of the license herein applied for, the above named applicant will be employed by me or will otherwise be under contract with me to perform services as a real estate salesperson, and will work under my supervision. I will display his/her license prominently at my place of business, and when he/she leaves my employ I will notify the New Hampshire Real Estate Commission as required by RSA 331-A:17, IV, and Rea 404.02 within 5 days of termination and return his/her wall license and pocket ID to the Commission.

To the best of my knowledge the applicant is of good moral character and is trustworthy and the information provided by the applicant on this application is true and accurate.

Principal Broker's Name: \_\_\_\_\_

Business/Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Principal Broker License #: \_\_\_\_\_

**SIGNATURE OF PRINCIPAL BROKER**

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

(NOTARY SEAL)

## **JUSTICE OF THE PEACE/NOTARY PUBLIC**

My commission expires: \_\_\_\_\_

**Affidavit No. 1**

I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for.

Name of Character Reference (Type or Print) \_\_\_\_\_ Address of Character Reference \_\_\_\_\_

Signature of Character Reference \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Justice of the Peace/Notary Public \_\_\_\_\_

(Notary Seal)

My commission expires \_\_\_\_\_

**Affidavit No. 2**

I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for.

Name of Character Reference (Type or Print) \_\_\_\_\_ Address of Character Reference \_\_\_\_\_

Signature of Character Reference \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Justice of the Peace/Notary Public \_\_\_\_\_

(Notary Seal)

My commission expires \_\_\_\_\_

**Affidavit No. 3**

I, the undersigned, on oath depose and say that I am in no way related to the applicant by either blood or marriage, and that said applicant for a real estate license is a person of good repute, trustworthy and entitled to public confidence and that I know of no circumstance or dealing by the applicant which would disqualify him/her for the license applied for.

Name of Character Reference (Type or Print) \_\_\_\_\_ Address of Character Reference \_\_\_\_\_

Signature of Character Reference \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Justice of the Peace/Notary Public \_\_\_\_\_

(Notary Seal)

My commission expires \_\_\_\_\_

**ALL NON-RESIDENTS MUST COMPLETE THE FOLLOWING POWER-OF-ATTORNEY FORM**

**POWER-OF-ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS that the subscriber, desiring to conduct a real estate business in the State of New Hampshire in conformity with the laws thereof, hereby irrevocably constitutes and appoints the New Hampshire Real Estate Commission or its Executive Director, for the time being, to be the subscriber's true and lawful attorneys in aforesaid state, in compliance with the provisions of Chapter 331-A New Hampshire Revised Statutes Annotated, as inserted by the Laws of 1959, Chapter 222, and any amendments thereto, upon whom all lawful processes in any action or proceeding against the subscriber may be served and said subscriber hereby stipulates and agrees that any lawful process which is served on said attorneys shall be of the same legal force and validity as if served personally within this State.

IN WITNESS WHEREOF, the undersigned has executed and subscribed to the Power-of-Attorney this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ personally appeared the person who subscribed to the foregoing instrument and acknowledged the same as his/her voluntary act and deed before me.

\_\_\_\_\_  
Justice of the Peace/Notary Public

(Notary Seal)

My commission expires: \_\_\_\_\_

## DETAILED CONTENT OUTLINE

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

#### A. Agency Relationships (6)

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

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

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

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

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

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

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

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

#### A. Rights of Ownership (1)

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

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

#### C. Leasehold Interest (1)

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

#### D. Forms of Business Ownership (1)

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

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

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

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

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

### 3. Finance 14 (5-8-1)

#### A. Basic Concepts and Terminology (4)

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

#### B. Methods of Financing (3)

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

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

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

#### D. Government Oversight (4)

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

#### E. Lending Process (1)

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



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

##### A. Methods of Legal Description of Land (1)

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

##### B. Methods of Measurement (1)

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

##### C. Property Valuation (3)

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

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

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

##### E. Conveyance of Real Property (6)

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

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

##### A. Property Advertising Disclosures (3)

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

##### B. Licensee Advertising (3)

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

##### C. Fair Housing (4)

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

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

- A. General Principles of Property Management Agreements
- B. Basic Provisions / Purpose / Elements of Property Management Agreements
- C. Types of Contracts
- D. Duties and Obligations of the Parties
- E. Market Analysis and Tenant Acquisition
- F. Accounts and Disbursement
- G. Property Maintenance and Improvements

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

- A. Compensation, Commission and Fees
- B. Valuation / Market Sale Price and Yields
- C. Net to Seller, Cost to Buyer (credits & debits)
- D. Tax and Other Prorations
- E. Points
- F. Loan-to-Value Ratios
- G. Measurement (e.g., square footage, acreage, volume)
- H. Property Management / Investment (e.g., rate of return)

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**Implementation Schedule – Specifications based on 2015 Job Analysis**

AMP Real Estate Examination Program:

- |                                 |                           |
|---------------------------------|---------------------------|
| • March 15, 2016: AL, GA        | • May 3, 2016: NC, SD, VT |
| • April 5, 2016: IL, MO, MT, WY | • June 1, 2016: WA        |
| • April 19, 2016: ND, NE, NH    |                           |

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

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

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

## REFERENCES

The references provided below are some of the available relevant written study materials for the National Salesperson and Broker Examinations. However, they are not necessarily recommended by AMP or the New Hampshire Real Estate Commission. Specific editions or years of publications are not provided; you should use the most recent version. Computer software is also available from several publishing companies, but it is not listed here.

- Armbrust, Betty J.; Bradley, Hugh H. and Armbrust, John W. Practical Real Estate Math. Scottsdale: Gorsuch Scarisbrick, Publishers.
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- Reilly, John W. Agency Relationships in Real Estate. Chicago: Real Estate Education Co.
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- Ventolo, William L., Jr. and Williams, Martha R. Fundamentals of Real Estate Appraisal. Chicago: Real Estate Education Co.
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