



The Estate Agents Council

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BOARD OF EXAMINERS

ESTATE AGENTS COUNCIL EXAMINATION: INFORMATION SHEET.

No person may practice as an Estate Agent unless he is registered with the Estate Agents Council.

In order to become a registered Estate Agent a person must either pass the examination set by the Estate Agents Council, or be exempted from that examination by the Board of Examiners appointed by the Minister of Justice, Legal and Parliamentary Affairs.

In addition to success in the examination or the exemption mentioned, a person must also have three years practical experience, i.e

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- (a) in the office of a registered Estate Agent, including any period of employment as a property negotiator on commission :or
- (b) for a period not less than three years in a Government, Parastatal or Local Authority department of Valuation and Estate, or other employment acceptable to the Council that requires functions related to the profession of Estate Agency.

- 2 Employment outside Zimbabwe in such occupation and for such period considered by the Council to provide substantially similar experience as that required within Zimbabwe, coupled with at least one year's experience in Zimbabwe in any of the occupations specified in paragraph 1.

His duties must cover the full Estate Agency /Valuers duties. The situation can arise where an Applicant has passed all the exams, and applied to be a Registered Estate Agent, but the application is declined because the duties listed are not considered to be relevant experience.

The Council examinations are held twice a year, at the beginning of April & October, and consist of the following subjects -

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|----------------------------|-------------------|-----------|
| (a) Estate Agency Practice | 2 papers: Paper 1 | - 3 hours |
| | Paper 2 | - 2 hours |

(b)	Supplementary and Law	2 papers: Commercial Law Statute Law	-2 hours - 2 hours
(c)	Valuation and Building Construction	2 papers: Valuation Building Construction	-2 hours -2 hours
(d)	Bookkeeping and Finance	1 paper	-3 hours

Each examination paper carries six questions, of which only four should be answered, with each question carrying 25 marks. A compulsory question in paper 1, on the subject Estate Agency Practice, carries 40 marks, and the remaining three questions in that paper carry 20 marks each. The Bookkeeping and Finance subject also has a compulsory question, but that question only carries 25 marks. Any student failing a compulsory question fails the whole subject. Further, no candidate may pass in a subject which has two papers unless he achieves a minimum of 100%, as a combined mark, and obtains no less than 35% in any one of the papers.

The compulsory question in paper 1 of Estate Agency Practice will relate to the Estate Agents Act (Chapter 27:17), its Regulations, Rules of Conduct and Minimum Scale of Fees, none of which may be taken into the examination room when this paper is being written.

The compulsory question in the Bookkeeping and Finance paper will be on the subject of Trust accounts.

A detailed syllabus may be obtained from the Council, and past examination papers are available for purchase from the Council offices

The registration fee is \$1000.00. The examination entry fee is subject to change. The Council provides NO tuition and candidates have to do their own study in their own time, using their own books and other material recommend in the detailed syllabus.

Candidates may begin studying at any time and may choose which month they wish to write. The candidates must apply to the Council on the Council's application form, and submit the application form and the examination fee to Council before the 31 January or 31 July in the month selected to write the examination. There is no refund of the examination fee in any circumstances.

The Board of Examiners is of the opinion that at least six months home study, combined with actual employment in the field of Estate Agency, is the minimum requirement for any reasonable expectation of passing the examination.

Prospective candidates are warned that passing the examination is in no way a guarantee of employment in the Estate Agency sector; though candidates are free to write the examination before gaining the three years experience required for registration, or even before they are employed in this sector.

It is recommended that where there is doubt concerning the granting of an exemption or exemptions, the candidate pay both examination and exemption fees, as the case may be. Provided the application for exemption is made before the 31 January or 31 July in the month concerned, he will be allowed to sit the examination in April / October that month if the application for exemption is declined, as the form provides for this contingency.

The minimum requirement for registration for Council examination is **five (5) 'O' levels, including English & Mathematics, and any two passes at 'A' Level or the equivalent**".

If the application for exemption is successful, any examination fee paid can be refunded at that time. Where this suggestion is not followed, the candidate will have to wait an additional year to write any subject for which an application for exemption has been declined.

EAC STUDENT FEES Jan 2020

Description	Fee Applicable	Comment
Registration fee	ZW\$ 1000	Payable at every sitting
Examination fee for four subjects	ZW\$ 3000	(ZW\$750 each)
Exemption fee per subject	ZW\$ 850	
Administration fee	ZW\$ 450	Payable at every sitting
Seminars	ZW\$ 1 500 (for 4) Compulsory	ZW\$500 (for 1) Compulsory
Question Papers	ZW\$ 200	Full set
*Bookkeeping & Finance book	ZW\$ 1 000	

EAC MEMBERSHIP FEES

Description	Fee Applicable	Comment
Application for registration	ZW\$ 1 500	Payable on submission of papers
Membership fees	ZW\$ 2 000	January to June 2020

Banking details

Bank	Account Name	Number	Branch
Barclays	Estate Agents Council	21576292856	Kurima

BOOKS

Property Management	\$ 300
Estate Agency Auctioneering	\$360
Estate Agents Act 27:17 (Print Flow) for Estate Agency Practice	

For Valuation and Building Construction

Valuation I	\$420,
Building Construction I&II	\$300 & \$240

FOR BOOKS

Banking details

Bank	Account Name	Number	Branch
Stanchart	REIZ	0100216401700	Highlands

CABS REIZ 1125016965.