

Los Rios Community College District

REAL ESTATE INTERNSHIP PROGRAM

INSTRUCTIONS TO APPLICANTS

The purpose of this internship is to provide hands-on experience in a real estate office for college students who would like to pursue a career in the real estate industry.

To be eligible to participate in the program, a student must have completed a three unit Real Estate Principles course.

Applications for the Internship Program are available from any Los Rios Real Estate Professor and must be received no later than Monday, November 28, 2005. Interviews will be conducted on Friday, December 9, 2005 at the Sacramento Association of Realtors located at 2003 Howe Avenue. Applicants will be notified by Friday, December 16, 2005 whether or not they have been selected. Students will receive a permission number at the first class meeting so they may then enroll in the class. Class meets every Wednesday from 2:00 – 2:50 p.m. at the Sacramento Association of Realtors. For more information, contact Pat Hogarty at 916-558-2314, or email at hogartp@scc.losrios.edu.

Each student will be supervised by an employee/agent of the real estate office in which he/she will be serving as an intern.

THERE IS NO PRE-ENROLLMENT FOR THE INTERNSHIP. ALL STUDENTS WILL BE ENROLLED AT THE FIRST CLASS MEETING.

The intern must work with the sponsor for a total of 162 hours and attend class one hour per week for the eighteen-week semester. This class will be taught by a Real Estate Professor, and the student will earn four units of college credit.

Every intern will be given the same basic specified training and experience. The training will be as broad and meaningful as possible while not involving the student in activities that would subject either the intern or the sponsor to liability for unauthorized practice.

One of the primary goals of the program is to provide the student with an experience that will enhance his/her chances of becoming a successful real estate professional upon completing the internship. Some of the activities interns in real estate offices will participate in as part of the program are:

1. Train on the multiple listing service computer terminal to become familiar with its use.
2. Check comparable listings to determine appropriate listing price.
3. Enter at least one listing on the computer.
4. Become familiar with the deposit receipt.

5. Accompany licensee on offer presentations to sellers.
6. Do an analysis for at least one home of available interest rates (including FHA/VA, CAL-VET, etc. if appropriate), seconds and ARMS.
7. Prepare comparables for in-house appraisals.
8. Review and become familiar with escrow title reports and send to client(s).
9. Review and become familiar with escrow instructions and attend close of escrow with client and agent.
10. Attend at least one main membership meeting and one regional membership meeting of the Sacramento Association of Realtors.

Each intern will be required to keep a log of her/his internship activities (including time worked) on a daily basis.

It should be noted that the internship program is open to full-time and part-time students; however, many of the tasks needed to be accomplished in the program may require availability between the hours of 8:00a.m. and 5:00p.m., Monday through Friday.

At the conclusion of the internship, both the sponsor and the student will be required to complete a written evaluation. If the internship is satisfactorily completed, the student will receive four units of college credit.

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Application

1. Name: _____
2. Address: _____
3. Home Phone: # () Work Phone: # ()

4. Email Address: _____
5. Why do you want to participate in the Real Estate Internship Program?

6. In what way do you feel your participation in the Real Estate Internship Program would enhance your career goals?

7. Where did you complete the three unit Real Estate Principles course?

8. What other courses have you taken which you feel will help you be a successful real estate professional?

| Course Title | School | Semester Units | Grade |
|---------------------|---------------|-----------------------|--------------|
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9. What foreign languages do you speak fluently?

10. Community College Real Estate Professors to serve as references:

| Name of Professor | Campus | Courses Taken & Dates |
|--------------------------|---------------|----------------------------------|
| | | |
| | | |
| | | |

11. In case of emergency notify:

NAME: _____

ADDRESS: _____ PHONE: _____

12. In what area would you accept a placement? (Please refer to list below and circle your preferences of the specific areas).

| | | |
|-----------------|------------------|---------------------|
| Roseville | North Highlands | Land Park |
| Folsom Lake | Carmichael | Golf Course Terrace |
| Cameron Park | Country Club | Greenhaven/Pocket |
| El Dorado Hills | Sierra Oaks | Parkway |
| Gold River | Campus Commons | Lindale |
| Rancho Cordova | North Sacramento | Valley Hi |
| Orangevale | Natomas | Laguna |
| Fair Oaks | Downtown | Elk Grove-Wilton |
| Citrus Heights | East Sacramento | Vineyard |
| Antelope | Oak Park | Rancho Murieta |
| Rio Linda | Fruitridge Area | Elverta |
| Tahoe Park | | |

(Signature)

(Date)

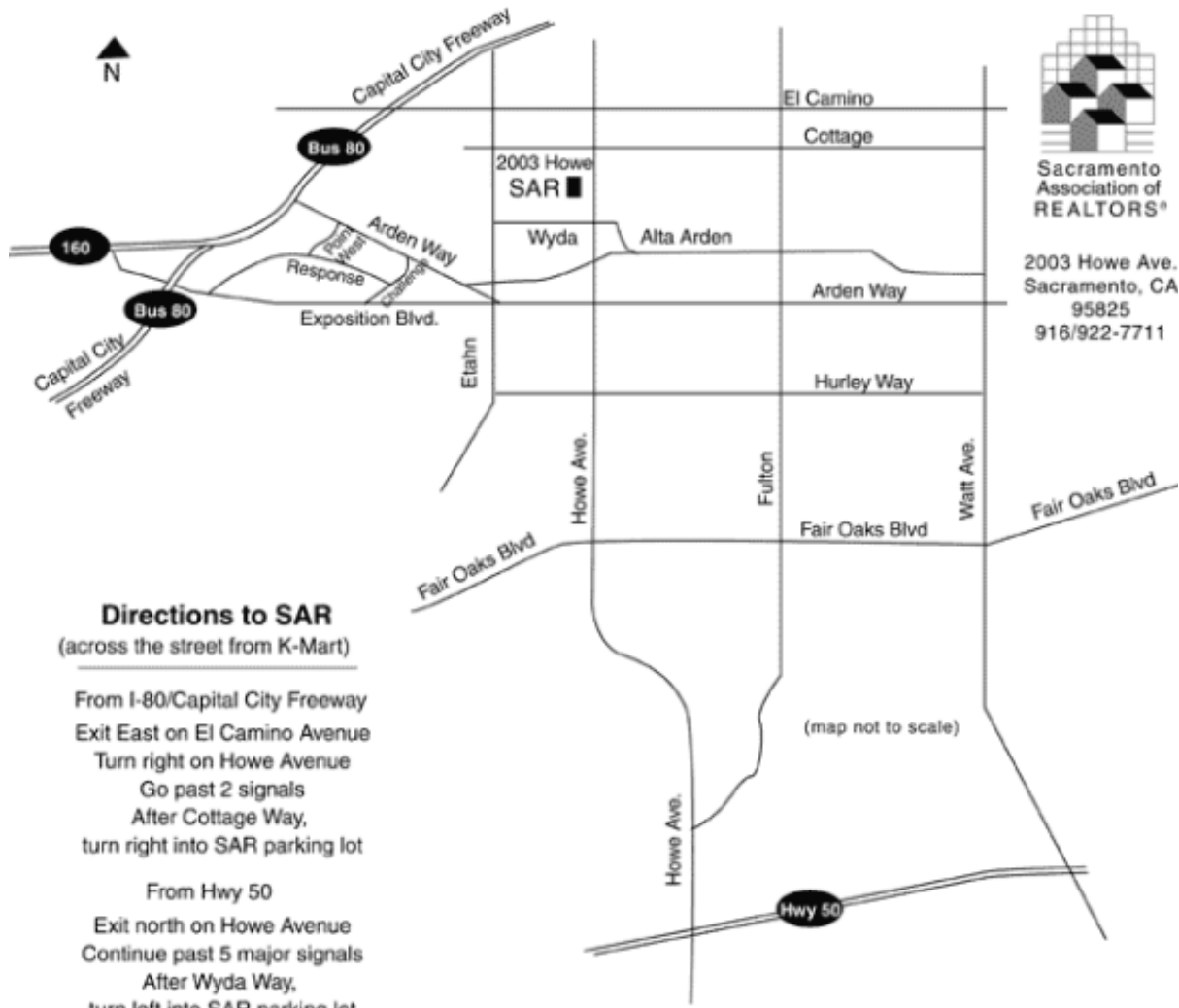
PLEASE RETURN THIS APPLICATION TO YOUR REAL STATE PROFESSOR AT AMERICAN RIVER COLLEGE, COSUMNES RIVER COLLEGE, FOLSOM LAKE COLLEGE, OR SACRAMENTO CITY COLLEGE. IF YOU ARE NOT PRESENTLY TAKING A REAL ESTATE COURSE, PLEASE RETURN THIS APPLICATION TO:

**Devyn Henry
Sacramento Association of Realtors
2003 Howe Avenue
Sacramento, CA 95825
(916) 437-1210**

DEADLINE:

Monday, November 28, 2005

Map To Sacramento Association of Realtors



Directions to SAR

(across the street from K-Mart)

From I-80/Capital City Freeway
Exit East on El Camino Avenue
Turn right on Howe Avenue
Go past 2 signals
After Cottage Way,
turn right into SAR parking lot

From Hwy 50

Exit north on Howe Avenue
Continue past 5 major signals
After Wyda Way,
turn left into SAR parking lot