**TO:** Administrator Real Estate Education Subcommittee (AREES)

**FROM:** Annalyn Carrillo, Education and Information Manager

Kimberly Smith, CE Program Supervisor

**SUBJECT:** Education Summary

# NEW REAL ESTATE CONTINUING EDUCATION COURSES

### **APPROVALS**

### KARI PHILLIPS

DIRTY SECRETS OF THE MORTGAGE INDUSTRY

**Request**: 3 Hours GENERAL Classroom

**Determination: APPROVED CE.6546000-RE** 

**Instructors**: CODY LEWIS, KARI PHILLIPS

**Objective**: Give Realtors insight into the lending industry to help them better serve the interest of their clients.

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

- 2(i) The exchange of real property.
- 2(p) The preparation of real estate contracts.

2(t) Issues relating to consumer protection.

Slides / Topics	Minutes
Presenter Introductions - experience, education, reason for being in the business	6
Legal disclaimer - presenters not attorneys	4
Secondary Market	
Secondary market pathway	10
What happens to a loan after COE?	
How it is sold and to whom?	
Unethical practices that occurred during the 2003-2005 bubble - Who's to blame?	
Financial services misconduct; Regulatory failure of Rating Agencies (S&P, Moody's, Fitch)	
Slide showing Mortgage Company, Broker, Investor, Servicers, FNMA/FHLMC, Securities	15
Discussion of each step, how they interact	
Why does this matter to Realtors?	
Discussion about the sale of the Note vs Servicing	
Yield Spread Premium (YSP) or "Rebate"	15
What determines the "best deal" for the buyer?	

What is the Reallor's duty? Fiduciary duty? Reasonable skill and care Realtor Code of Ethics What responsibility lies with the buyer vs the professionals? Were discriminatory practices overlooked? Break time 10 Rate Factors & Pricing Engine Show pricing engine - discussion of points, what a loan is costing or paying Not a straight-line relationship as rate goes up and down How is rate chosen? Federal lending regulations and RESPA requirements - related to PreQual letters How do loan fees and other terms affect the buyer's total out-of-pocket? Games lenders play with pricing and YSP - Can lenders lie? Is it legal? Is it ethical? What factors determine a buyer's rate? Show the list of the 24 factors that determine rate - brief comments on each 5 More detailed discussion on: DTI Ratio FICO score Gift funds - The ethics and legal considerations of mortgage fraud FHA is not a dirty word 5 Break time 10 Loan Estimate / Closing Disclosure (LE / CD) What is an LE? What it does show and what it doesn't show It's an official "disclosure cvent"a legal document, presentable as evidence CFPB regulations - Loan Estimates and Closing Disclosure Goes out after contract with the disclosures Comparison of two LE's - group analysis and discussion Which is a "better deal" for the buyer? Chart showing how prepaids and prorations work (number of months required, etc) Discussion of each section and how they are aggregated to the next page Discussion of "Cash to Close" Potential lender deceit victimizing Realtors and borrowers - Moral and Ethical dilemmas APR Discussion Is it a true apples-to-apples comparison? How YSP factors in to comparing lenders  Total time (in minutes) Total time (in minutes) 3 Hours	Were standards of professional conduct compromised? Lenders? Realtors?	
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Is it a true apples-to-apples comparison? How YSP factors in to comparing lenders  Course Evaluations, Sign Out  Total time (in minutes)  180	Potential lender deceit victimizing Realtors and borrowers - Moral and Ethical dilemmas	10
How YSP factors in to comparing lenders 5 Course Evaluations, Sign Out 10  Total time (in minutes) 180	APR Discussion	5
Course Evaluations, Sign Out 10  Total time (in minutes) 180		
Total time (in minutes) 180	How YSP factors in to comparing lenders	5
	Course Evaluations, Sign Out	10
	Total time (in minutes)	180
	· · · · · · · · · · · · · · · · · · ·	3 Hours

Lender disclosure "dirty secrets"

### STEVEN KITNICK

2. NEVADA LAW ON DISCLOSURES

**Request**: 3 Hours LAW & LEGISLATION Classroom

**Determination: APPROVED CE.6547000-RE** 

**Instructors**: STEVEN KITNICK

**Objective**: To provide current information on Nevada laws concerning disclosures in real estate transactions; to analyze, assess, & evaluate pertinent Nevada laws & regulations with regards to disclosures related to agency, transactions, and property disclosures; to improve the professional knowledge of the licensees in order to better serve the public;

- **Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 1(b) Information that relates to pertinent Nevada laws and regulations.
  - 2(c) The administration of real estate law and regulations, including licensing and enforcement.
  - 2(n) Agency and subjects related to agency.
    - 2(u) Disclosure required during the sale or lease of real property, including, without limitation, information required pursuant to NRS 116.4103, 116.4109 and 116B.760;

# SUBJECT/TOPICS COURSE TIMED INCREMENTS

	INCREMENTS
Introductions/Housekeeping, Purpose, Process, & Payoff	05 Mins
1. Agency & Transaction Disclosures	20 Mins
a) Duties Owed by a Nevada Real Estate Licensee NRS 645.252(3)	
b) Consent to Act – NRS 645.252(1)(d)	
c) Licensee's Relationship to a Party Changes – NRS 645.252(1)(e)	
d) Licensee is Acting as Agent or Principal – NAC 645.637	
2. Agency & Transaction Disclosures	20 Mins
a) Licensee has an Interest or Contemplated Interest in the Transaction or the	
Property – NRS 645.252(1) (c) & NAC 645.640	
b) Licensee has an Interest in Any Escrow Business or Company – NAC 645.660	
c) Referral to Certain Settlement Services/Providers – RESPA, 12, USC 2607, 24	
CFR, Part 3500.15 (d) & Reg. X	
d) Licensee is Inexperienced in Type of Transaction or Service – NAC 645.605 (3)	
e) Licensee has a Financial Relationship with Any Entity Servicing the Property –	

NAC 645.605(4)	
3. Agency & Transaction Disclosures	15 Mins
a) Licensee Advertising When Licensee is an Owner – NAC 645.610	10 1/1115
b) Licensee's Brokerage in Any Advertisement for Real Estate Services – NRS 645.315	
<ul> <li>c) Licensee's License Number in Any Advertisement for Real Estate Services -NRS 645.315</li> </ul>	
BREAK	10 Mins
	20.75
4. Agency & Transaction Disclosures	20 Mins
<ul> <li>a) Licensee Disclosure When Buyer is Offering Something "other than cash" as an earnest money deposit - NRS 645.630(1)(j)</li> <li>b) Broker Disclosure of Disposition of All Deposits Accepted &amp; Retained by the Broker Pending Consummation or Termination of the Transaction – NRS</li> </ul>	
645.310(1) c) Licensee Disclosure to Other Party or Agent that the Licensee's Client has Rejected the Offer or Counteroffer - NAC 645.632 d) Residential Disclosure Guide – NRS 645.194	
d) Residential Disclosure Guide – NRS 043.194	
5) Property Disclosures	15 Mins
<ul> <li>a) Public Offering Statement – New Unit in CIC - NRS 116.4102-4106, inclusive &amp; NRS 116.4108</li> <li>b) Resale Package - Resale of Home in CIC - Before You Purchase Property in a</li> </ul>	
Community Interest Community Did You Know – NRS 116.4109 & NRS 116.41095	
6) Property Disclosures	20 Mins
<ul> <li>a) EPA Disclosure – Protect Your Family from Lead in Your Home - Residential Property Built Before 1978. 42 USC 4852(d) 24 CFR part 35, subpart A</li> <li>b) Open Range Disclosure – NRS 113.065</li> <li>c) Buyer Obtaining an FHA-insured home loan – For Your Protection Get a Home Inspection – HUD Mortgage Letter 99-18. HUD Form 92564-CN</li> </ul>	20 Mills
BREAK	10 MINS
7) Property Disclosures	20 Mins
<ul> <li>a) Seller's Real Property Disclosure Form ("SRPD") NRS 113.100 to NRS 113.150, inclusive</li> <li>b) Who Must Fill It Out? NRS 113.130 &amp; NRS 113.140</li> </ul>	
c) What is a Defect? NRS 113.100(1) d) Worsening of a Defect or Delayed Disclosure of New Defect – NRS 113.150	
8) Property Disclosures	20 Mins
a) Limitation on liability of seller, seller's agent and buyer's agent for failure to disclose certain facts concerning property – NRS 40.770	

b)	Homicide, Suicide, Death (except caused by condition of the property) – NRS	
	40.770(1)(a)	
c)	The site of any crime punishable as a felony other than a crime that involves the	
	manufacturing of any material, compound, mixture or preparation which contains	
	any quantity of methamphetamine – NRS 40.770(1)(b)	
d)	Occupied by a person exposed to the human immunodeficiency virus or suffering	
	from acquired immune deficiency syndrome or any other disease that is not	
	known to be transmitted through occupancy of the property, is not material to the	
	transaction. NRS 40.770(1)(c)	
e)	Additional limitations NRS 40.770 (2 to 7, inclusive)	
f)	What if You Are Asked? NRED Compliance - FAQ	
Cours	e Content and Instructor Evaluations, Attendance Verification Report	5 Mins

# LEE DRIZIN, ESQ.

3. SOLAR ENERGY: NO SO SUNNY DAYS FOR REAL ESTATE LICENSEES **Request**: 1 Hours LAW & LEGISLATION Classroom

**Determination: APPROVED CE.6548000-RE** 

**Instructors**: LEE DRIZIN

Course Objective/Learning Outcomes:

The importance of disclosure of solar properties in MLS and the Seller's Real Property Disclosure Form; Conditions which should be included in the Residential Purchase Contract relating to solar systems.

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

2(o) The use of calculators and other technologies as applied to the practice of real estate.

TO THOM TO A LOA	COURSE TIMED
UBJECT/TOPICS	INCREMENTS
ntroductions/Classroom Procedures/Housekeeping	05 min
<ol> <li>Overview of growth of Solar Energy in Nevada.</li> </ol>	03 min
2. Acquisition methods for homeowners	05 min
<ul> <li>Purchases.</li> </ul>	
<ul> <li>Pinancing.</li> </ul>	
<ul> <li>Leases.</li> </ul>	
BREAK (not included in 1-hour class)	
3. Representing the Seller.	22 min
<ul> <li>Disclosures in the Multiple Listing Service.</li> </ul>	
<ul> <li>Disclosures on the Seller's Real Property Disclosure Form.</li> </ul>	
<ul> <li>Removal of equipment.</li> </ul>	
<ul> <li>Buyer qualification and notice to lender.</li> </ul>	
<ul> <li>Lien release.</li> </ul>	
<ul> <li>Organize documents which should be produced.</li> </ul>	
Be proactive.	
<ul> <li>Appraisers.</li> </ul>	
4. Representing the Buyer.	25 min
Loan issues.	23 1111
Financing Issues.	
Due Diligence Issues.	
Encourage buyers to educate themselves.	
vestions/Conclusions	
sestions Concusions	
OTAL: 60 Mins ÷ 50 class hr = 1.2 Hours	

# FIRST AMERICAN TITLE

4. AGENCY PITFALLS

**Request**: 3 Hours AGENCY Classroom

**Determination: APPROVED CE.6549000-RE** 

**Instructors**: JANICE COPPLE

Course Objective(s): Review statutes and regulations regarding agency responsibilities in Nevada. Discuss potential problems with agency representation and ways to prevent them.

**Standards:** 2(n) Agency and subjects related to agency.

SUBJECT/TOPICS COURSE TIMED

T. 1 (C)	<b>INCREMENTS</b>
Introductions/Classroom Procedures/Housekeeping	10 Mins
1. Agency History	20 Mins
a. Common Law	
1)Original colonists brought from England to govern themselves	
2) Fiduciary Duties such as care, obedience, accounting, loyalty and disclosure were	
established by common law	
3)Nevada and all other states adopted statutes in the place of common law, i.e.	
NRS 645	
2.Agency	
a. NRS 645.0045 "Agency" defined.	
1) "Agency" means a relationship between a principal and an agent arising out of	
a brokerage agreement whereby the agent is engaged to do certain acts on behalf of	
the principal in dealings with a third party.	
3.Haven't we always had that law?	
a. No-	
b. The definition of real estate agency was adopted and put into law in the 2007	
Nevada Legislative Session	
3. Edina Realty, Inc. case	
a. In 1992, two class action lawsuits totally more than \$18 million were filed and won	
against Edina Realty for failing to disclose dual agency situations under the common	
law fiduciary duty concept.	
The court found that the regulatory form the agents used was inadequate in advising	
clients that dual agency is a conflict of interest and further, that they were not	
required to accept this type of relationship.	
Statutes instead of Common Law	
As a result of the Edina case, most states moved to adopt statutes to govern real	
estate agents instead of following common law	

4. There are Three Legal Types of Agency on Nevada	20 Mins
a. Single Agency	
1) Most common form of agency and least likely to create liability for a broker.	
2) The broker represents only one party in a transaction	
3) The broker's duty, loyalty and responsibilities are focused on promoting the interests of one client	
b. Multiple Representation	
1) Nevada Law says that a broker may represent more than one party in a real estate transaction.	
2) It's not called "Dual Agency" in Nevada.	
3) It's called Multiple Representation	
c. It Could Be	
1) Seller/buyer or	
2) Two or more buyers making offers on the same property	
d. When representing more than one party in a transaction, the broker must disclose the representation and get the written consent of each party before proceeding	20 Mins
1) Consent to Act form	
e. Assigned Agency	
1) A broker may assign a separate agent to each client.	
2) It's an "Ethical Wall" to lessen the liability of multiple party representation.	
3)You do not need a Consent to Act form	
4) Client's files need to be kept apart and secured	
5. How about Just Writing An Offer for Somebody?	
a. It's called "Transactional Agency"	
<ol> <li>It is where a broker agrees that he is not representing either party but only hired to facilitate the transaction.</li> </ol>	
2) Usually charging a flat fee to write the offer.	
3) Nevada Law does not recognize "Transactional Agency"	
Break	10 Min-

- a.To make sure a client understands the licensee's basic duties, the licensee is required to provide the client and each unrepresented party with a state mandated form called the "Duties Owed by a Nevada Real Estate Licensee".
- 6. Required Disclosure Forms
  - a. NRS 645.252-3
- b. A licensee shall "provide to each party to the real estate transaction the appropriate form prepared by the Division."

#### 7.The Forms

- a. Duties Owed by a Nevada Real Estate Licensee and
- b. Consent to Act
- 8. When are the forms to be presented and signed?
- a. Duties Owed form "as soon as practicable" which is interpreted to mean at the first available opportunity in your discussions with the client.
- b.Consent to Act form law is specific in requiring this form to be signed before performing the act of multiple representation.
- 9. Duties Owed Form
  - a. Divided into three main sections.
- b. First is for the identification of the licensee, his or her license number, the client's name, the broker's and brokerage's name, and the name of client who the licensee is representing, e.g., seller, buyer, landlord, or tenant.
- c. Second is a paraphrase of the statutes outlining the licensee's duties to all parties and those duties specific to the client.
- d. There is also a sentence stating the licensee's duty of confidentiality under assigned agency and when the licensee is required to provide the client with the Consent to Act form.
- e. The third section is where the client signs. The acknowledgement states that the client has read and understands the form.
- 10. Second page
- a. Use when there are additional licensees who will be involved in the transaction representing the same client.
  - b.Teams, partnerships, etc.
- c. Should also be used when another agent is "covering" your business when you are on vacation

11. Consent to Act	
a.To be used when a licensee is acting for two or more parties to a transaction.	
b. It states the legal authorization to act for more than one party and the requirement for written client authorization.	
c. It further states a CONFLICT OF INTEREST, the duty of confidentiality, and that each client is to receive a Duties Owed form.	
d. Finally it states acknowledgement of receipt and that consent is given without coercion.	
BREAK (not included in 1-hour class)	10 Mins
12. How Long Do you Keep the Forms?	20 Mins
a. Each form must be fully filled-in, signed and kept in the broker's transaction file for five years.	
13. Do Have to Get a New Duties Owed Form Signed when	
a. You have the same client again?	
b. No – as long as the client is acting in the same capacity	
1)Seller selling more than one house	
2) Buyer buying more than one house	
c. If the client is a seller and also a buyer, you need two forms signed	
14. Writing "AS IS" in listings or offers	20 Mins
a. Agents frequently write "as is" to indicate the seller isn't willing to do any repairs.	
b.But that isn't what "as is" legally means	
c. What is "As Is?"	
1)"The buyer accepts the property in its current condition without any warranty by the seller as to any particular conditions or defects."	
d. In states that follow common law of real estate where there is no obligation by the seller to disclose known problems, they have no requirement similar to our "Sellers Real Property Disclosure" form	
e. Which means	
f. The seller doesn't have to disclose ANY problems or defects with the property.	

- 15. What states are really "As Is" states?
  - a. Alabama
  - b. Arkansas
  - c. New York
  - d. Virginia
- 16. But all of these states...
  - a. Have statutes and regulations requiring real estate licensees to disclose known problems
- 17. Selling your own property and representing the buyer

A .Bad...

Bad...

Really Bad Idea!!

- b. WHY?
  - 1) Conflict of Interest is off the chart
  - 2)Impossible to defend
  - 3. Your E&O Insurance probably will not defend you either
- c. Any questions?

# 18. ACCELERATION CLAUSES

- a. The Division has stated it is a violation of fair dealing to insert what it identifies as an "acceleration" clause.
- b. According to the Division, an acceleration clause is a clause in which the offeror promises to pay a certain set amount above the highest offered sale price and usually provides for a maximum or cap amount.
  - c. The Division's example is, "I will pay \$2,000 over the highest offer up to \$300,000."
- d. This type of clause automatically gives one offeror a stated advantage over other offerors and may not allow fair dealing for the other offerors.
- e. "how would the purchaser know what the highest offer was? It seems that the buyer would have to be shown or at the least told what the highest offer was.
- f. Then the question becomes: Is this fair to the buyer who submitted the highest price offer?" Open House publication, Summer 2004, Nevada Real Estate Division
- 19. Cash back to clients Can you do it?
  - a.Yes, it's legal to give cash to your clients at closing.

ZOMAS

b. But you have to receipt in the entire commission and then rebate whatever portion you want to your client.

ZOMINEX

- c. They must be "a client".
- 20. Is this legal to do?
- a. YOUR REFERRALS ARE THE CORE OF MY BUSINESS, IT'S ABOUT TIME YOU WERE REWARDED! NOT ONLY WILL YOUR FRIENDS & FAMILY RECEIVE TOP NOTCH CUSTOMER SERVICE AND CARE,

IF YOU REFER SOMEONE WHO BUYS OR SELLS YOU BOTH RECEIVE \$500 AT CLOSE OF ESCROW. NO FINE PRINT AND NO LIMIT ON REFERRALS!

- 21. Or this?
  - a. Buy a house from me, get a brand new queen size mattress.

# LEE DRIZIN ESQ.

5. HOW TO STAND A GHOST OF CHANCE WITH STIGMATIZED PROPERTIES

**Request:** 

1 Hours

LAW & LEGISLATION

Classroom

**Determination: APPROVED CE.6550000-RE** 

**Instructors**: LEE DRIZIN

Course Objective/Learning Outcomes:

The importance of disclosure of stigmatized properties in MLS and the Seller's Real Property Disclosure Form; Conditions which should be included in the Residential Purchase Contracts.

**Standards:** 

- 1(b) Information that relates to pertinent Nevada laws and regulations.
- 2(o) The use of calculators and other technologies as applied to the practice of real estate.

SI	IR.II		SE TIMED REMENTS
		luctions/Classroom Procedures/Housekeeping	05 min
		The Licensee's Duty to Disclose	05 min
	•	• NRS 645.252	00 11111
		Common law duty.	
	2.	Definition of stigmatized property	02 min
		BREAK (not included in 1-hour class)	
	3.	Understanding Nevada's anti-stigma statute	06 min
		<ul> <li>Enectment in 1989.</li> </ul>	
		<ul> <li>Expanded in 1995.</li> </ul>	
f.,		<ul> <li>Further expansions.</li> </ul>	
	4,	Does the fact that NRS 40.770 is silent to psychological impact imply that it could be	considered
		material?	04 min
	5.	Modern Trend: Courts unlikely to impose obligation to disclose stigma upon licensees.	nim 80
	б.	Potential liability relating to stigma still possible	10 min
		<ul> <li>Misrepresentation vs. concealment, Lerner v. DMB Realty, LLC, 234 Ariz, 397, 322 P.3d 909 (0 App.2014).</li> </ul>	Ct.
		<ul> <li>Obligation if asked about stigma issues.</li> </ul>	
	7.	Best Practices regarding stigma issues.	07 min
	8.	Understanding impact of long-term value of a home.	13 min
Qu	estic	ons/Conclusions	
TO	γTΑ	L: 60 Mins + 50 class hr = 1.2 Hours	

### WFG NATIONAL TITLE

6. TITLE AND ESCROW: PRINCIPLES AND FUNDAMENTALS

**Request**: 3 Hours GENERAL Classroom

**Determination: APPROVED CE.6551000-RE** 

**Instructors**: KEVIN JONES DE OCA, CHANNELLE M BELLER

8. Course Objectives / Learning Outcomes:

To educate real estate agents about the basics of the Tille and Escrow procedures and processes to ensure smooth escrow from opening to close. Students will leave with the knowledge needed to read and understand a preliminary title report, why you need it, what escrow is, what duties escrow performs, why we ask for what we do, what happens during recording and the importance of being involved in the process.

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

2(i) The exchange of real property

2(t) Issues relating to consumer protection.

SUBJECT/TOPICS COURSE TIMED INCREMENTS

	IIICICITIE
Introductions/Classroom Procedures/Housekeeping	5 Mins
1. The Beginning - Opening Escrow and The Title Process	50 Mins
a. Opening Escrow	15 Mins Total
<ul> <li>What is escrow and what do we do</li> </ul>	5 Mins
b. What does escrow need	5 Mins
<ul> <li>What does escrow need to know</li> </ul>	5 Mins
b. The Title Process and Report	35 Mins Total
i. Searching Title	5 Mins
<ol> <li>Reading and Understanding the Preliminary Title Report</li> </ol>	20 Mins
iii. Red Flags to watch for	10 Mins
iv. BREAK	
2. BREAK	10 Mins
The Middle - Clearing Title the Escrow Process	45 Mins
a. Clouded Title and Unforeseen Problems	15 Mins
h. The process of clearing title	30 Mins Total
a. Identify the problem	10 Mins
b. Gather information	10 Mins
c. Clear the item - or don't	10 Mins
BREAK	10 Mins
4. Nearing The End - Loan Packages, Signings and Recording	45 Mins
The Loan Package and Lender Instructions	15 Mins
b. The Signing	15 Mins
c. The Funding and Recording Process	15 Mins
Questions/Conclusions	15 Mins
TOTAL: 180 Mins ÷ 50 class hr = 3 Hours	

# **ARTI ACADEMICS**

7. Investment Analysis: Commercial Development

**Request**: 2 Hours GENERAL INTERNET

**Determination: APPROVED CE.6552000-RE** 

**Instructors**: R. NEIL WALTER

**Objective**: This course covers physical and financial feasibility, investment analysis of a development project, and highest and best use analysis.

**Standards:** 2(q) Personal development courses.

# SUBJECT/TOPICS COURSE TIMED INCREMENTS

Introductions/Classroom Procedures/Housekeeping	10 Mins
1. Commercial development intro	20 Mins
a. CAP Rate	05 Mins
b. Calculating highest and best use	05 Mins
i. Cap Rate	05 Mins
ii. Financially feasible	05 Mins
2. Market Research	20 Mins
a. What is project costs	05 Mins
b. Discuss project costs	05 Mins
c. Sample financial statement	05 Mins
d. Project evaluation	05 Mins
3. Sample Physical feasibility	20 Mins
a. Sample rent	05 Mins
b. Intro, what is sample rent	05 Mins
c. Landscaping, circulation and set backs	05 Mins
d. Physically feasible	05 Mins
4. Sample rent roll	20 Mins
a. Soft costs	05 mins
b. Project costs	05 mins
c. NOI	05 mins
d. CAP Rate	05 mins
Questions/Conclusions	10 Mins
TOTAL: $100 \text{ Mins} \div 50 \text{ class hr} = 2 \text{ Hours}$	

**ReMax LLC** 

8. REAL ESTATE NEGOTIATION EXPERT (RENE)

**Request:** 

12 Hours

**GENERAL** 

Classroom

**Determination: APPROVED CE.6553000-RE** 

**Instructors**: LEE K BARRETT

Course Objective/Learning Outcomes:

Help negotiators elevate their game. Learning Objective - Learn when and how to negotiate, plan/strategy for negotiation. (Attached ALL Learning Objectives).

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

# **Course Outline**

ntroduction: Overview & Exercise

- Power
- · When Do We Nego iate?

# Module 1. Golf Clubs. Buying & Selling a Product

- Individual Negot ation Exe cise
- What s a Negotia ion?
- Most Common Erro s n Business Negotiati g

# Module 2. What's the Goal? Assessing the Statistical Probability of Success

- Keep Your Eye On the Ba
- Know What You Are Nego at g For
- What's Your Game Pan?
- All Ath etes Train for the B'g Game

# Module 3: Types of Negotiations -- Statistical Probability of Winning & Losing

- Types of Nego lations
- Organizat o al Format
- Compet tive Format
- Compe 'tive Forma 'Lose-Lose?
- Partne ing Fo ma for a W' -Win
- Persona Format

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# Module 4: Types of Negotiators - Role of the Negotiator & the Ego

- It's All About the Other Negotiator
- Recognizing a Skilled Negotiator
- Collaborating With Your Opponent
- Understanding What the Negotiator Wants
- Understanding What the Negotiator Needs
- Playbook Strategies: 7 Deadly Sins of Negotiating
- Playbook Strategies: Tips for Negotiators

# Module 5: Yububu -- Team Negotiation Between ChemTech & NewGen

- ZOPA: Zone of Possible Agreement
- Yububu Exercise

# Module 6: Venues for Negotiations -- The Spectrum of Communications

- Communication Options for Negotiations
- Text Negotiations
- Email Negotiations
- Phone Negotiations
- Neutralizing Anger

# Module 7: Bargaining Strategies - Tactics, Tools, Techniques of Live & Live Virtual

- BATNA: Best Alternative to a Negotiated Agreement
- BATNA Process to Assess Options
- 3 Bargaining Formats
- Dumb Things People Say During a Negotiation
- Power Play Strategies
- The Main Power Play Strategies
- Importance of Power Play Strategies
- Tactics
- Tactics & Techniques
- Tactics & Counters

#### Module 8: Sounds - More Techniques

Sounds that Signal.

# Module 9: Non-Verbal Communication – Additional Techniques

- Non-Verbal Communication
- Importance of Non-Verbal Communication
- Types of Non-Verbal Communication
- Sending Signals
- Eye Movements & Facial Expressions
- Head Movements & Arm/Hand Positions
- Hand Movements/Gestures & Handshake
- Leg Movements/Positioning

# Module 10: Positioning - Strengths & Weaknesses

- Cultural Adjus men s
- Pos'tioni g Basics -- Every P aye Has a Position
- Gender and Positioning
- Positional Negot ating Same Gender

Coup e

# Module 11: How to Break a Tie -- Issues of Deadlock

- Deadlock
- Hypothet ca Bargaining
- Tips fo Negotiators
- Resource
- Negotia ons in the Movies
- Negotiatio nstructional V deos

# Module 12 "Jeopardy" Game - Re vew

- Putting the Tactics / Techniques In o Action
- "Jeopardy Game' Review

# Module 13: Field Scenarios

Field Scenario #1: FSBO and Buyer Agent

Scenario Fact Patter

**Profiles** 

**Backstory of Buyer Agent** 

Backstory of FSBO

Tactics / Techniques Used

# Field Scenario #2: Seasoned Agent and New Agent

Scenario Fact Patter

**Profiles** 

**Backstory of Season Agent** 

Backstory of New Age t

Tactics / Techniques Used

# Field Scenario #3: Two Seasoned Agents

Scenario Fact Patter

**Profiles** 

Backstory of Buyer Agent

**Backstory of Listing Agent** 

Tactics / Techniques Used

**UNLV** 

9. LIED INSTITUTE FOR REAL ESTATE

**Request**: 3 Hours GENERAL Classroom

**Determination: APPROVED CE.6554000-RE** 

Instructors: DR. DOUG DUNCAN - CHIEF ECONOMIST, FANNIE MAE

JAMES WOODWELL - VICE PRESIDENT, RESEARCH & ECONOMICS MORTGAGE

BANKERS ASSOCIATION

Objective: TO PROVIDE REAL ESTATE EDUCATION THAT WILL ENABLE THE LICENSEE

TO PROVIDE BETTER SERVICE TO THE PUBLIC.

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

Time	Theme	Speakers/Panelists
7.00 am – 7.50 am	Registration, Networking and Breakfast	
7.50 am – 8 am	Welcome and Introduction to the Speakers	Dr. Vivek Sah - Director
8 am – 8.50 am	Residential Markets Outlook The presentation will focus on the state of the housing markets in nation and Southern Nevada. It will cover the macro trends in home values, credit, interest rates, changing profile of borrowers, and the current and expected trends in mortgages. Additionally, the speaker will close by discussing the future of the housing market and economic trends for 2020-21	
8.50 am – 9 am	Q & A	
9 am – 9.10 am	BREAK	

9:10 am – 9.40	Affordable Housing	Debra March - Mayor, City of Henderson
am		
9.40  am - 9.50	Q&A	
am		
9.50 am – 10	BREAK	
am		
10 am – 10.30	Multifamily/Apartment Outlook	James R Woodwell - Vice President,
	The session on multifamily markets will	Research & Economics
	focus on the trends in the	Mortgage Bankers Association
	multifamily/apartment markets in the	
	nation and Southern Nevada. The	
	presentation will touch upon macro trends	
	in the apartment market, with the focus	
	being on the increasing cost of renting,	
	indicators of demand, and demographics	
	of renters.	
10.30 am –	Q& A	
10.40 am		
	Program Concludes	

# FIDELITY NATIONAL TITLE AGENCY OF NV

10. PROBATE AND FIRPTA

**Request:** 

2 Hours

**CONTRACTS** 

Classroom

**Determination: DENIED** 

Instructors: Kirk D. Kaplan

Course Objective(s): To instruct realtors in the probate process

**Standards:** 

- 2(i) The exchange of real property.
- 2(1) Accounting and taxation as applied to real property.
  - 2(r) International real estate transactions.

# SUBJECT/TOPICS

COURSE TIMED INCREMENTS

# Introductions and the Types of Probate

1. Definition of Probate and the Types of Probate

10 min 60 min

- Is Probate Necessary
- Describe the duties of the personal representative in real estate sales
- Understand the Nevada Rules of Civil Procedure as it relates to the probate process and sales
- How to avoid hindrances in guardianship cases

2. FIRPTA 40 min

- Understand the real estate purchase process with foreign nationals
- Examine how to close more transactions

3. Questions and Conclusions

10 min

4. Survey

00 min

TOTAL: 120 Mins  $\div$  50 class hr = 2.33 Hours