

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

ELDERXL

1. STR INDUSTRY LAWS AN FINANCIAL BEST PRACTICES
Request: 3 Hours GENERAL Classroom

Determination: **APPROVED CE.6583000-RE**

Instructors: JULIE DAVIES

Objective: 1. Define categories of lodging that are not allowed for vacation home/STR rental. 2. Differentiate between short-term rental and long-term rental regulations and management procedures. 3. Review appropriate accounting procedures for reservation processing, including deposits, refunds, and transient room taxes. This course reviews laws, accounting principles, and essential best practices for vacation home/short-term rental management. At the end of the course, there will be a short examination. Students must be present for 90% of the live instruction and earn a score of at least 80% on the examination. This course is also Part 1 in a four-part series on Short-Term Rental Management.

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(q) Personal development courses.

<u>SUBJECT/TOPICS</u>	<u>COURSE TIMED INCREMENTS</u>
Introductions/Classroom Procedures/Housekeeping	10 min
1. Industry Definitions and History	20 min
▪ The Evolving STR Industry (historical to current) 10 min	
▪ STR Definitions, Categories, & Scope of Practice 10 min	
2. Applicable Laws	30 min
▪ STR Laws Versus Long-Term Rental Laws (state and federal 10 min	
▪ Searching for Applicable Laws and Administrative Rules at all Regulatory Levels 10 min	
▪ Local Laws regarding STR Businesses and Property Management 10 min	

BREAK (not included in 1-hour class)

- 3. **Investment and Property Management of STR Properties** **20 min**
 - STR and LTR Parameters and Compliance Issues 10 min
 - Planning, Zoning, and HOAs 10 min
- 4. **Regulation Research and Code Enforcement Concerns** **30 min**
 - Licenses, Permits, Registration, and Code Enforcement 10 min
 - Regulation Research Techniques, Verification, and Record Keeping 10 min
 - Subletting and Monitoring of Potential STR or LTR Listings 10 min

BREAK (not included in 1-hour class)

- 5. **Regulatory Compliance** **30 min**
 - Accounting, Deposits, Fees, and Fines 10 min
 - Tax Categories and Remittance of TRT and other STR taxes and fees 5 min
 - House Rules and Essential Best Practices for Regulatory Compliance 10 min
 - Neighbor Relations 5 min
- 6. **Questions/Conclusions/Examination/Course Evaluation/Sign Out** 20 min **20 min**

TOTAL: 180 Mins ÷ 50 class hr = 3.6 Hours

APPROVALS

ARTI ACADEMICS

2. NEVADA ETHICS

Request: 3 Hours ETHICS INTERNET

Determination: **APPROVED CE.6584000-RE**

Instructors: KRISTEN MAKHATHINI

Objective: Understanding ethics as it applies to the state of Nevada, how are the relationships defined in Nevada and code of conduct and best ethical practices

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS

COURSE TIMED INCREMENTS

Introductions/classroom procedures	20 mins
a. What is ethics	5 Mins
b. Proper license conducts and best practices	5 Mins
c. Review of the NRS statues and administrative codes	5 Mins
d. Code of ethics	5 Mins
Code of ethics (further review)	20 Mins

a. Code of ethics	05 Mins
b. why its so important, our responsibility as agents to clients	05 Mins
c. Outline NRS and NAC codes and how its applicable	05 Mins
d. Review of ethics	05 Mins
Duties of a real estate professional	20 Mins
a. Topic of ethics	05Mins
b. Real estate laws and regulations	05 Mins
c. Policies and procedures	05 Mins
d. Recap of policy and why its so important	05 Mins
Services performed by agents (best practices)	20 Mins
a. Asking questions from Broker when uncertain	05 Mins
c. reputations and marketing	05 Mins
c. best ethical practices	05 Mins
d. providing the best service to agents	05 Mins
Ethical practices (recap)	05 Mins
5. Representing clients	20 Mins
a. Professionalism	05 Mins
b. agency relationships	05 Mins
c. liability	05 Mins
d. brokerage regulations	05 Mins
6: Ethics final review	20 Mins
a. Ethics defined	05 Mins
b. NRS and NAC Codes	05 Mins
c. Code of conduct	05 Mins
d. ensuring best practices when serving clients	05 Mins
Ethics review	10 Mins
Recap of best ethical practices	10 Mins
Questions/Conclusions	10 Mins
TOTAL: 150 Mins = 3 Hours	

APPROVALS

ARTI ACADEMICS

3. NEVADA STATE LAW

Request: 3 Hours

LAW AND LEGISLATION

INTERNET

Determination: APPROVED CE.6585000-RE

Instructors: TORRES RAMEY

Objective: Discuss the law and regulations pertaining to Nevada

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS

COURSE TIMED INCREMENTS

Introductions/classroom procedures	20 mins
<ul style="list-style-type: none"> e. Residential disclosures guide with buyers and sellers f. Residential transaction g. Real Property Disclosure form to buyers and sellers d. Common interest and Nevada contracts 	<ul style="list-style-type: none"> 5 Mins 5 Mins 5 Mins 5 Mins
Common-interest Community information statement to buyers and sellers	20 Mins
<ul style="list-style-type: none"> a. Constructive notice and real estate professionals . b. Federal disclosures c. RESPA d. HUD and the responsibilities of HUD 	<ul style="list-style-type: none"> 05 Mins 05 Mins 05 Mins 05 Mins
Contracts and Misrepresentation	20 Mins
<ul style="list-style-type: none"> e. Contracts, misrepresentation f. Mistake g. Breach of Contract h. Damages 	<ul style="list-style-type: none"> 05Mins 05 Mins 05 Mins 05 Mins
Federal Disclosures	20 Mins
<ul style="list-style-type: none"> a. Lead based paint disclosure b. federal law c. Forms and application and proper procedures d. Duties owed and consent to act and confirmation of agency 	<ul style="list-style-type: none"> 05 Mins 05 Mins 05 Mins 05 Mins
Review Agency	05 Mins
5. Seller's real property disclosure	20 Mins
<ul style="list-style-type: none"> a.NRS 11 waiver, NRS.113.100-150 and who completes the SPRD b. Homeowners association of disclosures c. residential disclosure guide d. Escrow process 	<ul style="list-style-type: none"> 05 Mins 05 Mins 05 Mins 05 Mins
6. gaming enterprise disclosure	20 Mins
<ul style="list-style-type: none"> a. all new construction, NRS.113.080 b. Must provide an original map and every 4 months c. Zoning disclosures d. governing authorities 	<ul style="list-style-type: none"> 05 Mins 05 Mins 05 Mins 05 Mins
Disclosures, due diligence, duties owed, consent to act	10 Mins
Recap of contract law, agency, ethics	10 Mins
Questions/Conclusions	10 Mins
TOTAL: 150 Mins = 3 Hours	

APPROVALS

ARTI ACADEMICS

4. COMPARATIVE MARKET ANALYSIS
Request: 2 Hours GENERAL INTERNET

Determination: APPROVED CE.6586000-RE

Instructors: PATRICK DURKIN

Objective: The class is designed to understand how to properly prepare a comparative market analysis when working with clients

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS

COURSE TIMED INCREMENTS

Introductions/Classroom objectives	10 Mins
1. What is a comparative market analysis?	20 Mins
h. What are the principles of evaluation?	6.6 Mins
i. Review key words and how they apply	6.6 Mins
i. What are the some of the definitions?	6.6 Mins
2. Pricing in rising vs. falling markets	20 Mins
a. What the market conditions? Understand the market	10 Mins
b. Discuss overpricing and how the markets are being impacted and proper pricing	10 Mins
BREAK (not included in 1-hour class)	
3. Benefits of proper pricing	20 mins
i. Proper pricing: less inconvenience and evaluation	6.6 Mins
j. Quality of leads and more exposure to potential clients	6.6 Mins
k. Attracts higher offers and better responses and information you need prior to preparing a CMA and factors to consider	6.6 Mins
Final overview, review main concepts/terms and conclusion	20 Mins
TOTAL: 100 Mins ÷ 50 class hr = 2 Hours	

APPROVALS

EMMA AURIEMMA-MCKAY

5. NEW STRATEGIES TO SELL MORE HOMES
Request: 3 Hours GENERAL INTERNET

Determination: APPROVED CE.6587000-RE

Instructors: EMMA AURIEMMA-MCKAY

Objective: Add and enhance agents selling skills to help sell more homes from a new perspective.

- Standards:**
- 1(b) Information that relates to pertinent Nevada laws and regulations.
 - 2(n) Agency and subjects related to agency.
 - 2(t) Issues relating to consumer protection
 - 2(w) Environmental issues, including, without limitation, issues relating to energy and water conservation and environmental responsibility.

SUBJECT/TOPICS	COURSE TIMED INCREMENTS
1. Module 1 Understand Your Client	30 mins
<ul style="list-style-type: none"> a. Introduction and definitions b. Strategies for understanding and connecting with your client c. Using intentional vocabulary and communication styles d. Exercise 	<ul style="list-style-type: none"> 10 Mins 10 Mins 5 Mins 5 Mins
1. Module 2 Beyond the Basics	30 Mins
<ul style="list-style-type: none"> a. Know what information is important to know and where to get it Subtopic bullet b. The importance of the information about the property and how it can help sell the Property c. Exercise 	<ul style="list-style-type: none"> 10Mins 15 Mins 5 Mins
3. Module 3 Explore the Possibilities	60 Mins
<ul style="list-style-type: none"> a. Introductions about home themes b. 4 Qualities that sell homes faster and why c. Exercise 	<ul style="list-style-type: none"> 20 Mins 35 Mins 5Mins

4. Module 4 True ROI (Return on Investment) and Timelines	35 Mins
a. Review the best projects that increase a property's value	15 Mins
b. Review the estimated cost and payback	15 Mins
c. Exercise	5 Mins
5. Module 5 Helpful Hints to Know Who to Hire	25 Mins
a. General importance of a team	5 Mins
b. Finding the right architect or designer and defining their role	5 Mins
c. Finding the right contractor and defining their role	5 Min
d. Exercise	5 Mins
e. Conclusion, Questions and Sign out	5 Mins
TOTAL: 150 Mins + 50 class hr = 3 Hours	

APPROVALS

GLOBAL PROPERTY SEMINARS

6. Financing the deal
Request: 3 Hours CONTRACTS Classroom

Determination: **APPROVED CE.6588000-RE**

Instructors: Tamara Larisa Tyrbouslu

Objective: Familiarize Students with nuances of Various Real estate contracts

Standards: 2(p) The preparation of real estate contracts.

SUBJECT/TOPICS	COURSE TIMED INCREMENTS
Introductions/Classroom Procedures/Housekeeping/Objectives	5 min
1. Agents and Lenders – small group exercise and larger group discussion	15 min
<ul style="list-style-type: none"> ▪ Agent's role <ul style="list-style-type: none"> a. When to speak with client about financing b. How to speak with client about financing ▪ Financing Options/Leveraging Options <ul style="list-style-type: none"> a. Small group discussion b. Large group share ▪ Interviewing a lender <ul style="list-style-type: none"> a. What to look for b. Questions to ask 	
2. Lending Overview	15 min
<ul style="list-style-type: none"> ▪ Primary/Secondary Sources ▪ Agent's Role ▪ Lender's Role ▪ Borrowing money/Credit Scores ▪ Buyer tools ▪ Borrower do's and don'ts 	
3. Life of a Loan	15 min
<ul style="list-style-type: none"> ▪ Pre-application ▪ Application ▪ Documentation ▪ Underwriting/Conditions ▪ Docs/Signing ▪ Funding ▪ Paying 	
BREAK (10 minutes)	
4. Contract Terms	10 min
BEFORE writing the contract, questions to ask the...	
<ul style="list-style-type: none"> ▪ buyer/borrower ▪ lender ▪ listing agent 	

▪ HOA	
5. CFPB	5 min
Purpose and oversight	
▪ Loan Estimate	
▪ Closing Disclosure	
6. Financing Overview –Types of Loans and Loan Limits	20 min
▪ Conventional	
▪ Jumbo	
▪ FHA	
▪ Rehab	
▪ VA	
▪ Reverse	
7. Lending Conditions and Corresponding Contract Terms	15 min
▪ Appraisal exceeds certain value	
▪ Mortgage insurance	
▪ A title commitment	
▪ Hazard and possible flood insurance	
▪ Clear title report and lender's policy of title insurance	
▪ Clean termite inspection and certification	
▪ Survey	
▪ Other inspections common in the area (radon, lead paint, mold or water quality)	
BREAK (10 minutes)	
8. NRS 111.210 Writing the Contract (SAMPLE Residential Purchase Agreement)	20 min
Elements of a Contract	
Essentials of a Valid Contract	
What Specifically Concerns the loan and the lender depending on the loan type	
▪ Type of purchase: owner occupy; investor; second home/vacation	
▪ Page 1 Finance Terms and Conditions – line by line; must add up	
○ New loan	
○ Assumption	
○ Owner Financing/Financing Addendum	
▪ Fixtures and Personal Property	
9. Finance Related Contingencies per the Contract	10 min
▪ Loan Application	
▪ Appraisal Contingency	
▪ Loan Contingency	
10. Additional Contractual Terms and Timeframes Concerning the Loan/Lender	20 min
▪ EMD/Opening Escrow/Opening Package	
▪ Due Diligence/Inspections/Repairs	
▪ COE	
▪ Certifications	
▪ Fees/Pro-rations	
▪ Disclosures	
▪ Broker Fees/Billing escrow	
▪ Electronic copies and signatures	

- Reimbursed expenses
- Seller
- Broker
- Escrow/Settlement Officer
- Division/Commission

Q & A, Evaluations (10 Minutes)

TOTAL: 180 Mins ÷ 50 class hr = 3.6 Hours

APPROVALS

KEY REALTY SCHOOL LLC

7. AGENCY DISCLOSURES IN NEVADA REAL ESTATE
Request: 3 Hours AGENCY Classroom

Determination: **APPROVED CE.6589000-RE**

Instructors: MICHAEL FEDERWITZ

Objective: Students completing this course will further understand the use of agency disclosures in Nevada and when said disclosures should be used.

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(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

Introductions/Classroom Procedures	20 mins
	5 minutes
a. Read and understand importance of apparent and implied agency	5 minutes
b. Understand applicability of Fiduciary Law in Formation of Agency	5 minutes
c. Review common methods of creating agency	5 minutes
d. In-class discussions	
Review of Sub Topic 1	5 mins
Agency Responsibilities	20 mins
	5 minutes
a. Review responsibilities	5 minutes
b. Understand the definition of Fiduciary	5 minutes
c. Review case study and understand the implications and considerations	5 minutes
d. In-class discussions	

Instructors: MICHAEL FEDERWITZ

Objective: Students attending this course will review the generic listing contract and understand how to better use the listing contract in the practice of real estate.

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(e) The measurement and evaluation of the market for real estate, including evaluations of sites, market data and studies of feasibility.

2(p) The preparation of real estate contracts.

SUBJECT/TOPICS	COURSE TIMED INCREMENTS
Introductions/Classroom Procedures	20 mins
a. Definitions	5 minutes
b. Review length of listing, selling commission, cancellation of contract	5 minutes
c. Review points of suggested list price determination	5 minutes
d. In-class discussions	
Review of Sub Topic 1	5 mins
Characteristics of Good Listing Agent	20 mins
a. Review the characteristics	5 minutes
b. Understand why sellers want these in an agent	5 minutes
c. Understand relation of withdrawn and expired listings	5 minutes
d. In-class discussions	
Review of Sub Topic 2	5 mins
BREAK	10 minutes
Market Dependent Pricing	20 mins
a. Read about Market Dependent Pricing	5 minutes
b. Review Sample Chart	5 minutes
c. Understand how to find comparable listings and sales	5 minutes
d. In-class discussions	
Review and Discussion of Sub Topic 2 & Case Studies	5 mins
Listing Contract	20 mins
	5 minutes
a. Review sample listing contract	5 minutes
b. Learn how to protect seller's interests	5 minutes
c. Understand necessity of disclosure on the contract	5 minutes
d. In-class discussions	
Review and Discussion of Sub Topic 3 & Case Studies	5 mins
BREAK	10 minutes
Equal Opportunity	25 mins
	5 minutes
a. Read and understand pertinent date regarding equal opportunity in housing	5 minutes
	5 minutes

- b. Review Civil Rights Act of 1866, Fair Housing Act, Americans w/Disabilities Act 5 minutes
- c. Understand Equal Credit Opportunity Act
- d. Class Presentations

- Washoe County Listing Contract 5 mins
- Samples 20 mins
- 10 minutes
- a. Review sample Exclusive Right to Sell Contract for Washoe County 10 minutes
- b. Review additional samples

Course and Instructor Evaluations, Course Roster Sign Out 10 MINS

TOTAL: 150 Mins ÷ 50 class hr = 3 Hours

APPROVALS

KEY REALTY SCHOOL LLC

9. ETHICAL PRACTICES IN NEVADA REAL ESTATE

Request: 3 Hours CONTRACTS Classroom

Determination: APPROVED CE.6592000-RE

Instructors: MICHAEL FEDERWITZ

Objective: Students attending this course will use the code of ethics and other uniform ethical tools to further define the important elements of ethics standards within their practice.

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(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
Introductions/Classroom Procedures	20 mins
	5 minutes
a. Definitions	5 minutes
b. Discuss subjective nature of terms used within COE	5 minutes
c. List the specific terms that are of said general nature	5 minutes
d. In-class discussions	
Review of Sub Topic 1	5 mins
NAR Code of Ethics	20 mins
	5 minutes
a. Review Code of Ethics and Standards of Practice	5 minutes
b. Understand Duties to Clients and Customers	5 minutes

c. Review Article 1 Standard of Practice 1-1 thru 9-2	5 minutes
d. In-class discussions	
Review of Sub Topic 2	5 mins
BREAK	10 minutes
NAR Code of Ethics 2	20 mins
	5 minutes
a. Read Duties to the Public	5 minutes
b. Review Article 10 Standard of practice 10-1 thru 14-4	5 minutes
c. Discuss SOP 10-3 wherein Fair Housing Law supersedes said practice	5 minutes
d. In-class discussions	
Review and Discussion of Sub Topic 2 & Case Studies	5 mins
NAR Code of Ethics 3	20 mins
	5 minutes
a. Read and understand Duties to Realtors	5 minutes
b. Review Article 15 Standard of Practice 15-1 thru 17-5	5 minutes
	5 minutes
c. Understand items as they relate to slander, liable and defamation	
d. In-class discussions	
Review and Discussion of Sub Topic 3 & Case Studies	5 mins
BREAK	10 minutes
Review and Assessment of COE	25 mins
	5 minutes
a. Examine the Review and Assessment provided	5 minutes
b. Compare each section with Codes to fully understand meanings	5 minutes
	5 minutes
c. Use written assessment to further investigate sections not understood during lecture	
d. Class Presentations	
Recap of all Case Studies, Hot Topics, Practice in Review	5 mins
Case Examples	20 mins
	5 minutes
a. Review Case Example 1	5 minutes
b. Review Case Example 2	5 minutes
c. Review Case Example 3	5 minutes
d. Understand importance of common ethical conduct relative to Nevada Law	
Course and Instructor Evaluations, Course Roster Sign Out	10 mins
TOTAL: 150 Mins ÷ 50 class hr = 3 Hours	

APPROVALS

MCKISSOCK LLC

10. JMAN'S TECH TOOLS

Request: 3 Hours

GENERAL

INTERNET

Determination: APPROVED CE.6593000-RE

Instructors: ROBERT FLECK

Course Objective(s):

To be successful in the real estate industry, you need to study the trends to understand the consumer, so you can know how to provide better service. Today's consumers are looking for real estate agents who understand technology and can use various technologies and applications to communicate. In this course, we will discuss the best methods of communication when working with Millennial and tech-savvy consumers. You will learn why video is one of the number one tools you need to take advantage of to attract these consumers. By the end of the course, you will have the resources you need to take advantage of current technology and apps that will help you communicate effectively with a variety of consumers.

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

Chapter 1: Understanding the Tech Savvy Real Estate Consumer	
Course Overview	3 minutes
Chapter Overview	1 minute
Understanding the Tech Savvy Real Estate Consumer I	4 minutes
Understanding the Tech Savvy Real Estate Consumer II	4 minutes
Understanding the Tech Savvy Real Estate Consumer III	4 minutes
Understanding the Tech Savvy Real Estate Consumer IV	4 minutes
Understanding the Tech Savvy Real Estate Consumer V	4 minutes
Understanding the Tech Savvy Real Estate Consumer VI	4 minutes
Understanding the Tech Savvy Real Estate Consumer VII	4 minutes
Understanding the Tech Savvy Real Estate Consumer VIII	4 minutes
Understanding the Tech Savvy Real Estate Consumer IX	4 minutes
Chapter Quiz	5 minutes
Chapter 2: Using Video to Market Your Real Estate Business	
Chapter Overview	1 minute
Using Video to Market Your Real Estate Business I	4 minutes
Using Video to Market Your Real Estate Business II	3 minutes
Using Video to Market Your Real Estate Business III	3 minutes
Using Video to Market Your Real Estate Business IV	4 minutes
Using Video to Market Your Real Estate Business V	4 minutes
Using Video to Market Your Real Estate Business VI	4 minutes
Using Video to Market Your Real Estate Business VII	3 minutes
Using Video to Market Your Real Estate Business VIII	4 minutes
Using Video to Market Your Real Estate Business IX	4 minutes
Chapter Quiz	5 minutes
Chapter 3: Communicating Effectively with Technology	
Chapter Overview	1 minute
Communicating Effectively with Technology I	4 minutes
Communicating Effectively with Technology II	3 minutes
Communicating Effectively with Technology III	4 minutes
Communicating Effectively with Technology IV	4 minutes
Communicating Effectively with Technology V	3 minutes
Communicating Effectively with Technology VI	4 minutes
Communicating Effectively with Technology VII	4 minutes
Communicating Effectively with Technology VIII	4 minutes
Communicating Effectively with Technology IX	4 minutes
Communicating Effectively with Technology X	4 minutes
Communicating Effectively with Technology XI	4 minutes
Communicating Effectively with Technology XII	3 minutes
Chapter Quiz	5 minutes
Final Exam	
Final Exam	15 minutes
Total	150 minutes

APPROVALS

MCKISSOCK LLC

11. COMMERCCIAL REAL ESTATE 101

Request: 3 Hours **CONTRACTS**

Classroom

Determination: **APPROVED CE.6594000-RE**

Instructors: ROBERT FLECK

Objective:

Standards: (v) Commercial real estate; and

SUBJECT/TOPICS

**COURSE TIMED
INCREMENTS**

SUBJECT/TOPICS	COURSE TIMED INCREMENTS
Chapter 1: Commercial Real Estate as a Career	
Course Introduction	1 minutes
Lesson Overview	2 minutes
Commercial Real Estate as a Career	2 minutes

REAL ESTATE DIVISION

Making the Decision	2 minutes
Required Skills	2 minutes
Commercial v Residential Real Estate	2 minutes
Niches and Specialization	2 minutes
Closing Commercial Property Deals	2 minutes
Being Client-Focused	2 minutes
Practicing Part-Time	2 minutes
Practicing Residential and Commercial	2 minutes
License Requirements	2 minutes
The Law	2 minutes
Lesson Quiz	2 minutes
Chapter 2: Commercial Property Types and Uses	
Lesson Overview	1 minutes
Commercial Property Types	2 minutes
Mixed-Use Buildings and Flex Space	2 minutes
"Residential" Commercial Property	2 minutes
Unimproved Land	2 minutes
Terminology Summary	2 minutes
Lesson Quiz	3 minutes
Chapter 3: Commercial Deals	
Lesson Overview	1 minutes
The Importance of General Knowledge	2 minutes
Roles of Parties to a Transaction	2 minutes
Environmental Issues	2 minutes
Types of Buyers	2 minutes
Disadvantages and Advantages of Owning vs Leasing Property	2 minutes
Financing Sources and Terms	2 minutes
Future Value	2 minutes
Closing	2 minutes
Terminology Summary	2 minutes
Lesson Quiz	3 minutes
Chapter 4: Commercial Leases	
Lesson Overview	1 minutes
Possessory Estates	3 minutes
Lease Spectrum	3 minutes
Overview of Leases for Commercial Properties	3 minutes
Rent Calculations	3 minutes
Percentage Lease	3 minutes
Base Year and Escalators	3 minutes

Pass-Throughs	3 minutes
Terminology	3 minutes
Lesson Quiz	5 minutes
Chapter 5: Commissions and Starting Your Career	
Lesson Overview	1 minutes
Commercial Commissions and Rates	3 minutes
Anti-Trust Reminder	3 minutes
Commission Methods for Leases	3 minutes
Assumption Agreements	3 minutes
The Importance of Maintaining Relationships to Commissions	3 minutes
Making the Decision to Pursue Commercial Real Estate	3 minutes
Video Q&A with Subject Matter Expert	22 minutes
Lesson Quiz	3 minutes
Final Exam	
	13 minutes
Total Time	
	150 minutes

APPROVALS

MICHAEL P NOLAN LLC

12. DO I REALLY NEED TO READ THE CONTRACT?

Request: 3 Hours CONTRACTS INTERNET

Determination: APPROVED CE.6595000-RE

Instructors: MICHAEL NOLAN

Objective: Understand of: Contracts in Real Estate, Required Elements, Importance of Definitions, Delivery, Contingencies -Why they Matter, Trusts Who Signs?, How contracts end, Licensee's Responsibilities.

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(p) The preparation of real estate contracts.

SUBJECT/TOPICS	COURSE TIMED INCREMENTS
Introductions/Classroom Procedures/Housekeeping	5 min
1. Contract Definitions	15 min
▪ Review Verbal, Implied and Written Contracts	
2. Elements of a Legal Contract	20 min
▪ Review Mutual Assent, Consideration, Capacity and Legality	
3. Useful Information	10 min
▪ Review Statute of Frauds & Why RE Contracts Must be Written	
▪ Discuss potential use Letter of Intent to test for interest.	
▪ BREAK (not included in 1-hour class)	
4. Definitions	15 min
▪ Discuss importance of Definitions & which prevail when forms do not match?	
5. Delivery of Contract Elements	15 min
▪ In Person by Mail & Electronic	
6. Contingencies	20 min
▪ Define & B review the importance of Contingencies	
▪ BREAK (not included in 1-hour class)	
7. Signing	5 min
▪ Review who signs Married, Trusts, Probate. Discuss Electronic Signatures	
8. Termination of a Contract	15 min
▪ Review how contracts end . COE, Death, Time, Breach	10 min
9. Licensee's Duties	20 min
▪ Review Reasonable Skill & Care, Tracking Timelines & Best Practices	
10.	5 min
Questions/Conclusions	
TOTAL: 155 Mins ÷ 50 class hr = 3.1Hours	