

General Information Page

Key Realty School
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Department of Real Estate Sponsor ID#: S0357

Important Instructions

Please Read Carefully Before You Proceed

If you understand the information stated herein, please select the "Accept Button" at the bottom of this page to continue your order. Thank you!

<u>Course Title</u>	<u>Hours</u>	<u>Category</u>	<u>Quizzes</u>	<u>Final Exam</u>	<u>Time</u>
Real Estate Principles	45	Pre-license Education	15	100 M/C	105 Minutes.
Real Estate Practice	45	Pre-license Education	15	100 M/C	105 Minutes.
Legal Aspects of Real Estate	45	Pre-license Education	15	100 M/C	105 Minutes.
Real Estate Finance	45	Pre-license Education	15	100 M/C	105 Minutes.
Real Estate Appraisal	45	Pre-license Education	15	100 M/C	105 Minutes.
Property Management	45	Pre-license Education	15	100 M/C	105 Minutes.
Real Estate Economics	45	Pre-license Education	15	100 M/C	105 Minutes.
Escrows	45	Pre-license Education	15	100 M/C	105 Minutes.
Business Law	45	Pre-license Education	15	100 M/C	105 Minutes.
Common Interest Development	45	Pre-license Education	15	100 M/C	105 Minutes.

Individual Course Fees: \$99

Methods of Delivery:

Format: With physical textbook (quizzes and final exam online)

Course Structure

The course design is dictated by the California Department of Real Estate and requires you to demonstrate mastery of the subject matter in one chapter of the course before progressing to the next. This means:

- 1) The online chapter quizzes are mandatory.
- 2) You must advance through the online chapter quizzes in a linear fashion and you cannot advance to the next chapter quiz until the previous chapter's reading assignment and chapter quiz has been completed.
- 3) You cannot access the course final examination and complete the course until all chapter quizzes have been completed and the minimum time* has elapsed. When you complete the last chapter quiz you receive a link to the Final Examination.

Time-To-Complete

The Department of Real Estate allows each course to be completed in a **MINIMUM time of 2 ½ weeks (18 calendar days)** from the date you receive the course material. The **MAXIMUM time we allow for completion of the course is 1 year from the date of enrollment.**

The 2 ½ week rule dictates how quickly you can take the final exam and complete each course. For example, the absolute fastest you can complete two courses is 5 weeks. REMEMBER, the rule is: 2 ½ weeks (18 calendar days) from the date you receive the book for each course. If you still have questions about how fast you can complete your course(s), please call the school for clarification.

Extension Policy

Should you not be able to complete this course within one (1) year of the date of enrollment, (for any reason, no exceptions), you may extend your enrollment for a period of three (3) months for \$25.00 or one year for the full course fee. If you extend for three months, you have three months from the original expiration date of your course(s). If you extend for one year, you have one year from the date of re-enrollment. REMEMBER, if the textbook edition has changed, you will be required to purchase the current textbook to extend the course.

Final Examination and Passing the Course

In order for you to pass this course, you will be required to take and pass an online final examination (100 multiple-choice, 105 minutes, 70% or better to pass, open book).

What Happens If You Fail A Final Exam?

If you do not pass the final exam on the first try, Department of Real Estate allows you one re-take. You must wait 2 ½ weeks (18 calendar days) before you can re-take the exam. Be aware that the questions on the re-take exam will be completely different from the questions on the original final exam. If you fail the re-examination you must re-do the entire course and wait 18 calendar days before being allowed to take the final exam again.

Course Completion

Completion of a course includes taking and passing the course final examination. The final examination must be taken no later than the last day of the course enrollment period.

Course Completion Certificate

If you are enrolled in more than one course, we will email one course completion certificate at the conclusion of your last course, showing all courses completed. If you would like individual completion certificates or otherwise need your completion certificates prior to finishing all the courses in the package, we would be happy to issue your certificates immediately upon request.

Identification for Final Exam

The final exam is taken at www.KeyRealtySchool.net

You must enter a current driver's license number as a means of identification prior to accessing the final examination. By entering your driver's license number you are affirming that you are the student registered for this course and that you personally will complete the final examination. Any violation of this section will result in revocation of the completion certificate for this course and will be reported to the California Bureau of Real Estate.

Refund Policy

If for any reason you decide to cancel your enrollment, we will issue a refund (**less a \$25 registration fee and shipping & handling**) if cancellation occurs by **midnight of the 30th business day after the date of enrollment**. No refund will be issued after the above mentioned time period. If you paid by credit card, your account will be credited within 30 days. All textbooks, if ordered, must be returned to the school, in good and usable condition*, within 10 days of the

date of cancellation. If you do not return the material supplied by the school within this 10-day period, the school may keep an amount out of what you paid that equals the price of the textbooks for the course. The school will refund any amount over that as provided above.

***Good and usable condition means** that the textbook, if ordered, is unmarked and undamaged by shipping. It shall be the student's responsibility to package and ship the course material in such a manner as to assure compliance.

Disclaimer Statement

Although every effort has been made to provide accurate and current information in this text, the ideas, suggestions, general principles and conclusions presented in this text are subject to local, state and federal laws and regulations, court cases and any revisions of same. The author and/or publisher is not engaged in rendering legal, tax, or other professional services. The reader is thus urged to consult with his/her employing broker and/or seek legal counsel regarding any points of law. This publication should not be used as a substitute for competent legal advice.

DRE Disclaimer Statement

This course is approved for pre-license education credit by the California Department of Real Estate. However, this approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructors, authors, or lecturers.

Correspondence Course Identification Statement

Participants shall present one of the following forms of identification immediately before the administration of the final examination:

- A. A current California driver's license.
- B. A current identification card described in Section 13000 of the California Vehicle Code
- C. Any identification of the participant issued by a governmental agency or a recognized real estate related trade organization within the immediately preceding five years which bears a photograph, signature and identification number of the participant.

Online Evaluation Statement

A course and instructor evaluation is available on the California Department of Real Estate (DRE) website at www.dre.ca.gov. Access this form by typing in "RE 318A" in the search box located in the upper right corner of the home page.

Course Provider Complaint Statement

A course provider complaint form is available on the California Department of Real Estate (DRE) website at www.dre.ca.gov. Access this form by typing in "RE 340" in the search box located in the upper right corner of the home page. An informational form regarding course provider complaints, "RE 340A" is also available.

Course Descriptions

**California Real Estate Law 9th Edition , By Walt Huber , Kim Tyler, J.D.
ISBN – 978-16-2684-001-0**

Legal Aspects of Real Estate is an introduction to the vast body of law that governs real estate transactions in California. It will help you recognize situations in which legal counsel should be sought and help you understand rights and obligations under the law.

**Escrow 1 5th Edition Introducing Transaction Coordinators, By Walt Huber , Joe Newton,
and Anita Rubeck
ISBN- 978-16-2684-437-7**

This course provides a comprehensive study of escrow and title insurance principles, from early America's escrow practices to transferring title in today's high-tech environment.

Real Estate Appraisal Principal & Procedures 5th Edition, By Walt Huber, Levin Messick and William Pivar
ISBN- 978-16-2684-363-9

Real Estate Appraisal addresses the changes in the appraisal industry, their impact on real estate transactions, and their practical application for appraisers, real estate professionals, lenders and consumers.

Real Estate Economics 6th Edition , By Walt Huber , Levin P.Messick, William Pivar , JD
ISBN- 978-16-2684-326-4

Real Estate Economics discusses economic theory relating to the real estate industry and emphasizes the factors that cause real estate value to change. To present this complex subject in a practical manner, the author has simplified this text so it is ideal for real estate students who have little or no background in formal economics.

Property Management 7th Edition , By Walt Huber Arlette Lyons and William Pivar
ISBN- 978-16-2684-070-6

This updated edition of Property Management holds all the tools you need for success in today's competitive and ever-changing environment! Inside you'll find a complete offering of management techniques designed for a variety of properties — from apartment and office buildings to retail and industrial properties.

Homeowner's Association Management , By Walt Huber , Kim Tyler
ISBN- 0-916-772-46-2

The course covers all material in regards to managing a common interest development with a special emphasis on California real estate and the Davis- Stirling Common Interest Development Act.

California Business Law 5th Edition , By Walt Huber , Kim Tyler J.D.
ISBN- 978-16-2684-031-7

This course covers all material in business law classes with special emphasis on California business law. Very clear and simple language, easy-to-read format with photographs, charts, and cases.

California Real Estate Practice 8th Edition , By Walt Huber, Arlette Lyons
ISBN- 978-16-2684-252-6

Real Estate Practice offers practical how to information for the real estate salesperson and broker. Prospecting methods, sample "comp" presentations and the newest listing contracts and disclosure forms are only some of the features of this textbook.

California Real Estate Principles 15th Edition , By Walt Huber
ISBN- 978-16-2684-217-5

This textbook is the most comprehensive introduction to the California real estate business. It will serve as an excellent introductory course for the new licensee. A highly readable portrait of the entire field, it covers every area of professional specialization, the intricacies of real property ownership and the fine points of the field.

Real Estate Finance and Loan Brokering 8th Edition, By Walt Huber , Walt Zozula
ISBN- 978-16-2684-178-9

This clearly written introduction to the world of real estate finance in California lays the ground work for understanding how real estate loans get made. It brings you up-to-date coverage of the latest tax law changes, Cal-Vet, FHA and VA guidelines. Electronic loan processing and other elements of the evolving California mortgage industry are discussed throughout the text.