



# THE REAL CENTRE LLP (RE/MAX TRAINING CENTRE)

(FRANCHISE OF RE/MAX INTERNATIONAL, INC.)

SAEA CES APPROVED TRAINING CENTRE

## RE/MAX CES COURSE DETAILS

We are proud to announce that CES is now an approved WDA course! Participants who meets WDA's criteria will be eligible to apply for training grants.

This intake prepares participants for the January 2010 Common Examination for Salesperson.

The passing rate of our past participants is almost 80%.

Our lecturers have years of experience practicing real estate. They share their knowledge with the aim of helping participants understand the various topics and most importantly pass the CES exams at their 1<sup>st</sup> attempt.

### 1) DATES/TIMES/DURATION

Commencing

- 4<sup>th</sup> Jan 2010 till 26<sup>th</sup> Jan 2010 (Evening Classes – 6.30-9.30pm)

10 sessions

**Closing Date: 28<sup>th</sup> Dec 2009**

### 2) FEES

Course Fees: \$270

Course Materials : \$80

Admin Fees: \$50

### 3) VENUE

HDB Hub

### 4) LESSON SCHEDULE

Lesson	Day Classes	Topic
1	4 <sup>th</sup> Jan Mon	Ethics and conduct, Accreditation, Mediation and dispute resolution; Forms of business organizations; Office management and business development
2	6 <sup>th</sup> Jan Wed	Property rights and registration
3	8 <sup>th</sup> Jan Fri	Sale contract, and landlord and tenant law
4	11 <sup>th</sup> Jan Mon	Planning, building and tax law, General principles of agency
5	13 <sup>th</sup> Jan Wed	Characteristics of real estate and market; Factors affecting market values; Property investment and valuation
6	15 <sup>th</sup> Jan Fri	Methods of selling and the sale process; Selling private properties; Selling properties under construction
7	18 <sup>th</sup> Jan Mon	Selling HDB resale flats
8	20 <sup>th</sup> Jan Wed	Financing of real estate, Selling JTC properties, Revision
9	25 <sup>th</sup> Jan Mon	Mock Test – Paper 1, Debrief of Paper 1
10	26 <sup>th</sup> Jan Tues	Mock Test – Paper 2, Debrief of Paper 2

*\*Tentative schedule, subject to changes.*

## 5) TRAINERS

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May Goh

- BSc (Estate Management) 2<sup>nd</sup> Class Upper Hons, NUS
- Former Senior Officer with HDB with more than 10 years experience with HDB policies and procedure
- Licenced valuer

Eunice Lim

- BBA (Finance), RMIT
- CEHA since 1996
- Agency owner of The Real Hub LLP

## TERMS AND CONDITIONS

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### 1. Registrations

Registrations must be made using the attached form, by fax to 6745 1747, email or post to:  
The Real Centre LLP, 6 Ubi Road 1, #05-08, Wintech Centre, Singapore 408726  
All registrations and payment must be received by the closing date.

### 2. Admission Criteria

To sit for the CES exam, an applicant must be:

- Those with at least 2 O level passes.
- Those without 2 O levels have up sign up before 31 Dec 2009 to take the examinations

### 3. Payment

All fees must be received prior to attending the course.  
Cheque should be made payable to "The Real Centre LLP"  
Registration for CES examinations (\$200) is not included in the course fees.

### 4. Cancellations and transfers

Withdrawal request must be made in writing. No other mode of notice will be accepted.  
You can only transfer once, after which, non-attendance will be treated as a cancellation.

### 5. Refund policy

We endeavour to accommodate all trainees requests, however due to the space and booking constraints, cancellations or transfers at short notice may cause inconvenience. The following administration fees will be charged:

Refund will be made based on the following conditions:

- Up to 7 days prior to commencement of the course: 50% of course fees
- Less than 7 days prior to commencement of Course: no refund, but participant may opt to attend the next intake.

### 6. Amendments to course

The Real Centre LLP reserves the right to change or modify the training syllabus/ /dates/venue/lecturers for the course without any prior notice.  
Full refunds will be made in the event of course cancellation.

### 7. Copyright

It is acknowledged that all course material, program material or copies remain the sole property of The Real Centre LLP and any recordings or copies made of course materials will be an infringement of copyright.  
All information provided by The Real Centre LLP is given in best faith.

### 8. Enquiries

Please call us for any further details of the course. Contact: Eunice - 6846 4833; Email: [eunicelim@remax.net](mailto:eunicelim@remax.net)

# COMMON EXAMINATION FOR SALESPERSON (CES) INFO, FEES AND REQUIREMENTS

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## INTRODUCTION

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The Common Examination for Salesperson Scheme (CES) is designed for those who wish to practise in property related work. This examination is for those who are currently working as associates, employee-agents and other personnel of an accredited agency under the SAEA scheme as well as associates, employee-agents and other personnel of the Association of Singapore Estate Agencies (ASEA). This is a basic requirement for accreditation to be an accredited salesperson introduced on 11 April 2008.

## EXAMINATION REQUIREMENTS

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In order to obtain the SAEA Salesperson accreditation, all candidates are required to pass two papers, namely, Paper One on Framework for Agency Business and Practice, and Paper Two on Nature of Real Estate and Selling. The two papers may be taken separately and accumulated within a period of a year for the purpose of satisfying the requirements.

## ELIGIBILITY

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At least 2 O level passes. (Waived till end of 31 Dec 2009)

## RESIT FOR EXAMINATION

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Candidates are allowed a year period to pass both papers. For each paper, they are allowed 3 attempts. Should they fail the third attempt, they will only be allowed to sit for the examination after six months have lapsed during which they should attempt to acquire more knowledge and carry out further study.

## EXAMINATION FEES

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First attempt: \$200 per candidate for both papers

Second attempt: \$80 per candidate per paper

Third attempt: \$80 per candidate per paper

Those who sit for the examination for the third time after a lapse of six months will be required to repeat the cycle ie they will start with first attempt at \$200 and so on.

## DATE OF EXAMINATION

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There will be a monthly examination for the year 2010. The schedule of examination is stated below. From 2009, the examination will be held quarterly. Should there be a strong demand for the examinations, other examination dates may be introduced when necessary.

### CES SCHEDULE FOR THE YEAR 2010

MONTH	DATES	Time of Exam
January	16 & 17 Jan	11 am – 1 pm & 2 -4 pm
	30 & 31 Jan	
February	27 & 28 Feb	11 am – 1 pm & 2 -4 pm

\*\* Tentative Time and Dates

## EXAMINATION

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Two 2 hours paper covers the above core topics. Each paper will comprise 100 compulsory multiple choice questions. Each question is 1 mark. The passing mark is 50.

All registrations for the Examination **must** be made on the official Application Form. All application must reach the Secretariat no later than the stipulated closing date for the relevant Examination.

## **SYLLABUS**

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### **Paper One - Framework for Agency Business and Practice**

1. Property rights and registration  
Registration of property interests; types of registration; Registration of Deeds Act, Land Title Act, Land Titles (Strata) Act; restriction of foreign ownership; government's rights to acquire property compulsorily; mortgages.
2. Planning, building and tax law  
Planning framework; development control; master plan, micro zoning; conservation; development charge; building control; property tax; stamp duty; goods and services tax.
3. Sale contract, tort and landlord and tenant law  
Elements of contract; terms of contract; vitiating factors in a contract; discharge of a contract; remedies of breach of contract law; Law of Society's Condition of Sale; negligence; liability; defences; trespass; dangerous premises; leases and licences; fixtures and fittings.
4. General principles of agency  
General agency practice; rights and responsibilities of agents; types of agency; agency appointments
5. Forms of business organisations  
Sole proprietorship; partnership; limited liability partnership; limited company; comparison of organization structures; legal requirements.
6. Office management and business development  
Business development; office organization; management information system; multiple listing
7. Ethics and conduct  
Ethical duties of agents; good agency practice; misrepresentation and negligence; SAEA codes
8. Accreditation  
Singapore Accredited Estate Agencies (SAEA) Scheme and SAEA Salesperson Scheme; benefits of accreditation
9. Mediation and dispute resolution  
Resolution of conflicts and disputes not related to misconduct; Consumer Protection (Fair Trading) Act

### **Paper Two - Nature of Real Estate and Selling**

1. Characteristics of real estate and market  
Characteristics and nature of real estate; the property market and cycle; real estate investment .
2. Factors affecting market values  
Concept of market value; macro and micro affecting market values
3. Property investment and valuation  
Risk and return in investment; property valuation and process; reasons for valuation
4. Financing of real estate  
Sources of finance; CPF schemes
5. Methods of selling and the sale process  
Sale process and methods of sale; securing listings; type of listings; personal selling and sale presentation
6. Selling HDB resale flats  
General housing policies; resale transaction policies and process; option to purchase; resale checklist; eligibility conditions; HDB housing loans and grants; various housing schemes; subletting rules; HDB shops; other related schemes eg Executive condominiums; selective en-bloc sales; upgrading schemes, home office scheme.
7. Selling JTC properties  
Terms and conditions of leasing and letting JTC industrial facilities
8. Selling private properties  
Special considerations in selling residential, commercial, retail, industrial properties and other special properties
9. Selling properties under construction  
Selling properties under construction; statutory requirements under the Housing Developers (Control and Housing) Act