



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Real Estate

idpfr.illinois.gov

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Governor

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RESIDENTIAL LEASING AGENT **8-HOUR CORE CONTINUING EDUCATION CURRICULUM**

Course Goal

To provide licensees with the knowledge and skills necessary to protect consumers and enhance the professionalism of the real estate industry.

Overview

Section 5-10(d) of the Real Estate License Act of 2000 requires that the continuing education curriculum for Residential Leasing Agents include a single core curriculum. The core curriculum must consist of 8 hours per 2-year license term on subjects that include at a minimum, fair housing and human rights issues related to residential leasing, advertising and marketing issues, leases, applications, credit reports, and criminal history, the handling of funds, owner-tenant relationships and owner-tenant laws, and environmental issues relating to residential real estate.

Sexual harassment prevention training is now required of all persons who hold a license issued by the Division of Real Estate. The new law requires licensees to complete a one-hour CE course in sexual harassment prevention training and is effective for all renewals on or after January 1, 2020. The courses must be taken from an approved CE provider and may be included in the required continuing education hours. **This curriculum includes the one-hour sexual harassment prevention training.**

All core curriculum courses must be provided only in the classroom or through a live, interactive webinar, or online distance education format. Credit for courses completed in a classroom or through a live, interactive webinar, or online distance education format does not require an examination.

A licensed education provider may apply for a real estate continuing education course license based on this core curriculum by submitting a signed application, applicable fees and any other documents required on the application.

License Law (Recommended Time-65 Minutes)

I. License Law - Introduction

- A. Purpose and Intent of the Real Estate License Act of 2000
- B. General Duties and Responsibilities of Real Estate Licensees with the Public
- C. Recent Real Estate License Act of 2000 Amendments

II. Duties and Responsibilities of Residential Leasing Agent Licensees

A. General Requirements

- 1. Recordkeeping with IDFPR-Division of Real Estate
- 2. IDFPR-Division of Real Estate Online Licensing Process
- 3. Residential Leasing Agent License-Limited Scope Licensed Activities
 - a. Prohibition Against Performing Broker Licensed Activities
- 4. Sponsorship and Employment Agreements
- 5. Advertising
- 6. Compensation
 - a. Prohibition Against Compensation for Broker Licensed Activities

B. Disciplinary Actions and Unprofessional Conduct

- 1. Types of Unprofessional Conduct
- 2. Complaint and Enforcement Process for License Law Violations
- 3. Unlicensed Practice of Real Estate
- 4. Child Support, Tax Deficiencies, Convictions and Violations of Prior Orders
- 5. Failure to Cooperate with The Department
- 6. Continuing Education Deficiencies
- 7. Disciplinary Citations
- 8. Safer Act

Agency (Recommended Time-65 Minutes)

I. Introduction

- A. Legislative Intent and Brief History of Agency Relationships

II. Agency Duties and Relationships

A. Agency Relationships – Consumer, Client, and Customer

- 1. Residential Leasing Agent's Relationship and Duties with Consumers
- 2. Residential Leasing Agent's Duties Representing Clients
- 3. Residential Leasing Agent's Relationship with Customers

B. Types of Agency Relationships and Disclosure

1. Designated Agency
2. Dual Agency-Informed Written Consent and Confirmation
3. No Agency
4. Written Disclosure of Agency Relationships
5. Contemporaneous Offers
6. Ministerial Acts Removed from the Act

C. Confidential Information

D. Duties After Termination of Brokerage Agreement

Leasing Agreements and Disclosures (Recommended Time-65 Minutes)

I. Agreements

A. Types of Agreements

1. Listing or Property Management Agreements (Owners/Lessor)
 - a. Required Elements of Listing or Property Management Agreements
2. Tenant Brokerage Agreements
 - a. Required Elements of Tenant Brokerage Agreements
 - b. Rental Finder Agreements
3. Exclusive Agreements and Non-Exclusive Agreements
4. The Licensee's Agency Role
5. Promoting the Best Interest of the Client
6. Duties to Follow Lawful Direction

B. Applications, Fees and Refunds

1. Credit and Background Checks
2. Income and Employment Verification
3. Eviction History
4. Occupancy
5. Effect of Local Ordinance on Applications, Fees, and Refunds

C. Lease

1. Lease Term and Rent
2. Owner Information
3. Security and Pet Deposits
4. Description and Condition of Property
5. Utility and Maintenance Responsibilities

II. Disclosures

A. Environmental Disclosures

1. Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards
2. Disclosure of Radon Hazards

- B. Compensation and Business Practices
 - 1. Disclosure of Compensation
 - a. Referrals
 - b. Ownership Interest
 - 2. Disclosure of Licensee Status
 - 3. Disclosure of Contemporaneous Offers

Tenant-Landlord Laws (Recommended Time-55 Minutes)

I. State Laws

- A. Landlord and Tenant Act (765 ILCS 705)
- B. Security Deposit Return Act (765 ILCS 710)
- C. Residential Tenants' Right to Repair Act (765 ILCS 742)
- D. Retaliatory Eviction Act (765 ILCS 720)
- E. Safe Homes Act (765 ILCS 750)
- F. Landlord's Rights and Responsibilities
- G. Tenant Rights

II. Local Ordinances

- A. Landlord's Rights and Responsibilities
 - 1. Examples of Local Ordinance Effect on Residential Leasing
- B. Tenant Rights
 - 1. Examples of Local Ordinance Effect on Residential Leasing

Fair Housing (Recommended Time-100 Minutes)

I. Understanding Fair Housing and the Law

- A. Brief History and Overview
 - 1. Civil Rights Act of 1866
 - 2. Title VIII Fair Housing Act
 - 3. Illinois Human Rights Act
 - 4. Americans With Disabilities Act (ADA)
- B. Protected Classes (Federal, State, County and Municipality Ordinances)
- C. Misrepresenting Availability
- D. Tenant Selection and Criteria
- E. Fair Housing Case Studies

II. Fair Housing Practices

- A. Discriminatory Practices
 - 1. Disparate Treatment/Effect
 - 2. Criminal Background Checks
 - a. HUD Guidelines
 - b. Supreme Court Decision
 - 3. Illinois Protected Classes
- B. Discrimination in Advertising
- C. Americans With Disabilities Act Compliance
 - 1. Reasonable Accommodations
 - a. Examples
 - 2. Service Animals
- D. Source of Income-Housing Vouchers (HUD Section 8)
- E. Best Practices When Encountering Discriminatory Conduct
- F. Record Keeping and Compliance

Sexual Harassment Prevention Training (Recommended Time-50 Minutes)

I. Federal Laws – Title VII of the Civil Rights Act of 1964

II. The Illinois Human Rights Act

III. Types of Sexual Harassment

- A. Quid Pro Quo Harassment
- B. Hostile Work Environment Harassment

IV. What Should I Do if I Experience or Witness Sexual Harassment?

- A. Reporting at Place of Employment
- B. Reporting to an Outside Entity
- C. Whistleblower Protection
- D. Employer Responsibilities and Liabilities

Total Instruction Time: 480 Minutes

Total Break Time: 80 Minutes

Total Course Time: 400 Minutes (8 Hours)