

Guidelines on approval of practical experience for admission to the real estate agent register

1. Introduction

The title of “real estate agent” may only be used by people who have been admitted to the real estate agent register. Section 25(2) of the Act on the sale of real estate lays down the requirements for who can be admitted to the register. A basic prerequisite for admission to the register is that a diploma passed in real estate agent training approved by the Ministry of Education can be produced, as well as two years of practical experience of real estate activity can be proved.

It is the Danish Enterprise and Construction Authority which assesses whether the requirements for practical experience have been met. Please note that the approval of the practical experience always takes place on the basis of a specific assessment and that the points listed below are therefore meant only as a guide.

2. Assessment of the practical training

Applicants who have passed the theory part of the real estate agent training are entitled to be admitted to the real estate agent register if they can provide evidence that they have been employed by a real estate agency on a full-time basis for at least two years. It is a prerequisite that the applicants have carried out duties which can be assumed to have given practical knowledge of the real estate business. The requirement for practical experience can also be met if the applicant has, by means of other employment, achieved an equivalent level of practical knowledge such that the applicant is able to manage a property deal.

The practical training must be equivalent to at least two years of full-time training (37 hours per week). This means that a working period shorter than 37 hours per week is classed as a correspondingly shorter period, e.g. an 18-hour week equals half the time.

Unpaid practical work may, following a specific assessment, be classed as the practical training if the scope and content of this work are documented.

There is a further prerequisite for admission to the register, that the applicant’s practical knowledge is up-to-date. This is why the Danish Enterprise and Construction Authority as a rule will not approve practical knowledge from duties carried out more than 6-8 years before the application was made. This ensures that the training is always relevant and knowledge of developments in the field is updated, qualifying the applicant for registration in the real estate agent register.

The practical duties the applicant has undertaken are important factors in the assessment of the practical training.

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Below is a list of duties which may be considered core duties associated with real estate activity in the event of a purchase and sale of a property. These points are set out in more detail in *Annex 1*.

A great deal of importance must also be attached to the applicant having undertaken the majority of the duties listed below within a period totalling at least two years, regardless of whether or not the applicant has conducted their practical training at a real estate agency or elsewhere. This list should only serve as a recommended starting point in the assessment of the specific duties, which is why other relevant duties may be taken into consideration when the assessment is made.

- 1 Collection of relevant information about the property
- 2 Valuation of the property
- 3 Preparation of proceeds from the sale
- 4 Preparation of and entry into an agency agreement
- 5 Preparation of sale specification
- 6 Customer advice and viewings
- 7 Negotiation between purchaser and vendor
- 8 Drawing up of purchase agreement (contract of sale)
- 9 Completion of transaction (deed of transfer)

3. Documentation for the practical training

Applicants who wish to apply for admission to the real estate agent register must submit a declaration from an employer which describes in detail the duties that the applicant has carried out in relation to the sale of real estate. In assessing the employer declaration, the following are considered to be very important factors:

- who has had the authority to instruct
- whether the employer has supervised the execution of the duties

A full and detailed employer declaration is important both in connection with employment at a real estate agency and in those cases where the practical experience has been achieved in another sector.

If the employer declaration cannot be produced

In some cases it is not possible for an applicant to produce a declaration from a previous place of employment, e.g. due to illness, the business ceasing to trade, disagreement between the applicant and the employer, the employer being deceased or similar circumstances.

In such cases the applicant must provide:

1. The reason why a declaration from an employer cannot be produced. Requirements may then be set for documentation of this which must be submitted, if possible.
2. A detailed description of which duties the person concerned undertook during employment, cf. Annex 1.

3. Proof of employment by the employer, e.g. in the form of pay slips, tax information or other people confirming the applicant's employment.

Annex 1

Detailed description of the nine points mentioned in section 2.

1. Collection of relevant information about the property

This could be, for example, the requisition of land registry certificates, municipal information sheets, BBR (Building and Dwelling Register) data or owner association data etc.

2. Valuation of the property on the basis of a survey and legal and technical information

The valuation includes an assessment and calculation of the selling price of the dwelling as well as a list of all income and expenses for the vendor.

3. Preparation of proceeds from the sale

Calculation of the vendor's profit based on the terms of the purchase agreement (sales budget).

4. Preparation of and entry into an agency agreement

Preparation of and/or entry into a written agreement between the vendor and the real estate agent on the sale of a dwelling.

5. Preparation of sale specification

Preparation of sales materials which, amongst other things, describe the financial conditions for the transaction and the dwelling data.

6. Customer advice and viewings

Advising customers on aspects such as the state of the dwelling and conducting viewings of the dwelling.

7. Negotiation between purchaser and vendor

Managing the negotiations with the vendor and purchaser with regard to price, possession and other terms and conditions.

8. Drawing up of purchase agreement (contract of sale)

Familiarity with the written agreement for the purchase of real estate.

9. Completion of transaction (deed of transfer)

May involve, for example, endorsement of the assessed value of the real estate or drawing up or registering the deed of transfer with the land registry. The task also covers the calculation and payment of land registry and registration fees, checking endorsements in the land registry and deleting them, completion statement, etc.