

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

ARTI ACADEMICS

1. AGENCY LAW

Request: 3 Hours AGENCY Internet

Determination: **APPROVED CE.6555000-RE**

Instructors: R. NEIL WALTER

Objective:

Understanding the agency as it applies to the state of Nevada, how are the relationships defined in Nevada

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS

**COURSE TIMED
INCREMENTS**

Introductions/classroom procedures	20 mins
a. What is agency	5 Mins
b. Agency law	5 Mins
c. NRS.645.251 and agency law	5 Mins
d. Agency creation in Nevada	5 Mins
Agency creation	20 Mins
a. variations of relationships & disclosure process	05 Mins
b. single agency relationship	05 Mins
c. Acting for more than one party	05 Mins
d. agency forms	05 Mins
Review of agency in Nevada	20 Mins
a. Confirmation of agency process	05Mins
b. Duties of real estate professional	05 Mins
c. Agency policies	05 Mins
d. Importance of notice	05 Mins
Duties and Consent to Act	20 Mins
a. Duties owed by the agent	05 Mins
c. consent to Act	05 Mins
c. Disclosure of Agency	05 Mins
d. NRS.645.252	05 Mins
Duties owed	05 Mins
5. Duties owed	20 Mins
a. related duties	05 Mins
b. additional duties	05 Mins
c. liability	05 Mins
d. brokerage agreement	05 Mins

6. Agency Defined	20 Mins
a. Agency defined	05 Mins
b. NRS.645.320	05 Mins
c. Client defined in NRS	05 Mins
d. Licensee defined in NRS	05 Mins
Confirmation of agency relationships	10 Mins
Recap of agency law	10 Mins
Questions/Conclusions	10 Mins
TOTAL: 150 Mins = 3 Hours	

APPROVALS

Kaplan Real Estate Education

2. Avoiding Deceptive Practices OnDemand Course v1.0 (3-Hour)
Request: 3 Hours LAW & LEGISLATION Internet

Determination: APPROVED CE.6556000-RE

Instructors: JOHN MATHIS

Objective: Learn how to avoid business practices that can result in consumer deception and confusion

- 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(t) Issues relating to consumer protection.

<u>SUBJECT/TOPICS</u>	<u>COURSE TIMED INCREMENTS</u>
Course Orientation	00 min
1. Unit 1: Federal Laws and Consumer Deception	23 min
▪ Marketing Practices and the Federal Trade Commission	05:31
▪ Real Estate Settlement Procedures Act (RESPA)	09:31
▪ Example: Affiliated Business Arrangements RESPA Violations	07:48
2. Unit 2: Understanding Complains in the Real Estate Marketplace	10 min
▪ Understanding Complains in the Real Estate Marketplace	09:58
BREAK - 10 Min	
3. Unit 3: Team Names, Fictitious Names, and Brands	28 min
▪ Investment in Reputation	07:47
▪ Team Names—Section 10159.6 Business and Professions Code	08:15
▪ Specialized Knowledge and Quality Service Training	12:07
4. Unit 4: The Dangers of Using Endorsements	23 min
▪ Endorsements and Testimonials	06:29
▪ Types of Endorsements: Part 1	07:58
▪ Types of Endorsements: Part 2	08:31

BREAK – 10 Min

5. Unit 5: Native Advertising and FTC Policy	49 min
▪ The Incidence of Fake News: Part 1	06:30
▪ The Incidence of Fake News: Part 2	11:37
▪ The Incidence of Fake News: Part 3	05:18
▪ Deceptively Formatted Advertising in New Media	06:59
▪ Making Adequate Ad Disclosure	11:40
▪ Making Effective Disclosures in Digital Advertising	06:32
6. Final Exam	30:00

Questions/Conclusions

TOTAL: 183 Mins ÷ 50 class hr = 3.6 Hours

APPROVALS

CMPS INSTITUTE, LLC

3. CASH FLOW PLANNING FOR REAL ESTATE INVESTORS

Request: 3 Hours GENERAL Internet

Determination: APPROVED CE.6557000-RE

Instructors: MATT HENNESSY, MIKE J PRENESTI, SHARLENE RUIZ, TAMARA M WARREN, GIBRAN NICHOLAS

Objective: How to understand house price fluctuations, and the state of the current housing and mortgage markets, how to understand the rules about buying properties in an LLC, and why it matters, How to understand the rules about buying properties using IRA funds, and why it matters, How to understand Cap Rates and NOI, and why it matters, How to calculate cash on cash and internal rate of return (IRR), How to compare financial options for real estate investors, How to follow the seven keys of profitable real estate investment and achieve predictable results for investor clients, How to benefit tenants and investors with the Rent-to-Own and Sale-Leaseback strategies

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(d) Real estate financing, including mortgages and other techniques.

Timed Outline

5 Minutes

Welcome and learning objectives

[slides 1 – 4]

10 Minutes

State of the Housing Market: Housing Supply

[slides 5 – 12]

10 Minutes

State of the Housing Market: Housing Demand

[slides 13 – 15]

10 Minutes

State of the Housing Market: Housing Affordability

[slides 16 – 18]

7 Minutes

State of the Housing Market: House Price Fluctuations

[slides 19 – 20]

© 2018 CMPS Institute. All Rights Reserved.

8 Minutes

State of the Mortgage Market: mortgage bonds and interest rates

[slides 21 – 24]

10 minutes

Three mortgage rate risk factors to watch

[25-31]

5 Minutes

Buying a property using an LLC

[slide 32-34]

5 Minutes

Buying a property using an IRA

[slide 35]

10 Minutes

How to understand cap rates and NOI

[slides 36-40]

10 Minutes

Three cap rate examples

[slides 41-48]

10 Minutes

How to determine the impact of leverage

[slides 49-54]

5 minutes

How to calculate cash on cash rate of return

[slides 55-56]

10 minutes

How to calculate IRR and IRR example

[slides 57-59]

10 minutes

Case study: loan comparison impact on IRR

[slide 60]

10 minutes

Steps 3-7 of the investment property “assembly line”

[slides 61-65]

© 2018 CMPS Institute. All Rights Reserved.

10 minutes

Case study: Rent-to-Own and the impact on IRR

[slides 66-71]

10 minutes

Conclusion and Review

[slides 72-75]

15 minutes

Audience Q and A

TOTAL CLASSROOM TIME (not including breaks):

170 minutes

(2 hours, 50 minutes)

APPROVALS

4.	CMPS INSTITUTE, LLC			
	MORTGAGE & REAL ESTATE TAXATION			
	Request:	3 Hours	GENERAL	Classroom

Determination: APPROVED CE.6558000-RE

Objective: How the mortgage interest deduction works on primary homes and vacation homes, and how this impacts the client's mortgage and real estate strategy, How recent changes to the standard deduction and SALT deductions impact first-time homebuyers and move-up homebuyers, How to make better use of the primary residence exclusion to the capital gains tax, How the 3.8% investment tax works, who needs to pay it and when it needs to be paid, How the capital gains tax works when people convert their primary home into a rental property and vice versa, How rental income, depreciation, capital gains, and capital losses are taxed on investment properties, How the gift tax works, who needs to pay it and when it needs to be paid, How to make better use of the annual and lifetime exclusions to the gift tax when clients use gift money for a down payment, how tax basis works and why it matters.

Instructors: MATT HENNESSY, MIKE J PRENESTI, SHARLENE RUIZ, TAMARA M WARREN, GIBRAN NICHOLAS

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(d) Real estate financing, including mortgages and other techniques.

Timed Outline

5 Minutes

Welcome and learning objectives

[slides 1 – 4]

5 Minutes

How to handle tax issues in a way that's legal and ethical

[slides 5-7]

5 Minutes

Marginal Tax Brackets

[slide 8]

5 Minutes

How to calculate after-tax rates and payments

[slides 9-15]

10 Minutes

The impact of recent changes to the standard deduction and SALT deductions

[slides 16-19]

© 2018 CMPS Institute. All Rights Reserved.

10 Minutes

How to run a buy vs. rent analysis

[slide 20]

5 minutes

The qualified residence rules

[slides 21-24]

10 minutes

The acquisition indebtedness rules

[slides 25-28]

5 minutes

Case study: vacation home purchase

[slides 29-31]

5 minutes

Case study: all cash purchase

[slides 32-35]

10 minutes

Basis and capital gains tax

[slides 36-39]

5 minutes

Carry-over vs. step-up in basis

[slides 40-41]

5 minutes

Primary residence exclusion

[slides 42-44]

10 minutes

Converting a rental into primary

[slides 45-49]

10 minutes

Passive loss rules

[slides 50-55]

10 minutes

Depreciation rules

[slides 56-62]

© 2018 CMPS Institute. All Rights Reserved.

10 minutes

1031 Exchange rules

[slides 63-65]

5 minutes

Deduction for Real Estate Rental Income

[slides 66-68]

10 minutes

Gift tax rules and case studies

[slides 69-76]

5 minutes

Estate tax rules and portability

[slides 77-79]

5 minutes

Loans between family members

[slides 80-81]

5 minutes

Conclusion and review

[slides 82-83]

10 minutes

Audience Q and A

TOTAL CLASSROOM TIME (not including breaks):

165 minutes

(2 hours, 45 minutes)

APPROVALS

REMAX AMERICAN MADE

5. WHAT ARE THE LICENSEES RESPONSIBILITIES AND DUTIES IN A REAL ESTATE TRANSACTION

Request: 3 Hours AGENCY Classroom

Determination: APPROVED CE.6559000-RE

Instructors: LOIS F HARPER

Objective: Importance of establishing an agency relationship- how and why. Understanding licensees' fiduciary responsibilities: Review and Discuss each of the critical elements of licensees' duties. Review and discuss Multiple representation. Consequences of not adhering to the Duties Owed or Consent to Act Disclosures.

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(a) Ethics of selling real estate.

2(n) Agency and subjects related to agency.

<u>SUBJECT/TOPICS</u>	<u>COURSE TIMED INCREMENTS</u>
Introductions/Classroom Procedures/Housekeeping	5 min
7. Objectives of class-Intro to the importance of Agency	5 min
▪ Creation of Agency	5 min
8. Fiduciary	15 min
▪ Breakdown of Duties and What is the Law?	10 min
▪ Duties Owed Form	5 min
▪ Consent to act Form	5 Min
▪	
▪ BREAK (not included in 1-hour class)	10 min
▪	
9. Duties Owed-Discussion each main topic	50 total
Obedience	10 Min
▪ Loyalty	10 Min
▪ Disclosure	10 Min
▪ Confidentiality	5 Min
▪ Accounting	5 Min
▪ Reasonable Skill and Care	10 Min
▪ BREAK (not included in 1-hour class)	10 min
10. Multiple Representation	55 total
min	
▪ Risks and Consequences	20 Min
▪ Termination of Agency and Follow up	20 Min
▪ Questions and Conclusions	10 Min
▪ Housekeeping	5 Min
▪	
▪	
▪	
▪ TOTAL: 160 Mins ÷ 50 class hr = 3 Hours	

APPROVALS

6. **ARTI ACADEMICS**
 COMMERCIAL REAL ESTATE LEASING 102
Request: 2 Hours GENERAL Classroom

Determination: APPROVED CE.6560000-RE

Instructors: RUSSEL NEIL WALTER

Objective: This course covers why companies lease, lease types, and lease proposals

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS

COURSE TIMED INCREMENTS

Introductions/Classroom Procedures/Housekeeping	10 Mins
Lease Preparation	20 Mins
e. Lease documents	05 Mins
f. Landlords	05 Mins
i. Balanced leased documents	05 Mins
ii. Long term relations	05 Mins
1. Who drafts the lease	20 Mins
a. Tenant review ad tenant landlord review	05 Mins
b. Standards lease forms	05 Mins
c. Expenses	05 Mins
d. Contract negotiation	05 Mins
2. Caution in lease preparations	20 Mins
e. Lease agreement	05 Mins
f. Good attorney	05 Mins
g. Lease formats	05 Mins
h. Sample lease provisions	05 Mins
4. review commercial lease agreement	20 Mins
a. documents	05 mins
b. lease agreement terms and review	05 mins
c. Base rent	05 mins
d. additional rent, full-service rent, and all other terms.	05 mins
Questions/Conclusions	10 Mins
TOTAL: 100 Mins ÷ 50 class hr = 2 Hours	

APPROVALS

REMAX AMERICAN MADE

7. REAL ESTATE CODE OF ETHICS-WHAT ARE YOU MISSING

Request: 3 Hours ETHICS

Classroom

Determination: **APPROVED CE.6561000-RE**

Instructors: LOIS F HARPER

Objective: Review to importance of Ethics in the Real Estate Industry- holding ourselves to a higher standard. Ethics, Morality, and the Law-Review 3 main parts of the code- Review all 17 articles and how they relate to our duties to the client/Customer, Public and other Realtors. Discuss how to stay compliant Review several violations of Ethics.

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(a) Ethics of selling real estate.

<u>SUBJECT/TOPICS</u>	<u>COURSE TIMED INCREMENTS</u>
First hour 50 minutes total	
Introductions/Classroom Procedures/Housekeeping	5 min
11. Objectives of class: Intro to the importance of Ethics	5 min
• Definition of Ethics and Realtor	
• Morals-Ethics-the Law	10 Min
12. Importance of Ethics in RE	
13. Review 3 areas of our obligations:	5 min
• Articles 1-9 Duties to Clients and Customers	
• Articles 10-14 Duties to the Public	
• Articles 15-17 Duties to other Realtors	
14. Review each Article, 1-9	min
• Article 1 -2 -3	10 min
• Article 4 – 5 5 min	
• Article 6 -7 - 8 -9	10 Min
BREAK (not included in 1-hour class)	10 Min
	First Hour: 60 Min Total with break
Second hour 50 minutes total	
15. Review Articles 10-14 Duties to the Public	
• Article 10	10 Min
• Article 11	10 min
• Article 12	10 Min
• Article 13-14 10 Min	
•	
16. Review articles 15-17-Duties to other Realtors	
• Article 15	10 Min
BREAK (not included in 1-hour class)	10 Min
	Second Hour: 60 Min Total with break
Third Hour 50 minutes total	
• Article 16	15 Min
• Article 17	5 Min
17. Review examples of Violations and the discipline invoked. Open House newsletter	20 min
18. Discuss how to stay compliant	10 min
Questions/Conclusions-Housekeeping	10 min
	Third hour: 60 Min Total with housekeeping

TOTAL: 160 Mins ÷ 50 class hr = 3 Hours

APPROVALS

8. **REMAX AMERICAN MADE**
 BREAKING DOWN CONTRACTS-WHAT YOU NEED TO KNOW
Request: 3 Hours CONTRACTS CLASSROOM

Determination: APPROVED CE.6562000-RE

Instructors: LOIS F HARPER

Objective: To review the basic elements of a contract Identify the types of contracts we use in the Nevada Real Estate Market Identify the sequence of contracts specifically the Residential Purchase Agreement Identify the ways and requirements to change a contract Review the Residential Purchase Agreement we use in Southern Nevada and with Las Vegas Realtor (GLVAR)

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(q) Personal development courses.

SUBJECT/TOPICS	COURSE TIMED INCREMENTS
-----------------------	--------------------------------

PLEASE SEE THE OUTLINE ATTACHED TO THE HARD COPY-IT IS MORE DETAILED)

Introductions/Classroom Procedures/Housekeeping

05 min

1. **Contracts the basics**

20 min

- Basic contract terms and classifications.
- *Contract*
- *Capacity/competence*
- *Offer/acceptance*
- *Legal/Fraud*
- *Informed*
- *Consideration and types*
- *Damages*
- *Expressed/implied*
- *Bilateral/unitateral*
- *Executed/executory*
- *Valid/void/Voidable*

1. Real Estate Contracts in our market

20 Min

2. **00 min**

- Listing Brokerage
- Buyers Brokerage
- Property Management
- Lease Contract
- Residential Purchase agreement
- Brokerage contract between broker and agent
-

10 Min BREAK (not included in 1-hour class)
2nd Hour

3. **3. Working with Buyers to prepare your documents to write the RPA**

10 min

- Disclosures
- Financing of the property
- Comparables for the chosen property
- Estimated Cost Sheets?
- Contacting the listing agent

4. **4. Residential Purchase Agreement and Additional Provisions to be identified** **20 min**
- Title/Escrow Company-Who chooses?
 - Earnest Money deposit-Time line
 - Disclosures-Time line
 - i. Agent disclosure of interest in transaction **NAC 645.637, 640**
 - Contingencies-Time lines
 - *Due Diligence*
 - *Sale of another property*
 - *Clear title (Preliminary Title Report)*
 - *Appraisal – Who Pays & remedies*
 - *Lender approval*
 - *CICA document approval*
 - *Home Warranty*
 - *Tenant/Rental funds*
 - *Walk Through and remedies*
5. **Provisions from Buyer or Seller** 20 Min
- *Close of Escrow Date*
 - *Delivery of possession*
 - *Seller paid Closing Costs to buyer*
 - *Personal Property stays*
 - *Fixtures that are not conveyed*
 - *Disclosures to be exchanged*
 - *Transfer of warranties*
 - *Paragraphs for liquidated damages*
 - *Specific performance-Buyer*
 - *Specific performance-Seller*
 - *Mediation*

. **10 Min BREAK** (not included in 1-hour class)
3rd Hour

19. **6. Who pays for** **20 min**

- Escrow fees
- Title insurance
- Transfer Tax
- Appraisal
- Home Warranty
- CICA documents
- Inspections
- Re inspections
- **7. Presenting the offer:**
 - Calling the listing agent
 - Include in the presentation package to the listing agent
 - Confirmation of Receipt:
 - Signatures and Initials of Buyers Sent to Seller
 - Signatures and initials of sellers sent to buyer
 - *Agree to accept all provisions of the offer OR*
 - *Accepts the terms subject to Counter Offer OR*
 - *Rejection of offer or counter offer*

NAC 645.630 states ALL offers are to be presented to the seller

NAC 645.630 Prompt tender of offers. (NRS 645.050, 645.190) A licensee shall promptly deliver:

To the seller, every bona fide offer, complete with all terms and conditions of purchase, which he or she obtains.

To the purchaser and seller, copies of each acceptance of an offer or counteroffer.

[Real Estate Adv. Comm'n, § VII, subsecs. 4 & 6, eff. 10-31-75]

NAC 645.632 Notification of rejection of offer or counteroffer. (NRS 645.050, 645.190)

If a licensee represents a seller in a transaction, and if the seller does not accept an offer within a reasonable time after an offer has been presented to the seller, the licensee shall provide to the buyer or the representative of the buyer written notice signed by the seller which informs the buyer that the offer has not been accepted by the seller.

If a licensee represents a buyer in a transaction, and if the buyer does not accept a counteroffer within a reasonable time after a counteroffer has been presented to the buyer, the licensee shall provide to the seller or the representative of the seller written notice signed by the buyer which informs the seller that the counteroffer has not been accepted by the buyer.

8. Termination of a contract

10 min

9. Who represents who?

How is that communicated?

Who is responsible for what

20 min

10. Housekeeping-Turning in Evaluations-Distributing Certificates

TOTAL: 180 Mins ÷ 3 class hr = 3 Hours

APPROVALS

9. **Signature Real Estate School**
AGENCY SCHMAGENCY: WHAT'S THE FUSS
Request: 3 Hours AGENCY Classroom

Determination: APPROVED CE.6563000-RE

Instructors: JOSEPH R FITZPATRICK

Course Objective(s): Participants will be presented with various case studies pertaining to agency violations and asked to identify legal, ethical, and moral problems.

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(a) Ethics of selling real estate.
- 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
- 2(c) The administration of real estate law and regulations, including licensing and enforcement.
- 2(n) Agency and subjects related to agency.
- 2(t) Issues relating to consumer protection.

<u>SUBJECT/TOPICS</u>	<u>COURSE TIMED INCREMENTS</u>
Introductions/Classroom Procedures/Housekeeping	5 min
1. What's All the Fuss?	50 min
▪ Why so much required education in Agency?	
▪ Video: Agency Overview	
▪ Evolution of Buyer Representation	
▪ Nevada Disciplinary Actions pertaining to Agency	
2. BREAK	10 min
3. Agency Recap	60 min
▪ Fiduciary Duties	
▪ Statutory and Other Duties	
▪ Code of Ethics Summary	
▪ Potential Disciplinary Actions	
▪ Case Study #1	
▪ Case Study #2	
4. BREAK	10 min
5. Case Study #3	45 min
Case Study #4	
Major Violations	
Questions/Conclusions	
TOTAL: 180Mins ÷ 50 class hr = 3 Hours	

APPROVALS

Signature Real Estate School

10. CONTRACTS: FROM SOUP TO NUTS

Request: 3 Hours CONTRACTS Classroom

Determination: **APPROVED CE.6564000-RE**

Instructors: JOSEPH R FITZPATRICK

Objective: This course measures the participant’s knowledge and ability to successfully complete real estate transactions forms and contracts and participants will fine tune their skills by review of their work by their peers.

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.

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](#);

<u>SUBJECT/TOPICS</u>	<u>COURSE TIMED INCREMENTS</u>
Introductions/Classroom Procedures/Housekeeping	5 min
1. The Listing	45 min
▪ duties owed	
▪ estimated costs/net sheet (seller side)	
▪ listing agreement	
▪ peer review	
2. BREAK	10 min
3. The Offer	50 min
▪ duties owed	
▪ consent to act	
▪ buyer brokerage agreement	
▪ estimated costs/net sheet (buyer side)	
▪ residential purchase agreement	
▪ peer review]	
4. BREAK	10 min
5. Misc. Documents	
▪ Counteroffer	[35]min
▪ Residential Purchase Timeline and Checklist	
▪ Addendum	
▪ Request for Repair	
6. Quiz and Quiz Review	[15]min

TOTAL: 150Mins ÷ 50 class hr = 3 Hours

APPROVALS

ERA BROKERS CONSOLIDATED

11. LEASE VS. BUY

Request: 2 Hours GENERAL Classroom

Determination: **APPROVED CE.6565000-RE**

Instructors: R. NEIL WALTER

Objective: This course walks through the lease vs buy and sale-leaseback decision making process. It covers the following: Qualitative considerations, Conceptual framework, Advanced analysis, Sale-Leaseback scenario

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS

COURSE TIMED INCREMENTS

SUBJECT/TOPICS	COURSE TIMED INCREMENTS
Introductions/Classroom Procedures/Housekeeping	02 Mins
3. Qualitative Considerations	20 Mins
g. What is a lessor	05 Mins
h. What is a lessee	05 Mins
iii. Non-financial considerations	05 Mins
iv. Qualitative considerations	05 Mins
4. Real property interests	20 Mins
e. What is operating lease	10 Mins
f. What is capital lease	10 Mins
BREAK (not included in 1-hour class)	
5. Conceptual framework	20 mins
i. What are real estate indicators	05 Mins
j. What is the approach: lease vs.buy, tax considerations?	05 Mins
k. Conceptual framework: purchase cash flow vs lease cash flow	05 Mins
l. IRR and NPV, Sale lease back, cash flow	05 mins
4. Simple example	20 Mins
a. Calculations	05 Mins
b. Analysis	05 Mins
considerations for Sale leaseback	05 Mins
d. recap lease vs.buy	05 Mins
Final segment/review	05 Mins.
TOTAL: 100 Mins ÷ 50 class hr = 2 Hours	

APPROVALS

ARTI ACADEMICS

12. INTRODUCTION TO COMMERCIAL REAL ESTATE

Request: 2 Hours GENERAL CLASSROOM

Determination: **APPROVED CE.6566000-RE**

Instructors: R. NEIL WALTER

Objective(s): Understanding the basics of commercial real estate (introductory class)

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS	INCREMENTS
Introduction, welcome to the course and intro of instructor	10 min
20. What is commercial real estate ?	20 min
▪ Commercial real estate, industrial	
▪ Office and retail spaces	
▪ What is residential real estate?	
21. What is the difference between commercial and residential	20 min
▪ Vacancy rate and supply and demand	
▪ Net absorption	
▪ Market research, commercial real estate	
BREAK (10 Mins)	
22. investments in commercial real estate	25 min
▪ building measurements	
▪ business entity	
▪ what is usable and rentable	
23. what are common areas	25 min
▪ title insurance	
▪ promissory notes	
▪ types of deeds and key takeaways	

Questions/Conclusions

TOTAL: 100 Mins ÷ 50 class hr = 2 Hours

APPROVALS

13. **ARTI ACADEMICS**
Commerical Real Estate Leasing 102
Request: 2 Hours GENERAL Internet

Determination: APPROVED CE.6567000-RE

Instructors: R. NEIL WALTER

Objectives: Why do companies lease, different types of leases, and process of submitting the lease proposal.

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS	COURSE TIMED INCREMENTS
Introductions/Classroom Procedures/Housekeeping	10 Mins
Lease Preparation	20 Mins

i. Lease documents	05 Mins
j. Landlords	05 Mins
v. Balanced leased documents	05 Mins
vi. Long term relations	05 Mins
6. Who drafts the lease	20 Mins
g. Tenant review ad tenant landlord review	05 Mins
h. Standards lease forms	05 Mins
i. Expenses	05 Mins
j. Contract negotiation	05 Mins
7. Caution in lease preparations	20 Mins
m. Lease agreement	05 Mins
n. Good attorney	05 Mins
o. Lease formats	05 Mins
p. Sample lease provisions	05 Mins
4. review commerical lease agreement	20 Mins
a. documents	05 mins
b. lease agreement terms and review	05 mins
c. base rent	05 mins
d. additional rent, full service rent and all other terms.	05 mins
Questions/Conclusions	10 Mins
TOTAL: 100 Mins ÷ 50 class hr = 2 Hours	

APPROVALS

ARTI ACADEMICS

14. REAL SAFE REAL ESTATE

Request: 2 Hours GENERAL Internet

Determination: **APPROVED CE.6568000-RE**

Instructors: R. NEIL WALTER

Objective: Safety measures for all real estate professionals

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS	COURSE TIMED INCREMENTS
Real Estate Safety Precautions	10 min
24. What are safety measures	20 min
<ul style="list-style-type: none"> ▪ What are safety measures in the office ▪ What are safety measures in the field ▪ What is self-defense 	
25. Stay safe at the office	20 min
<ul style="list-style-type: none"> ▪ Have an office evacuation plan ▪ Be aware of online safety ▪ What are phone, text, email scams and wire fraud 	
BREAK (10 Mins)	
26. Open houses and showings	25 min
<ul style="list-style-type: none"> ▪ Best practices with open houses ▪ Always meet clients in public places 	

- Always know your limitations and strengths
27. **Open Houses**
- Stay Safe best practices
 - On site best practices
 - Importance of real estate safety practices

25 min

Questions/Conclusions

TOTAL: 100 Mins ÷ 50 class hr = 2 Hours

APPROVALS

ARTI ACADEMICS

15. CONVERSATION WITH BROKERS
Request: 2 Hours GENERAL Internet

Determination: APPROVED CE.6569000-RE

Instructors: NATALIE A HAFEN

Objective(s): Discuss the best practices for real estate

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS

COURSE TIMED INCREMENTS

Introductions/Classroom Procedures/Housekeeping	10 Mins
8. Best practices	20 Mins
k. Creating a schedule l. Following the schedule vii. Putting time aside to work and follow up with clients viii. Personal goals	05 Mins 05 Mins 05 Mins 05 Mins
9. Best practices for new and seasoned agents	20 Mins
k. Building your sphere of influence l. Marketing your brand m. Professional conduct n. Providing value to your client	05 Mins 05 Mins 05 Mins 05 Mins
10. Market conditions	20 Mins
q. Adapting to new markets r. Providing value to new customer s. Center of influence, what does this entail? t. Procedures of reaching out to clients	05 Mins 05 Mins 05 Mins 05 Mins
4. Setting expectations	20 Mins
a. Managing goals b. Setting high value expectations c. trends for 2020 d. overcoming objections	05 mins 05 mins 05 mins 05 mins
Questions/Conclusions	10 Mins
TOTAL: 100 Mins ÷ 50 class hr = 2 Hours	

APPROVALS

ARTI ACADEMICS

16. INTERNATIONAL CLIENTS

Request: 2 Hours ETHICS Internet

Determination: APPROVED CE.6570000-RE

Instructors: MINDY FUNG

Objective(s): Learn about best practices when working with international clients and how to help them with the house buying process and understanding various cultures

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS

COURSE TIMED INCREMENTS

Introductions/Classroom Procedures/Housekeeping	01 Mins
11. 1.Introduction, international clients	20 Mins
m. How to develop international base	5 Mins
n. Effective communication methods	5 Mins
ix. Social media	5 Mins
x. Active involvement	5 Mins
12. Types of international clients	20 Mins
o. Working with various cultures, understanding backgrounds, learning about culture	10 Mins
p. How to approach various types of groups, be respectful	10 Mins
13. Key takeaways	20 Mins
u. Have an open mind	10 Mins
v. Grow your network, referrals and build your sphere of influence	10 Mins
TOTAL: 60Mins =1 hour	

APPROVALS

ARTI ACADEMICS

17. Contract Law

Request: 3 Hours CONTRACTS Internet

Determination: APPROVED CE.6571000-RE

Instructors: DAVID M GRANT

Objective(s): Understanding the various dynamics of contracts and contract law. Discuss various types of contracts pertaining to Nevada

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS

COURSE TIMED INCREMENTS

Introductions/classroom procedures	20 mins
o. Contracts, the basics	5 Mins
p. Financial terms and conditions	5 Mins
q. Transfer of title	5 Mins
r. Common interest and Nevada contracts	5 Mins
Residential Purchase Agreement	20 Mins
a. Escrow, Pro-rations.	b. 05 Mins
NRS and NAC	c. 05 Mins
presenting an offer	d. 05 Mins
Validity of a contract	05 Mins
Contracts and Misrepresentation	20 Mins
w. Contracts, misrepresentation	05Mins
x. Mistake	05 Mins
y. Breach of Contract	05 Mins
z. Damages	05 Mins
Four Types of Damages	20 Mins
a. Compensatory damage	05 Mins
b.Nominal Damage	05 Mins
c. Punitive Damage	05 Mins
d. Exemplary damage	05 Mins
Second part of Contracts	05 Mins
5. Negotiation	20 Mins
a. Communication	05 Mins
b. Transaction window	05 Mins
c. Effective negotiation	05 Mins
d. Escrow process	05 Mins
6. Other marketing considerations / Residential Purchase Agreement	20 Mins
a. Listing agreement	05 Mins
b. Listing agreement (1-3)	05 Mins
c. Listing agreement (4-6)	05 Mins
d. Listing agreement (7-8)	05 Mins
Disclosures, due diligence, duties owed, consent to act	10 Mins
Recap of contract law	10 Mins
Questions/Conclusions	10 Mins
TOTAL: 150 Mins = 3 Hours	

APPROVALS

ARTI ACADEMICS

18. Real Estate Investment Analysis(CRE)

Request: 2 Hours GENERAL Internet

Determination: APPROVED CE.6572000-RE

Instructors: R. NEIL WALTER

Objective(s): Covers CAP rates, NOI, DSCR, and the APOD. If you do not have experience with this content, taking the Residential Real Estate Investment course first is recommended.

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS	COURSE TIMED INCREMENTS
Introductions/Classroom Procedures/Housekeeping	10 Mins
14. Real Estate Investment Analysis intro	20 Mins
s. Net operating income	05 Mins
t. Revenue less expenses, incomes taxes	05 Mins
xi. Capitalization rate	05 Mins
xii. CAP rate is one period of cash flow estimated by NOI	05 Mins
15. Annual Property Operating data	20 Mins
q. A template created by CCIM institute	05 Mins
r. Investment metrics	05 Mins
s. Initial investment	05 Mins
t. Acquisition costs, loan fees, purchase prices	05 Mins
16. Internal Rate of Return (IRR)	20 Mins
aa. What is an internal rate of return	05 Mins
bb. Capital investments	05 Mins
cc. What is an annualized return	05 Mins
dd. Financial calculator	05 Mins
4. Debt Service Coverage Ratio	20 Mins
a. Net operating coverage ratio	05 mins
b. Net operating incomes	05 mins
c. cash flow	05 mins
d. re-review key concepts	05 mins
Questions/Conclusions	10 Mins
TOTAL: 100 Mins ÷ 50 class hr = 2 Hours	

APPROVALS

ARTI ACADEMICS

19. LEASE VS BUY, SALE-LEASEBACK

Request: 2 Hours GENERAL Internet

Determination: APPROVED CE.6573000-RE

Instructors: R. NEIL WALTER

Objective(s): This course walks through the lease vs buy and sale-leaseback decision making process. It covers the following: Qualitative considerations, Conceptual framework, Advanced analysis, Sale-Leaseback scenario

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS	COURSE TIMED INCREMENTS
Introductions/Classroom Procedures/Housekeeping	05 Mins
17. Qualitative Considerations	20 Mins
u. What is a lessor	05 Mins
v. What is a lessee	05 Mins
xiii. Non-financial considerations	05 Mins
xiv. Qualitative considerations	05 Mins
18. Real property interests	20 Mins

u. What is operating lease	10 Mins
v. What is capital lease	10 Mins
BREAK (not included in 1-hour class)	
19. Conceptual framework	20 mins
ee. What are real estate indicators	05 Mins
ff. What is the approach: lease vs.buy, tax considerations?	05 Mins
gg. Conceptual framework: purchase cash flow vs lease cash flow	05 Mins
hh. IRR and NPV, Sale lease back, cash flow	05 mins
4. Simple example	20 Mins
a. Calculations	05 Mins
b. Analysis	05 Mins
considerations for Sale leaseback	05 Mins
d. recap lease vs.buy	05 Mins
Final segment/review	05 Mins.
TOTAL: 100 Mins ÷ 50 class hr = 2 Hours	

APPROVALS

HOME WARRANTY

20. NATIONAL HOME WARRANTY

Request: 3 Hours **CONTRACTS** Classroom

Determination: **APPROVED CE.6574000-RE**

Instructors: DOUGLASS BRYANT AZAR

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

1(b) Information that relates to pertinent Nevada laws and regulations.

2(a) Ethics of selling real estate.

2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.

2(c) The administration of real estate law and regulations, including licensing and enforcement.

2(n) Agency and subjects related to agency.

INTRODUCTION ABOUT MYSELF AND THE CLASS :5 minutes

1. Doug Azar construction, Realtor and Warranty sales experience
2. Questions
3. National Home Warranty
4. NRED expatiations to earn 1 credit hour of continuing education.

5 minutes

HOMEOWNERS INSURANCE AND HOME WARRANTY

1. Homeowner's insurance, Home warranty lecture
2. Guest Speaker
3. Questions

20 minutes

STARTING DATE FOR HOME WARRANTY

1. N.E.R.D.
2. Start date for Buyers
3. Start date for Sellers
4. Questions

12 minutes

Guest Speaker

10 minutes

TYPES OF WARRANTIES

1. Classifications of Warranties
 - a. Single Family
 - b. Condo or Townhouse
 - c. Mobile Home
2. 4 Types of Warranties
 - a. Owner of existing homes
 - b. Buyer of existing home
 - c. Buyer of new construction
 - d. Seller of existing home

16 minutes

VETTING A HOME WARRANTY COMPANY

1. Referrals
2. know who you are referring before you refer them
3. How long they have been in business?
4. How long have you been a contractor?
5. How many trucks and crews do you have here?
6. License, Bond & Insurance
7. check out their online reviews

17:0 minutes

Break for 10 minutes

POLICY, COVERAGE

1. Disclose everything that their policies cover
2. Show the different Policies
3. Optional Coverage
4. Length of time to Service a Call?
5. Who repairs Drywall if its damaged?

20 minutes

PRICING & CO-PAY

1. How much for the different Policies?
2. How much for Service calls?
3. How much to repair Fixtures?
4. What are Co-Pays?
5. Is all work C.O.D. payments?
6. Is there any Maintenance Calls?

15 minutes

DEDUCTIBLE OR PER AGGREGATE

1. What is a deductible or per aggregate?
2. Do I have to use the Warranty Company to remove and replace the broken Fixture?
3. Confirm with warranty Company what the deductible or per aggregate are?

15 minutes

Break for 10 minutes

Guest Speaker

10 minutes

INSPECTIONS

1. 30 days
2. expedited inspection
3. Buyer of Existing Home.
4. Seller of Existing Home
5. Owner of Existing Home

10 minutes

CONTRACTS

1. Complicating the contract process
2. New policy, changes or add-ons can be done via telephone, text, email

15 minutes

Final Review

5 minutes

Final Exam

15 minutes

Graduation!

5 minutes