

Careers in the Real Estate Industry

Western NY School of Real Estate (716) 639-7877 or 639-9009
www.wnyschoolofrealestate.org

Job Title	Description/Duties	Lic. Req.	Inc. Range	NYS Apprvd Prgm	Exam Req.	Competitive Field Rating
Real Estate Salesperson	Full or PT. Must like working w/ people (an outgoing personality helps). Shows homes, establishes values for real estate, prepares a marketing plan, qualifies buyers, etc.	Yes	\$17-\$90K+ /yr	Yes 45 hrs of education education	Yes (70%) School & State exams required	Somewhat
Real Estate Broker	Many are full-time or associate with a broker and work in Salesperson status or manage a RE office. Higher level of prestige with this license and independent brokers can hire agents to work for them.	Yes	\$20-\$100K+ /yr	Yes 90 total hrs of education	Yes (70%) School & State exams required	Somewhat
Real Estate Appraiser	You must start as an "Assistant Appraiser" and work under a fully certified individual for a min. of (3 yrs.). Appraisers inspect all types of properties, calculate the square footage, take pictures, note all property characteristics and generally cover wide territories when starting in the field.	Yes	\$20-\$75K /yr	Yes 75+ total hrs of education [increases are expected]	Yes (75%) School & State exams required	Highly Competitive
Home Inspector	Not licensed in NY but many other states around us have started licensing HI's. Most inspectors work for themselves and carefully inspect homes for major/safety defects for pre and post sale activity. This is a growing field with pending legislation currently in the State lawmakers hands.	No	\$20-\$80K /yr	No 60+ hrs at our School for designation	Yes (80%) Exam only req. if you want the School certification	Somewhat
Real Estate Assistant	Many are part-time and work for successful RE agents/brokers and assist with writing ads, marketing activities, some computer work and help at open houses.	No	\$7-\$12+ hr.	No* *We recommend taking the NYS Salesperson Course to better understand the entire real estate process and for advancement in the field.	No	Minimal
Referral Agent	This is part-time (many were typically more active in real estate but want to keep their license active and simply provide potential names & phone #'s then receive referral fees of 20-30% based on the transaction side sale.	Yes	varies based on their activity	Yes	Yes (70%)	Minimal
Legal Secretary or Assistant	Work in a law office or select divisions within Banks and assist attorneys w/ daily activities including: phone calls, typing, research, computer use, etc.	No	\$15-\$30K /yr	Yes	Yes* [Some individual courses have exams].	Minimal
Real Estate Secretary	Perform administrative work in real estate office including: computer use, typing, assisting with prep. for brochures, setting appointments for home showings, etc.	No	\$15-\$23K /yr	Yes	Yes* [Some individual courses have exams].	Minimal
Mortgage Originator	Meets with prospective applicants when refinancing or purchasing a home. MO's gather documentation for the loan package, look at credit reports, network to attain more business and qualifies individuals for a loan.	No	\$20-100K /yr	Yes	Yes* [Some individual courses have exams].	Somewhat
Property Manager	Works on behalf of owner and screens tenants, reviews credit reports, complies with Fair Housing & other State/Federal laws, contracts for maintenance of the property, collects rents & prepares select management reports.	Yes* *[License req if non-resident manager and works for more than one property owner].	\$15-40K+ /yr	Yes	Yes (70% or better)	Somewhat