



Before paying for
your examination registration,
be sure you understand
the contents of this bulletin.
Please retain and use it as a reference
when contacting PSI.

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

**SOUTH CAROLINA REAL ESTATE COMMISSION
DEPARTMENT OF LABOR, LICENSING AND REGULATION**

**PROPERTY MANAGER
CANDIDATE INFORMATION BULLETIN**

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Please refer to www.psiexams.com for the latest updates to this bulletin.

EXAMINATIONS BY PSI EXAMINATION SERVICES

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a property manager in South Carolina. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations. South Carolina's Office Of Property, Environmental, Design And Construction Services (OPEDACS) has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in South Carolina. PSI works closely with the South Carolina Real Estate Commission to be certain that examinations meet local as well as national requirements in basic principles of real estate and examination development standards.

Apply to the Real Estate Commission prior to registering with PSI for an examination. Once you are approved, you will receive an Examination Eligibility letter. Examination Eligibility is valid for 1 year.

All questions and requests for information about examinations should be directed to:

PSI licensure:certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

Questions about applications for licensure should be directed to the:

South Carolina Real Estate Commission
PO Box 11847
Columbia, SC 29211-1847
(803) 896-5241

GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

To make the license qualification process go as smoothly as possible, be certain that you:

1. Obtain the appropriate eligibility (e.g., number of hours of education) in advance of applying to the Commission.
2. After approval by the Commission of your eligibility, prepare for the examination by using the examination outline in this bulletin as a guide for reviewing your pre-license course materials that cover the outline topics.
3. Be sure that the examination registration form that you submit to PSI is complete and accurate, and that you include the correct fees.
4. Be sure to take proper identification with you to your examination appointment.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for the license examination. Preparation, in addition to the required classroom hours, increases your likelihood of passing.

- Start with a current copy of the South Carolina Property Manager Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Review your prelicense course material with a special emphasis on the topics listed in the examination content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

DESCRIPTION OF EXAMINATION AND EXAMINATION CONTENT OUTLINE

EXAMINATION DESCRIPTION

There are 50 questions on the examination. Candidates have 90 minutes to complete the examination. In addition to the number of examination questions specified, either five (5) or (10) "pretest" questions will be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against testing time. The administration of such non-scored, experimental questions is an essential step in developing future licensing examinations.

EXAMINATION CONTENT OUTLINE

The Examination Content Outline has been prepared and is periodically updated by committees of professionals who are subject matter experts in real estate property management practice, real estate instruction, and regulatory issues. The outline these professionals have prepared identifies areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of course material. The outline lists the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics in the outline.

I. Laws Affecting Property Management (15 Items)

- A. License Law
- B. Fair Housing and Americans with Disabilities Act (ADA)
- C. Safety, Environmental, and Disclosures
- D. Anti-trust
- E. South Carolina Vacation Rental Act

II. Property Manager, Owner, and Tenant Relationships (15 Items)

- A. Management Agreements
- B. Agency Issues
- C. Property Maintenance
- D. Risk Management
- E. Rental Agreements
 - 1. Types, Elements, and Provisions
 - 2. Renewals and Terminations

III. South Carolina Residential Landlord and Tenant Act (15 Items)

- A. Provisions
- B. Obligations and Remedies

IV. Additional Areas of Property Management (5 Items)

- A. Condominiums
- B. Office
- C. Retail
- D. Math

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the South Carolina Property Manager Examination. The examples do not represent the full range of content or difficulty levels found in the actual examination. They are intended to familiarize you with the types of questions you can expect to find in the examination. (The answer key is found after the questions.)

- A. In what kind of store lease is the monthly rent based on the amount of business done by the tenant?
 - 1. Net
 - 2. Gross
 - 3. Ground
 - 4. Percentage
- B. Which of the following actions on the part of the landlord would be considered "distrain"?
 - 1. Attaching the wages of a tenant for rent in arrears
 - 2. Seizing a tenant's personal property for rent in arrears
 - 3. Preventing agents from showing a rented unit to a sales prospect
 - 4. Restricting the use of the rental property by prohibiting certain uses
- C. Which of the following elements MUST be included in a property management agreement?
 - 1. Period the contract is to run
 - 2. Owner's objectives for the property
 - 3. List of current tenants
 - 4. Provisions for the extension of the agreement past the initial period
- D. A property generates annual net (operating) income of \$6,600. At a capitalization rate of 12%, the estimated property value is

1. \$13,300
2. \$48,400
3. \$55,000
4. \$79,200

E A meter reader is injured when he slips and falls in a puddle caused by leaking pipes. He claims compensation for medical expenses from the owner of the apartment building. Which type of insurance would be most likely to cover such a claim?

1. Casualty
2. Liability
3. Worker's Compensation
4. Consequential Loss

Answer Key

- | | |
|------|------|
| A. 4 | D. 3 |
| B. 2 | E. 2 |
| C. 1 | |

2. Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available between 8:00 a.m. and 8:00 p.m. (Eastern Time) to take the information on your Registration Form and schedule your appointment.

FAX REGISTRATION

For FAX Registration, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date.
2. FAX the completed form to PSI at (702) 932-2666. FAX Registrations are accepted 24 hours a day.
3. Please allow 4 business days to process your Registration. After 4 business days, you may call PSI to schedule the examination(s), (800) 733-9267.

STANDARD MAIL REGISTRATION

1. Complete the Examination Registration Form. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.** Return the completed original form to PSI and the appropriate fee. Payment of fees can be made by money order or cashier's check. **Money orders or cashier's checks should be made payable to PSI. Print your Social Security Number on your check or money order to ensure that your fees are properly assigned. CASH, COMPANY CHECKS, PERSONAL CHECKS, MASTERCARD, AND VISA ARE NOT ACCEPTED.**
2. Upon receipt of your completed form and fees, a Registration Confirmation Notice will be mailed to you. **If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.**
3. Please allow 2 weeks to process your registration. If you do not receive your Confirmation Notice within 2 weeks, call (800) 733-9267 to verify your status.

REGISTRATION AND SCHEDULING PROCEDURES

The registration form is found at the end of this Candidate Information Bulletin. Be sure the registration form is complete, accurate, and signed and that you include all attachments and the correct fees. Your registration is valid for 1 examination only. You will register for the examination and then schedule an appointment.

ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

Examination fee-----\$60

TELEPHONE REGISTRATION

For Telephone Registration, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.



INTERNET REGISTRATION

The Examination Registration Form is available at PSI's website, www.psiexams.com. You may register and schedule for an examination via the Internet 24 hours a day.

1. Complete the registration form on line and send it to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your examination.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security Number only as an identification number in maintaining your records and reporting your examination scores to the Real Estate Commission. A federal law requires state agencies to collect and record the Social Security numbers of all licensees of the professions licensed by the state. If you elect not to disclose your Social Security number to PSI, please enclose a separate letter explaining this with your examination registration form. However, you **MUST** provide it to the Real Estate Commission.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request for alternative arrangements with PSI. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and must include supporting documentation on official letterhead from a licensed professional.

SCHEDULING AN APPOINTMENT

After you have received the confirmation notice of PSI's acceptance of your registration packet, you are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination center location and time that is most convenient for you. To schedule your examination using a touch tone phone, call PSI 24 hours a day at (800) 733-9267 (1-800-R-E-EXAMS). To schedule with a PSI registrar, call Monday through Friday, between 7:30 am

and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 pm ET. Please be prepared to offer alternative examination appointment choices.

Note: only the candidate may schedule an appointment through a CSR, not a friend or relative.

CANCELING OR RESCHEDULING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

IMPORTANT NOTE ABOUT SCHEDULING OR RESCHEDULING!

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule for your re-examination.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, and you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date; or
- Do not appear for your examination appointment; or
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.



EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

EXAMINATION CENTER LOCATIONS

GREENVILLE / SPARTANBURG

Park East, Anderson Building
150 Executive Center Drive, Suite 112
Greenville, South Carolina 29615

From I-85, take I-385 North towards Greenville. Take Roper Mountain exit (Exit 37) and go right (East). Turn right at first street (Independence Blvd). Go 0.7 miles and turn left on Executive Center Drive. The Anderson Building will be on your right.

COLUMBIA

Synergy Business Park
Congaree Building
121 Executive Center Drive, Suite 247
Columbia, South Carolina 29210

From I-20, take exit 63 (Bush River Road). Proceed west and turn right on Berryhill Road. Turn left on Executive Center Drive.

CHARLESTON

4600 Goer Drive, Suite 112A
North Charleston, South Carolina 29406

At juncture of I-26 and I-526, head Southeast in the direction of Charleston. Next exit is Montague Ave. exit East Montague. Take first right at Sheraton Hotel (this is Goer Drive, formally Marriott Drive).

Coming from Charleston, exit at East Montague. Continue East and take the first right on to Goer Drive. Site is adjacent to the Sheraton Hotel.

Upon entering the building, site is Room 112A, left down the hall

BEAUFORT / HILTON HEAD

Regions Bank Building
69 Robert Smalls Pky/SC-170, Unit 4D
Beaufort, South Carolina 29906

From I-95, take the US-17N exit (Exit Number 33) towards Beaufort. After approximately 9 miles, US 21 splits off to the right and goes to Beaufort and US 17 goes to the left towards Charleston. Continue

towards Beaufort on US 21 for approximately 12 miles. Turn sharp right onto SC 170 (McDonalds is on the corner) and continue for .3 miles. The building is on your left.

MYRTLE BEACH

1601 North Oak Street, Suite 305
Myrtle Beach, South Carolina 29577

From SC-17, take SC-501 East toward Myrtle Beach. SC-501 becomes Main Street. Turn left on Oak Street. At 16th Street, turn left into Myrtle Offices driveway. Loop around counter clockwise to the back of the building.

CHARLOTTE

Tyvola Executive Park 1
5701 Westpark Dr, #202
Charlotte, NC 28217

*From I-77S towards Columbia, exit Tyvola Road (Exit #5). Turn left at Tyvola Road. Make a right at Westpark Dr.
From I-77N, exit Tyvola Road (Exit #5) towards Coliseum Area. Bear right at Tyvola Road. Turn right at Westpark Dr.*

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

REQUIRED IDENTIFICATION

You must provide 2 forms of identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form and your Examination Eligibility Form.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. **Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed**



appointment and you will not be able to take the examination at that time.

INPROCESSING

After you sign-in and present the required identification, the proctor will issue you the following examination materials.

- Scratch paper
- Test question review sheet

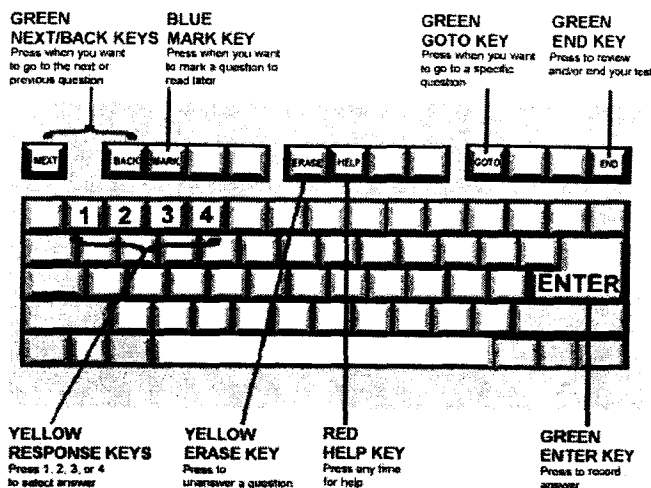
SECURITY PROCEDURES

The following security procedures will apply during the examination:

- You may not exit the building.
- No notes or books will be allowed.
- Cell phones, pagers, and children are not allowed in the examination center.
- Only nonprogrammable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be permitted.
- No smoking, eating, or drinking will be allowed in the examination center.
- Copying or communicating examination content is a violation of security regulations. Either one may result in the disqualification of examination results and may lead to legal action under copyright laws.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

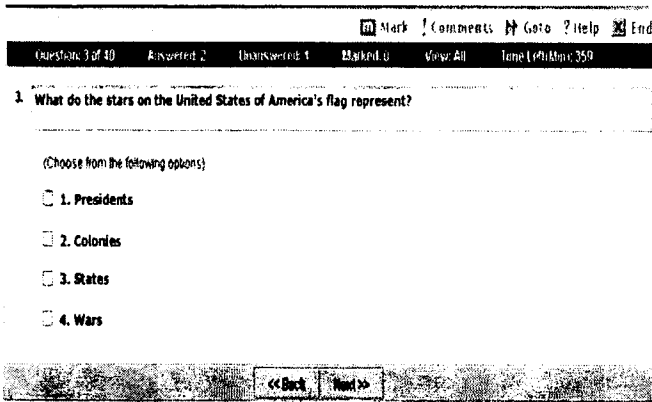
TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question.



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with the South Carolina Real Estate Commission, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. **This is the only review of the examination available to candidates.**

SCORE REPORTING

In order to pass the examination, you must achieve the minimum score of 35.

Your score will be given to you immediately following completion of the examination.

The following summary describes the score reporting process:

On screen - Your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features,

you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.

If you **pass**, you will immediately receive a successful notification on the screen.

If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination center.

On Paper - An official result report will be printed at the examination center.

DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report. The fee for a duplicate score report is \$15. *Money Order or cashier's check ONLY.*



SOUTH CAROLINA PROPERTY MANAGER EXAMINATION Registration Form

Before you begin ...

Read the Candidate Information Bulletin before filling out this form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. Legal Name:
Last Name (Jr, III)

First Name M.I

2. Social Security: - - (FOR IDENTIFICATION PURPOSES ONLY)

3. Mailing Address:
Number, Street Apt./Suite

-
City State Zip Code

4. Telephone: Home - Office -

5. Birthdate: - -
M M D D Y Y 6. Email _____ @

7. School Code: Provide your School Code as indicated on your current Examination Eligibility Letter

8. Test: Property Manager Examination \$60
(Check one) FIRST TIME RETAKE

9. Total Fees Included: \$ _____ (Money Order or Cashier's Check only. Personal and company checks are not accepted.)

Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One): MC VISA
Card No: _____ Exp. Date: _____

Card Verification No: _____ *For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Cardholder Name (Print): _____ Signature: _____

10. I am faxing the Special Arrangement Request (at the end of this bulletin) and required documentation Yes No

11. Affidavit: *I certify that the information provided on this application (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the examination information bulletin.*

Signature _____ Date _____

IF YOU ARE REGISTERING BY MAIL OR FAX, SIGN AND DATE THIS APPLICATION ON THE LINES PROVIDED.

Complete and forward this form with the applicable examination fee to:
PSI licensure:certification * ATTN: Examination Registration SC PM
3210 E Tropicana * Las Vegas * NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com



SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone : (____) _____ - _____ (____) _____ - _____
Home Work

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended Time (Additional time requested: _____)
- Large-Print written examination
- Other _____
- Out-of-State Testing Request (this request does not require additional documentation)

Site requested: _____

Complete and fax this form, along with supporting documentation, to (702) 932-2666.
You will be mailed or e-mailed an approval or denial letter within 10 business days.

Please do not schedule your examination until you are contacted by the Special Accommodation Department



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Las Vegas, NV 89121

FIRST CLASS MAIL

