

TO: The Nevada Real Estate Commission
FROM: Safia Anwari, Education and Information Manager;
SUBJECT: Education Post Licensing Summary

DISCUSSION AGENDA EDUCATION COURSES

NEW REAL ESTATE POST-LICENSING EDUCATION COURSES

1. Boardwalk Educational Systems
 “Post Licensing Education / First Year Renewal”

Request: 30 Hours Classroom

- Module:**
- (a) Real Estate Contracts, including the Writing and Presenting of a Purchase Agreement and Qualifying Prospects.
 - (b) The listing process, Marketing Analysis and Inspections
 - (c) Communication, Technology and Records Management, Including Time Management, Goals Setting and Devising a Plan of Action
 - (d) Buyer Representation, Including the Buyer’s Brokerage Contract, Statutory Duties, Disclosures, Cooperation Between Agents and New-Home Tracts
 - (e) Professional Conduct, Etiquette and Ethics
 - (f) Including Regulation Z of the Truth in Lending Act of the Federal Trade Commission Issued by the Board of Governors of the Federal Reserve System, 12 C.F.R. Part 226, Fair Housing, the Multiple-Listing Service, Internet Websites and Electronic Mail
 - (g) Proceeds of sales, Costs of Sale and Cost Sheets
 - (h) Agency Relationships
 - (i) Land
 - (j) Regulatory Disclosures, Including Disclosures Required by Federal, State and Local Government
 - (k) Property Management and The Management of Common-Interest Communities
 - (l) Escrow, Title and Closing Process
 - (m) Financing
 - (n) Negotiation
 - (o) Tax Opportunities and Liabilities Related to the Client

Instructors: Arthur Mann

Objective: To cover all modules in a classroom setting / held in sessions 1-10, this class has been held with total success in over 10 years.

Content:

Session 1 – Professional Conduct / Ethics /Fair Housing	
Introductions of students and instructor	15
Professional conduct ðics	20
Fair Housing	20

Discussion	20
BREAK 10 Minutes	
Quiz	20
Discussion	15
BREAK 10 Minutes	
Review	20
BREAK 10 minutes	
Questions and Answers	20
Session 2 – Agency Relationships / NV Agency Law / Seller Property Disclosure / Environmental Disclosures & Professional Inspections	
Buyer's Representation	20
Presentation	20
Agency Disclosure	10
BREAK 10 minutes	
Buyer broker form	20
NRS 645.230	10
Seller Representation	20
Sellers Real Property Disclosure	20
Forms for a listing	20
BREAK 10 minutes	
Environmental Disclosures	20
Quiz	20
Session 3 – Prospecting / Farming / Market Analysis / Listing Process / MLS Servicing the Listing	
Prospecting and Farming	20
Market Analysis	20
CMA and how it is done	20
BREAK 10 minutes	
Listing Process / MLS	20
Preparing the property for sale	20
For Sale by Owner	20
BREAK 10 minutes	
Servicing the listing	20
Quiz	20
Discussion	10
Session 4 – Cost of Sale / Purchase / Cost Sheets / Net Proceeds / Property Disclosure / Agent Liability	
Cost of Sale / Purchase	20
Cost Sheets / Net proceeds	20
Property Disclosure form for each side	20
BREAK 10 minutes	
Liability	20
CYA	20
Discussion	20
BREAK 10 minutes	
Discussion	20
Quiz	10
Discussion	20

Session 5 – Real Estate Offer & Acceptance / Negotiation / Presenting Offers	
Real Estate Offer and Acceptance	20
Discussion for a Better result	20
Presenting the Offer	20
BREAK 10 minutes	
Negotiation	20
Dealing with Objections / over-coming them	20
Discussion	20
BREAK 10 minutes	
Quiz	20
Discussion	20
Session 6 – Vacant Land Purchase Agreement / Commercial Purchase Agreement	
Vacant Land Purchase Agreement	20
Understanding the investigating of land	20
Perc test for septic and well	20
BREAK 10 minutes	
Commercial Purchase Agreement	20
Cap Rates and Income Streams	20
Income Approach to Appraisal	20
BREAK 10 minutes	
Discussion	20
Quiz	20
Session 7 – Introducing Participants to Financing / Basic Cost & Terms	
Financing	20
FHA	20
VA	20
BREAK 10 minutes	
Conventional Loan	20
Ratios top and bottom	20
Don't buy a Car or anything to change income to debt	20
BREAK 10 minutes	
Financing Addendum	20
MLS listing Input Form	20
Quiz	10
Discussion	10
Session 8 – Escrow / Title / Closing / Time Management / Goal Setting	
Escrow, Title and Closing	20
Who picks the Title Company / RESPA	20
Time management and Goal Setting	20
BREAK 10 minutes	
Taking time for a Plan of Action	20
Writing Goals / 300% better chance of attaining	20
A positive plan for success	20
BREAK 10 minutes	
Control time wasters	20
Discussion	20
Quiz	10
Session 9 – Land / Property Management / Common Interest Management	

Land and Property Management	20
Land sales / complicated and time consuming	20
Common Interest Ownership	20
BREAK 10 minutes	
Types of Vacant land residential, single family, multi-family	20
Commercial: Retail, manufacturing, Industrial, other	20
Agricultural, farms, ranches, BLM	20
BREAK 10 minutes	
Size: Occasional, large parcel, subdivision, assemblage	20
It could take months or years and could consume 100%	20
Quiz	10
Discussion	10
Session 10 – Technology / Advertising / Internet / E-mail / Tax (Client and Agent Related)	
Technology the new face of Real Estate	20
Internet and E-mail	20
Tax: Client related	20
BREAK 10 minutes	
Tax: Agent related	20
Computers active and past clients	20
MLS Access, lock boxes, key, calculator	20
BREAK 10 minutes	
Title Company, fast information	20
Cell phone, Camera, GPS	20
Metro Scan / Data Quick	20
Quiz	10
TOTAL: 1710 min ÷ 50 class hr = 34.2 Hours	