



# 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. In addition, you cannot already be working for a real estate office or become employed by a real estate office during this spring semester.

You will be supervised by a sponsor/mentor of the real estate office in which you will be serving as an intern.

You must work with the mentor for a total of 162 hours and attend regularly scheduled meetings of the RE 497 course throughout the semester. This class will be taught by a Real Estate Professor. At the conclusion of the internship, both you and the mentor will be required to complete a written evaluation. If the internship is satisfactorily completed, you will receive 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 you in activities that would subject either you or the sponsor to liability for unauthorized practice.

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

1. Exposure to the multiple listing service.
2. Check comparable listings to determine appropriate listing price.
3. Review various inspections and their importance.
4. Become familiar with the residential listing agreement, purchase agreement, and disclosure statements.
5. Learn diverse ways to market homes and yourself.

**There is no pre-enrollment for the internship.**

Students who have been successfully placed will be given permission numbers to add.

6. Do an analysis of available interest rates for at least one home (for example, homes financed by FHA, VA, CAL-VET, or ARMS).
7. Locate comparable properties for in-house appraisals.
8. Review and become familiar with preliminary title reports.
9. Review and become familiar with escrow instructions.
10. Attend at least one main membership meeting and one regional meeting of the Sacramento Association of REALTORS®.

You will be required to keep a log of your 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 8:00am and 5:00pm, Monday through Friday.

To submit your application, choose one of the options below.

Via email:

1. Save the completed application file with your name in the title.
2. Attach the file to an email.
3. In the subject line of the email, write "RE 497 Internship Application."
4. Send the email and attached application to hogartp@scc.losrios.edu

Via fax:

1. Fax the completed application to (916) 558-2648.

In person or via postal mail:

1. Submit the completed application to the following address:

Business Division Office, Room B213  
Sacramento City College  
3835 Freeport Boulevard  
Sacramento, CA 95822

**Applications must be received no later than 5:00 p.m. on Friday, December 28, 2018.**

**Interviews of finalists will be conducted on Monday, January 16, 2019 between 12:00 and 5:00 p.m. You will be notified whether you are accepted by Thursday, January 18, 2019.**



# RealEstateInternshipProgram

## APPLICATION

*Note: Required fields are marked with an asterisk (\*).*

\*Last name: \_\_\_\_\_ \*First name: \_\_\_\_\_

\*Student ID: \_\_\_\_\_

\*Street Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

\*Email Address: \_\_\_\_\_

In case of emergency notify:

\*Name: \_\_\_\_\_ \*Relationship to Applicant: \_\_\_\_\_

\*Primary Phone: \_\_\_\_\_ \*Alternate Phone: \_\_\_\_\_

\*Street Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

By signing this application, I certify that the information provided by me is true, correct, and complete to the best of my knowledge and belief. I authorize investigation of all statements contained herein, and I release from liability all persons and organizations furnishing such information. **I understand that any misstatements, omissions, or misrepresentation of facts on this application may be cause for disqualification or dismissal.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Continue to next page.*

**Applicant Name:** \_\_\_\_\_

1. \*Why do you want to participate in the Real Estate Internship Program? *(limit 400 characters)*

2. \*In what way do you feel your participation in the Real Estate Internship Program would enhance your career goals? *(limit 400 characters)*

3. \*Have you ever been a member of the Sacramento Association of REALTORS®? If so, when? *(limit 50 characters)*

4. \*Have you ever been a part of RE 497, Internship in Real Estate, in the past? If so, when and in what capacity (applied, interviewed, enrolled, etc.)? *(limit 100 characters)*

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

\*College: \_\_\_\_\_ \*Semester: \_\_\_\_\_ \*Grade: \_\_\_\_\_

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

Course Title	School	Semester	Units	Grade

7. What foreign languages do you speak fluently? *(limit 100 characters)*

**Applicant Name:** \_\_\_\_\_

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

\*Reference #1: \_\_\_\_\_ \*College: \_\_\_\_\_

\*Phone: \_\_\_\_\_ \*Email: \_\_\_\_\_

Reference #2: \_\_\_\_\_ College: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reference #3: \_\_\_\_\_ College: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

9. \*In what area would you accept a placement? Please refer to the list below and check 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      |                  |                     |

10. \*What hours are you generally available to participate in the Internship Program activities?

Monday: \_\_\_\_\_ Friday: \_\_\_\_\_

Tuesday: \_\_\_\_\_ Saturday: \_\_\_\_\_

Wednesday: \_\_\_\_\_ Sunday: \_\_\_\_\_

Thursday: \_\_\_\_\_