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**Edited and consolidated text**

Pursuant to Article 30 paragraph 1 item 4) and paragraph 2 of the Law on Real Estate Sale and Lease Brokerage (*Official Gazette of the Republic of Serbia* No. 95/13),

the Minister of Trade, Tourism and Telecommunications, with prior approval of the Minister of Finance, passes this

**BYLAW**

**on Qualifying Examination for Real Estate Sale and Lease Brokers**

*Official Gazette of the Republic of Serbia* Nos. 75 of 21 July 2014, 39 of 24 April 2017, 98 of 10 July 2020

I INTRODUCTORY PROVISION

**Scope**

Article 1

This Bylaw shall provide for the curricula and the manner of organisation of the qualifying examination for real estate sale and lease brokers (hereinafter referred to as the “qualifying examination”), the amount of the fee for taking the qualifying examination, the amount of the fee for the work of members of the committee, the content and the form of the certificate of completion of the qualifying examination and the content, the form and the manner of keeping records on issued certificates of completion of the qualifying examination.

II PROGRAMME AND ORGANISATION OF QUALIFYING EXAMINATION

*1. Qualifying Examination Programme*

Article 2

The qualifying examination includes knowledge assessment in the following subjects, i.e. examination fields:

1) The legal framework in connection with real estate sale and lease brokerage;

2) Financial and tax aspects of real estate sale and lease brokerage;

3) Management in real estate sale and lease brokerage;

**4) The basic elements of spatial planning and construction, housing and legalisation.\***

The detailed content of the qualifying examination is determined by the Programme for Taking the Qualifying Examination for Performance of Tasks of Real Estate Sale and Lease Brokers (hereinafter referred to as the “Qualifying Examination Programme”).

\**Official Gazette of the Republic of Serbia* No. 70/2018

*2. Organisation of Qualifying Examination*

Notification on Examination Period for Qualifying Examination

Article 3

Examination periods for the qualifying examination shall be determined by the minister competent for trade (hereinafter referred to as the “Minister”).

A notification on the examination period for the qualifying examination, the manner and the deadline for submission of applications and evidence enclosed to applications, the amount of the fee for taking the qualifying examination and payment details, as well as other data in connection with taking the qualifying examination shall be published by the ministry competent for trade (hereinafter referred to as the “Ministry”) on its official website.

The date, the time and the place for taking the written and the oral part of the qualifying examination shall be determined by the chairperson of the committee referred to in Article 6 paragraph 1 of this Bylaw.

A notification on the date, the time and the place for taking the qualifying examination referred to in paragraph 3 of this Article shall be published on the official website of the Ministry, **five\*** days before the scheduled date for taking the written or the oral part of the examination at the latest.

\**Official Gazette of the Republic of Serbia* No. 70/2018

**Application for Qualifying Examination**

Article 4

Candidates for the qualifying examination shall submit applications containing the following:

1) Personal data (candidate’s name, father’s/mother’s name and surname, unique personal identification number, date and place of birth, address of the permanent place of residence and contact phone/email);

2) Qualifications.

Candidates shall enclose the following to their applications:

1) Evidence of their permanent place of residence in the territory of the Republic of Serbia (a copy of the identity card and an excerpt from a biometric identity card reader, if technically possible, otherwise – a copy of the identity card);

2) Evidence demonstrating that the candidate has at least Level 4 qualifications (a certified copy of the diploma);

**2а) A certificate issued by the competent authority that he/she has not been** **sentenced to imprisonment for a criminal offence committed in the Republic of Serbia or in a foreign country;\***

3) Evidence of paid fee for taking the examination (for payments in cash: a copy of a money order, and for cashless payments a copy of bank statement and a copy of transfer order).

**The evidence referred to in paragraph 2 item 2а) of this Article, relating to criminal offences committed in the Republic of Serbia shall be obtained *ex officio* by the ministry competent for trade, unless a candidate expressly states that he/she will obtain such evidence himself/herself.\***

The evidence referred to in paragraph 2 of this Article shall be kept by the Ministry and shall not be returned to candidates.

\**Official Gazette of the Republic of Serbia* No. 98/2020

**List of Candidates and Administrative Tasks**

Article 5

Upon expiry of the deadline for submission of applications, the received applications shall be reviewed and a list of candidates for the qualification examination by examination period shall be made.

The list referred to in paragraph 1 of this Article shall be published on the official website of the Ministry **five\*** days before the scheduled date for taking the examination at the latest.

The Ministry shall perform administrative tasks in connection with the qualifying examination and shall ensure that all pieces of information relating to taking of the qualifying examination is timely available for candidates.

\**Official Gazette of the Republic of Serbia* No. 98/2020

**Composition of the Committee**

Article 6

The qualifying examination shall be implemented by the committee (hereinafter referred to as the “Examination Committee”), consisting of the Chairperson, four members and the Secretary **or their deputies\*\***.

**The list of examiners, consisting of maximum 16 members, shall be determined by the Minister.\***

Members of the Examination Committee and, where necessary, their deputies shall be appointed for examination periods by the Minister from the list of examiners.

\**Official Gazette of the Republic of Serbia* No. 39/2017

\*\**Official Gazette of the Republic of Serbia* No. 70/2018

**Requirements for Members of Examination Committee**

Article 7

Persons with acquired higher education in second degree studies (graduate academic studies – master, specialist academic studies, specialist vocational studies), or in undergraduate studies lasting minimum four years, shall be appointed as members of the Examination Committee **\***.

**The Chairperson, the Deputy Chairperson, the Secretary and the Deputy Secretary of the Examination Committee shall be appointed from the ministry competent for trade.\***

\**Official Gazette of the Republic of Serbia* No. 70/2018

**Beginning of Qualifying Examination**

Article 8

Before beginning of the qualifying examination, the Chairperson or the Secretary of the Examination Committee shall verify the identity of candidates who are taking the qualifying examination.

The Chairperson or the Secretary of the Examination Committee shall explain how the qualifying examination is taken and shall answer the possible candidates’ questions relating to taking of the qualifying examination, assessment of candidates and the technique of giving answers to examination questions.

**Parts of Qualifying Examination**

Article 9

The qualifying examination shall consist of the written part and the oral part.

The written part of the qualifying examination (hereinafter referred to as the “test”) shall last maximum three hours.

On the test, candidates shall give answers to written questions in four examination fields referred to in Article 2 paragraph 1 of this Bylaw.

The test shall be performed under the supervision of minimum two members of the Examination Committee.

The test can also be organised in an electronic form, with automatic verification of candidates’ answers, and automatic determination of test results.

Upon determination of test results, the Secretary of the Examination Committee shall prepare a list with test results containing the percentage of correct answers by examination fields. This list shall be signed by the Chairperson and the Secretary of the Committee.

It shall be considered that the candidate passed the examination if he/she answered correctly to minimum 60% of the total number of questions in each subject referred to in Article 2 paragraph 1 of this Bylaw.

Only candidates who passed the test are eligible for taking the oral part of the qualifying examination.

On the oral part of the qualifying examination, members of the Examination Committee ask candidates questions in the four examination fields referred to in Article 2 paragraph 1 of this Bylaw and based on their answers assess their competence to perform real estate sale and lease brokerage tasks, in accordance with regulations and with the diligence of a prudent businessperson.

The oral part of the qualifying examination shall take maximum 30 minutes per candidate. When a candidate answers the last question, completion of the assessment, the result of the oral part of the qualifying examination, which can be either “passed” or “did not pass”, shall be presented to the candidate.

Based on the result on the oral part of the qualifying examination, the overall candidate’s result achieved on the qualifying examination shall be determined by the Examination Committee by a mark “passed” or “did not pass”.

**The Manner of Work of Examination Committee**

Article 10

The Examination Committee shall establish and ask examination questions, implement the test and the oral part of the qualifying examination and assess candidates in accordance with the provisions of this Bylaw.

The Examination Committee shall mark candidates by voting.

If the number of votes of members of the Examination Committee for the mark “passed” and for the mark “did not pass” is equal, a casting vote shall be that of the Chairperson.

**Compensation for Work of Examination Committee**

**Article 11\***

**The Chairperson, members and the Secretary of the Examination Committee shall be entitled to compensation for the work in the Examination Committee in the amount of RSD 900 per candidate who takes the oral part of the qualifying examination, which amount must not exceed RSD 45,000.00 per examination period.\***

\**Official Gazette of the Republic of Serbia* No. 39/2017

**Postponement of Qualifying Examination**

Article 12

A candidate may withdraw from taking the qualifying examination once per examination period, of which he/she shall notify the Ministry in writing five working days before the date set for taking the examination at the latest.

In case referred to in paragraph 1 of this Article, a subsequent date for taking the qualifying examination shall be set for the candidate.

**Failure to take the Qualifying Examination**

Article 13

In case of illness and other justified reasons (death of an immediate family member, important official duties etc.) a candidate can justify failing to take the qualifying examination once per examination period, of which he/she shall notify the Ministry in writing, and submit evidence, two working days after the date set for taking the examination at the latest.

After evaluation of justifiability of the reasons referred to in paragraph 1 of this Article, the candidate shall be notified:

1) Of a subsequent period for taking the qualifying examination; or

2) That the reasons were not accepted; or

3) That the provided evidence was found to be inadequate.

In cases referred to in paragraph 3 items 2) and 3) of this Article, the candidate shall resubmit an application for the qualifying examination in accordance with Article 4 of this Bylaw.

A candidate who fails to take the qualifying examination on the date set for examination and does not withdraw from taking the qualifying examination in the manner specified in Article 12 of this Bylaw or provide justification for the failure to take the examination as provided for in paragraph 1 of this Article, shall be given the mark “did not pass”.

**Giving up and Expelling from the Qualifying Examination**

Article 14

A candidate who gives up further taking of the examination during the qualifying examination shall be given the mark “did not pass”.

If a candidate disturbs the peace or it is established that he/she tried to cheat or cheated during the qualifying examination, he/she shall be expelled from the qualifying examination and shall be given the mark “did not pass”.

**Retaking of the Qualifying Examination**

Article 15

A candidate who received the mark “did not pass” on the qualifying examination is entitled to apply again for the examination in the next examination period.

**Records**

Article 16

Records shall be kept of taking of the qualifying examination where data shall be recorded on the composition of the Examination Committee, place and date of the qualifying examination, candidates and the result achieved by each individual candidate on the qualifying examination.

The records referred to in paragraph 1 of this Article shall be signed by the Chairperson, members and the Secretary of the Examination Committee.

The Ministry shall publish the list of candidates who passed the qualifying examination on its official website within eight days of the date of completion of the qualifying examination.

III FEE FOR QUALIFYING EXAMINATION

Article 17

The fee for taking the qualifying examination is RSD 14,000 per candidate and examination period.

A fee paid shall be valid in a subsequent examination period for candidates for whom a subsequent period for the qualifying examination was set in accordance with Article 12 or 13 of this Bylaw.

The data on the account number, the recipient and the purpose of payment are published on the official website of the Ministry.

IV CERTIFICATE OF COMPLETION OF QUALIFYING EXAMINATION

Article 18

The Ministry shall issue to candidates who passed the qualifying examination written certificates of completion of the qualifying examination within 30 days of publishing of the list referred to in Article 16 paragraph 3 of this Bylaw.

The certificate referred to in paragraph 1 of this Article shall contain the following:

1) The name of the Ministry;

2) The legal basis;

3) Personal data of a person who passed the qualifying examination;

4) The date when the qualifying examination was passed;

5) The date and place of issuance and the number of the certificate;

6) Authorised person’s signature and official stamp.

V RECORDS OF ISSUED CERTIFICATES OF COMPLETION OF QUALIFYING EXAMINATION

Article 19

The Ministry shall keep records of issued certificates of completion of the qualifying examination (hereinafter referred to as the “records”), in writing or electronically, in accordance with the regulations governing office management activities of public administration authorities.

The records shall contain the following data: number, name and surname and unique personal identification number of a candidate to whom the certificate of completion of the qualifying examination was issued, the date when the test was taken and the date when the oral part of the qualifying examination was taken, the date of issuing and the number of the certificate.

The following shall be kept with the records:

1) The records referred to in Article 16 paragraph 1 of this Bylaw;

2) The list with test results referred to in Article 9 paragraph 6 of this Bylaw;

3) A copy of the certificate referred to in Article 18 paragraph 1 of this Bylaw.

The Ministry shall keep the data referred to in paragraph 2 of this Article permanently.

VI FINAL PROVISION

Article 20

This Bylaw shall enter into force on the eighth day of its publication in the *Official Gazette of the Republic of Serbia*.

Number 011-00-20/2014-04

Done in Belgrade, on 17 July 2014

Minister,

**Rasim Ljajić,** signed in hand

**PROVISIONS NOT INCLUDED IN THE “CONSOLIDATED TEXT” OF THE BYLAW**

*The Bylaw amending the Bylaw on Qualifying Examination for Real Estate Sale and Lease Brokers: Official Gazette of the Republic of Serbia No. 70/2018-57*

**Article 5**

**The Programme for Qualifying Examination for Performing the Tasks of Real Estate Sale and Lease Brokers, which is enclosed to the Bylaw on Qualifying Examination for Real Estate Sale and Lease Brokers (*Official Gazette of the Republic of Serbia* Nos. 75/14 and 39/17) and constitutes and integral part thereof, shall be replaced by the Programme for Qualifying Examination for Performing the Tasks of Real Estate Sale and Lease Brokers, which is enclosed to this Bylaw and constitutes an integral part thereof.**

**The Programme for Qualifying Examination for Performing the Tasks of Real Estate Sale and Lease Brokers, which is enclosed to this Bylaw and constitutes and integral part thereof, shall take effect on 15 October 2018.**

**Article 6**

**This Bylaw shall enter into force on the eighth day of its publication in the *Official Gazette of the Republic of Serbia*.**

**ANNEX**

*PUBLISHER’S NOTE: Under the Bylaw amending the Bylaw on Qualifying Examination for Real Estate Sale and Lease Brokers (Official Gazette of the Republic of Serbia No. 70/2018), the Programme for Qualifying Examination for Performing the Tasks of Real Estate Sale and Lease Brokers is replaced by the new Programme (see Article 5 of the Bylaw - 70/2018-57).*

**PROGRAMME FOR QUALIFYING EXAMINATION FOR PERFORMING THE TASKS OF REAL ESTATE SALE AND LEASE BROKERS**

1) LEGAL FRAMEWORK ON REAL ESTATE SALE AND LEASE BROKERAGE

**Module 1 – Law on Real Estate Sale and Lease Brokerage**

1.1 The law providing for real estate sale and lease brokerage

1.2 Who can perform the tasks of real estate sale and lease brokers

1.3 What requirements should be met to perform the tasks of brokers

1.4 Content of the brokerage agreement

1.5 Duties of brokers

1.6 Duties of the principal

1.7 Brokerage fee

1.8 Termination of the brokerage agreement

1.9 Liability insurance

1.10 Register of brokers

Lega sources:

1. Law on Real Estate Sale and Lease Brokerage (*Official Gazette of the Republic of Serbia* Nos. 95/13 and 41/18)

**Module 2 – Law on Sale of Real Estate and Law on Contracts and Torts**

2.1 The concept of the contract, the content and important elements, types of contracts

2.2 Contract on Sale of Real Estate, the form, legal effect

2.3 Certification of signatures

2.4 Right of first refusal

2.5 Down payment and termination fee

2.6 Power of attorney

2.7 Lease agreement

2.8 Deed of gift

2.9 Precontract

2.10 Real estate replacement

2.11 Purchase price

2.12 Joint construction agreement – general contracting rules

2.13 Co-investment contract – general contracting rules

Legal sources:

1. Law on Contracts and Torts (*Official Gazette of the Socialist Federal Republic of Yugoslavia* Nos. 29/78, 39/85, 45/89 – Constitutional Court of Yugoslavia and 57/89 and *Official Gazette of the Federal Republic of Yugoslavia* No.31/93)

2. Law on Sale of Real Estate (*Official Gazette of the Republic of Serbia* Nos. 93/14, 121/14 and 6/15)

3. Law on Real Estate Sale and Lease Brokerage (*Official Gazette of the Republic of Serbia* Nos. 95/13 and 41/18)

4. Law on Housing (*Official Gazette of the Republic of Serbia* Nos. 50/92, 76/92, 84/92 – corrigendum, 33/93, 53/93 – new law, 67/93 – new law, 46/94, 47/94 – corrigendum, 48/94 – new law, 44/95 – new law, 49/95, 16/97, 46/98, 26/01, 101/05 – new law, 99/11 and 104/16 – new law)

5. Serbian Civil Code

6. Law on Foreign Currency Transactions (*Official Gazette of the Republic of Serbia* Nos. 62/06, 31/11, 119/12, 139/14 and 30/18)

7. Law on Prevention on Money Laundering and Financing of Terrorism (*Official Gazette of the Republic of Serbia* No. 113/17)

**Module 3 –Rights in rem**

3.1 Property acquisition

3.2 Co-ownership

3.3 Joint ownership

3.4 Transfer into possession

3.5 Construction

3.6 Property acquisition by foreign nationals

3.7 Right of lien

3.8 Property of legal entities, acquisition

Legal sources:

1. Law on Foundations of Property Law Relations (*Official Gazette of the Socialist Federal Republic of Yugoslavia* Nos. 6/80 and 36/90*, Official Gazette of the Federal Republic of Yugoslavia* No. 29/96 and *Official Gazette of the Republic of Serbia* No, 115/05 – new law)

2. Law on State Survey and Cadastre (*Official Gazette of the Republic of Serbia* Nos. 72/09, 18/10, 65/13, 15/15 – Constitutional Court, 96/15, 47/17 – authentic interpretation, 113/17 – new law, 27/18 – new law and 41/18 – new law)

3. Law on Planning and Construction (*Official Gazette of the Republic of Serbia* Nos. 72/09, 81/09 – corrigendum, 64/10 – Constitutional Court, 24/11, 121/12, 42/13 – Constitutional Court, 50/13 – Constitutional Court, 98/13 – Constitutional Court, 132/14 and 145/14)

4. Law on Companies (*Official Gazette of the Republic of Serbia* Nos. 36/11, 99/11, 83/14 – new law, 5/15 and 44/18)

**Module 4 – Inheritance and Family Law**

4.1 Lifetime support contract

4.2 Agreement on property division during lifetime

4.3 Probate proceedings and decision

4.4 Legal capacity

4.5 Minors and management of assets

4.6 Joint property of spouses

4.7 Custody

4.8 Consents for sale

4.9 Property acquired before marriage

4.10 Persons without legal capacity

Legal sources:

1. Law on Inheritance (*Official Gazette of the Republic of Serbia* Nos. 46/95, 101/03 – Constitutional Court of the Republic of Serbia and 6/15)

2. Law on Non-Contentious Proceedings (*Official Gazette of the Federal Republic of Serbia* Nos. 25/82, 48/88 and *Official Gazette of the Republic of Serbia* Nos. 46/95 – new law, 18/05 – new law, 85/12, 45/13 new law, 55/14, 6/15 and 106/15 – new law)

3. Family Law (*Official Gazette of the Republic of Serbia* Nos. 18/05, 72/11 – new law and 6/15)

**Module 5 – Real Estate Cadastre**

5.1 Transparency of books

5.2 Types of public registers

5.3 Registration of property rights

5.4 Registration of mortgage

5.5 Finality and enforceability of decisions

5.6 Encumbrances

5.7 Notes

5.8 Real estate folio in the land register

5.9 Request for registration (required documentation)

5.10 Deletion of encumbrances

5.11 Requirements for registration of property rights

5.12 Collection of documents

Legal sources:

1. Law on State Survey and Cadastre (*Official Gazette of the Republic of Serbia* No. 72/09, 18/10, 65/13, 15/15 – Constitutional Court , 96/15, 47/17 – authentic interpretation, 113/17 – new law, 27/18 – new law and 41/18 – new law)

2. Law on Mortgage (*Official Gazette of the Republic of Serbia* Nos. 115/05, 60/15, 63/15 – Constitutional Court and 83/15)

3. Bylaw on Cadastral Survey and Real Estate Cadastre (*Official Gazette of the Republic of Serbia* Nos. 7/16 and 88/16)

2) FINANCIAL AND TAX ASPECTS OF REAL ESTATE SALE AND LEASE BROKERAGE

**Module 1 – Financial Institutions that Participate in Real Estate Market**

1.1 Bank as participants in the real estate market

1.2 The concept and types of mortgage loans

1.3 Requirements for the granting of and collateral for mortgage loans

1.4 Types of interest rates

1.5 National Corporation for Housing Loans Insurance– NKOSK

1.6 Insurance companies – real estate insurance

1.7 Insurance of real estate sale and lease brokers

Legal sources:

1. Law on Banks (*Official Gazette of the Republic of Serbia* Nos. 107/05, 91/10 and 14/15)

2. Law on National Corporation for Housing Loans Insurance (*Official Gazette of the Republic of Serbia* No. 55/04)

3. Law on Insurance (*Official Gazette of the Republic of Serbia* No. 139/14)

4. Law on Real Estate Sale and Lease Brokerage (*Official Gazette of the Republic of Serbia* Nos. 95/13 и 41/18)

**Module 2 – Payment Services and Foreign Currency Transactions**

2.1 Types of payment services

2.2 Payment service providers

2.3 The form and the content of payment order

2.4 Types of payment accounts

2.5 Single register of accounts

2.6 Electronic money institutions

2.7 Participants in the payment system

Legal sources:

1. Law on Payment Services (*Official Gazette of Federal Republic of Yugoslavia* Nos. 3/02 and 5/03 and *Official Gazette of the Republic of Serbia* Nos. 43/04, 62/06, 111/09 – new law, 31/11 and 139/14 – new law)

2. Law on Payment Services (*Official Gazette of the Republic of Serbia* Nos. 139/14 and 44/18)

3. Law on Foreign Currency Transactions (*Official Gazette of the Republic of Serbia* Nos. 62/06, 31/11, 119/12, 139/14 and 30/18)

4. Decision on the Form, the Content and the Manner of Use of Payment Order Forms for Execution of Payment Transactions in Dinars (*Official Gazette of the Republic of Serbia* Nos. 55/15, 78/15, 82/17 and 65/18)

**Module 3 – Prevention of Money Laundering and Financing of Terrorism**

3.1 Basic concepts in the field of money laundering and financing of terrorism

3.2 Actions and measures undertaken by real estate sale and lease brokers

3.3 Risk and types of risks (geographical or country risk, client risk and transaction risk)

3.4 Actions and measures to recognize and monitor clients and the manner of their implementation

3.5 Appointing an authorised person and his/her deputy

3.6 The duty to prepare and apply the list of indicators

3.7 Keeping and the content of records of clients, business relations and transactions

Legal source and literature:

1. Law on Prevention on Money Laundering and Financing of Terrorism(*Official Gazette of the Republic of Serbia* No. 113/17)

2. Guidelines for Assessment of the Risk of Money Laundering and Financing of Terrorism for Obligors performing Perform Real estate sale and lease brokerage Activities (official website of the Ministry of Trade, Tourism and Telecommunications)

**Module 4 – Tax Aspects of Real Estate Sale and Lease Brokerage**

4.1 Property tax – the subject of taxation, taxpayers, base, liabilities, rates, exemptions

4.2 Inheritance and gift tax – the subject of taxation, taxpayers, base, liabilities, rates, exemptions

4.3 Title transfer tax – the subject of taxation, taxpayers, base, liabilities, rates, exemptions

4.4 Assessment and collection of property tax

4.5 Capital income and capital gain tax – the concept, assessment, base, rates, exemptions, the manner of assessment and payment

4.6 Value added tax – the subject of taxation, taxpayer, tax debtor, place and date of sales, incurrence of liability, base, rates and tax exemptions, taxpayers’ liabilities

4.7 Recording in and deletion from records of value added tax taxpayers, issuing of invoices, tax refund

4.8 VAT refund for first-time home buyers

Legal sources:

1. Law on Property Taxes (*Official Gazette of the Republic of Serbia* No. 26/01, *Official Gazette of the Federal Republic of Yugoslavia* No. 42/02 – Federal Constitutional Court and *Official Gazette of the Republic of Serbia* Nos. 80/02, 80/02 – new law, 135/04, 61/07, 5/09, 101/10, 24/11, 78/11, 57/12 – Constitutional Court, 47/13 and 68/14 – new law)

2. Law on Personal Income Tax (*Official Gazette of the Republic of Serbia* Nos. 24/01, 80/02 – new law, 80/02, 135/04, 62/06, 65/06 – corrigendum, 10/07, 7/08, 7/09, 31/09, 44/09, 3/10, 18/10, 4/11, 50/11, 91/11 – Constitutional Court, 7/12, 93/12, 114/12 – Constitutional Court, 8/13, 47/13, 48/13 – corrigendum, 108/13, 6/14, 57/14, 68/14 – new law, 5/15, 112/15, 5/16, 7/17, 113/17 and 7/18)

3. Law on Value Added Tax (*Official Gazette of the Republic of Serbia* Nos. 84/04, 86/04 – corrigendum, 61/05, 61/07, 93/12, 108/13, 6/14, 68/14 – new law, 142/14, 5/15, 83/15, 5/16, 108/16, 7/17, 113/17, 13/18 and 30/18)

3) MANAGEMENT IN REAL ESTATE SALE AND LEASE BROKERAGE

**Module 1 – Real Estate Marketing**

1.1 Basic elements of real estate marketing

1.2 Development of a marketing sale plan

1.3 Real estate advertising

1.4 Real estate presentation

1.5 Real estate promotion and commercialisation

Legal sources:

1. Law on Trade (*Official Gazette of the Republic of Serbia* Nos. 53/10, 10/13 and 44/18 – new law)

2. Consumer Protection Law (*Official Gazette of the Republic of Serbia* Nos. 62/14, 6/16 – new law and 44/18 – new law)

3. Law on Protection of Competition (*Official Gazette of the Republic of Serbia* Nos. 51/09 and 95/13)

4. Law on Advertising (*Official Gazette of the Republic of Serbia* No. 6/16)

5. Law on Contracts and Torts (*Official Gazette of the Socialist Federal Republic of Yugoslavia* Nos. 29/78, 39/85, 45/89 – Constitutional Court of Yugoslavia and 57/89 and *Official Gazette of the Federal Republic of Yugoslavia* No.31/93)

6. Kotler, F. *Marketing Management,* Informator, Zagreb, 1994

7. Marković, M. *Business Communication,* Klio, Belgrade, 2003

8. Đoković, M. *Basic Elements of Real Estate Sale,* Old Royal System, Belgrade, 2009

**Module 2 – Real Estate Management**

2.1 Real estate advertising

2.2 Real estate market analysis

2.3 Real estate value assessment (basic elements)

Legal sources and literature:

1. Law on Real Estate Sale and Lease Brokerage (*Official Gazette of the Republic of Serbia* Nos. 95/13 and 41/18)

2. Law on Real Estate Sale (*Official Gazette of the Republic of Serbia* No. 93/14, 121/14 and 6/15)

3. Banjanin, М. *Efficient Business Communication,* Želnid, Belgrade, 1999

4. Đoković, M. *Basic Elements of Real Estate Sale,* Old Royal System, Belgrade, 2009.

5. Đurić, Z. *Real Estate Value Assessment Methods,* Kvark, Zemun, 2009

**Module 3 – Business Negotiation and Communication in Real Estate Sale**

3.1 Business negotiation

3.2 Business communication skill and techniques

3.3 Communication styles

3.4 Conflicts in communication and negotiation

3.5 Public relations ethics

Legal sources and literature:

1. Law on Personal Data Protection (*Official Gazette of the Republic of Serbia* No. 97/08, 104/09 – new law, 68/12 – Constitutional Court and 107/12)

2. Law on Capital Market (*Official Gazette of the Republic of Serbia* No. 31/11, 112/15 and 108/16)

3. Todorović, L. *Negotiation – Structured Communication Process,* Neven, Belgrade, 2010

4. Đoković, M. *Education of Real Estate Sale Brokers,* Chamber of Commerce and Industry of Serbia, Belgrade, 2012

5. Mandić, T. *Communicology, Psychology of Communication,* T. Mandić, Belgrade, 1995

6. Nikić, V. *Business Ethics and Communication,* Faculty of Mediterranean Business Studies, Tivat, 2010

**Module 4 – Business Conduct and Broker Practices in Real Estate Sale**

4.1 Business conduct

4.2 Participants in real estate sale

4.3 Business conduct – sale and purchase stages

4.4 Business ethics

4.5 Broker practices practice in the Republic of Serbia

Legal sources and literature:

1. Law on Data Confidentiality (*Official Gazette of the Republic of Serbia* No. 104/09)

2. Law on Prohibition of Discrimination (*Official Gazette of the Republic of Serbia* No. 22/09)

3. Labour Law (*Official Gazette of the Republic of Serbia* No. 24/05, 61/05, 54/09, 32/13, 75/14, 13/17 – Constitutional Court and 113/17)

4. Criminal Code (*Official Gazette of the Republic of Serbia* No. 85/05, 88/05 – corrigendum, 107/05 – corrigendum, 72/09, 111/09, 121/12, 104/13, 108/14 and 94/16)

5. Bojičić, D. *Business Conduct Culture,* Alterc, Belgrade, 2005

6. Dobrijević, G. *Power and Influence in Business Negotiation,* Singidunum, Belgrade, 2010

7. Zarić, M. and Salatić, M. *Etiquette,* Narodna knjiga Alfa, Belgrade, 1999

4) BASIC ELEMENTS OF SPATIAL PLANNING AND CONSTRUCTION, HOUSING AND LEGALISATION

**Module 1 – Spatial and Urban Planning, Housing and Legalisation Documents**

1.1 Planning documents, spatial plans, urban planning plans

1.2 Integral parts of planning document

1.3 Detailed regulation plan

Legal sources:

1. Law on Planning and Construction (*Official Gazette of the Republic of Serbia* Nos. 72/09, 81/09 – corrigendum, 64/10 – Constitutional Court, 24/11, 121/12, 42/13 – Constitutional Court, 50/13 – Constitutional Court, 98/13 – Constitutional Court, 132/14 and 145/14)

**Module 2 – Construction of Buildings**

2.1 Information on location

2.2 Location requirements

2.3 Deadline for issuing of location requirements

2.4 The concept of building land

2.5 Types of building land

2.6 Conceptual design

2.7 Final design

2.8 Executive design and as-built design

2.9 Responsible designer

2.10 Competence for issuing building permits

2.11 Delegation of issuing of building permits

2.12 The content of the building permit

2.13 Technical inspection and committee for technical inspection of facilities

2.14 Certificate of occupancy

Legal sources:

1. Law on Planning and Construction (*Official Gazette of the Republic of Serbia* Nos. 72/09, 81/09 – corrigendum, 64/10 – Constitutional Court, 24/11, 121/12, 42/13 – Constitutional Court, 50/13 – Constitutional Court, 98/13 – Constitutional Court, 132/14 and 145/14)

**Module 3 – Energy Efficiency of Buildings**

5.1 Bylaws relating to energy efficiency of buildings

5.2 Energy efficiency study

5.3 Energy passport of the building

5.4 The procedure for issuing energy passports of buildings

Legal sources:

1. Law on Planning and Construction (*Official Gazette of the Republic of Serbia* No. 72/09, 81/09 – corrigendum, 64/10 – Constitutional Court, 24/11, 121/12, 42/13 – Constitutional Court, 50/13 – Constitutional Court, 98/13 – Constitutional Court, 132/14 and 145/14)

2. Bylaw on Energy Efficiency of Budlings (*Official Gazette of the Republic of Serbia* No. 61/11)

3. Bylaw on the Requirements, the Content and the Manner of Issuing Certificates of Energy Characteristics of Buildings (*Official Gazette of the Republic of Serbia* No. 69/12 and 44/18 – new regulation)

**Module 4 – Housing and Building Maintenance**

4.1 Sustainable housing development principle

4.2 Parts of a building (separate, individual and common parts of a building)

4.3 Ownership over a separate part of a building

4.4 Conversion of a separate part of a building into a common part

4.5 Use of communal areas of a building

4.6 Rights and duties of owners of separate and individual parts of buildings

4.7 Building management (competence for management tasks)

4.8 The concept and the legal status of a residential community and its bodies

4.9 Register of residential communities

4.10 Manager and professional manager

4.11 Building maintenance (emergency maintenance, current and investment maintenance)

4.12 Building maintenance duty

4.13 The duty to participate in costs of maintenance of common parts of a building

Legal source:

Law on Housing and Building Maintenance (*Official Gazette of the Republic of Serbia* No. 104/16)

**Module 5 – Legalisation of Buildings**

5.1 Buildings which can be legalised

5.2 Buildings which cannot be legalised

5.3 Registration of property rights over legalised buildings

5.4 Connecting to infrastructure

Legal source:

Law on Building Legalisation (*Official Gazette of the Republic of Serbia* No. 96/15)