

# MANDATORY GRI COURSE DESCRIPTIONS



## **Run Your Business Like a Business**

The Real Estate industry is composed of multitalented people from every industry. While successful in previous careers, your experience with business planning may be limited or non-existent. Get clarity on the who, what, why, when and how of your business through a simple process that's easy to implement.

Business planning does not have to be all consuming. This class starts at Mindset and Vision and systematically moves you to results. Class time will

build on foundational aspects and demonstrate how to convert your "big picture business plan" into a one page implementation plan.

Prepare by asking yourself these questions:

- Where are you now?
- Where do you want to go?
- How are you going to get there?

## **Representation, Practical Ethics, & Fair Housing**

Representation, ethics and fair housing are the areas that generate the most legal disputes and lawsuits. WHY? These topics may seem straightforward and simple, but it is the agents' fundamental duty and responsibility to understand and perform appropriately. The laws and rules on representation, ethics and fair housing are intended to protect the consumer, so protect yourself and gain the working knowledge to properly execute and address these issues in a transaction.

## **Legal Issues**

This Legal Issues course provides a forum for the presentation and open discussion of legal matters that real estate licensees should be aware of. Includes discussion on different topics that focus on specific laws or regulations to help students recognize what the law provides, discuss the pros and cons of the law, consider its impact upon the real estate industry and then look at ways in which you can address these concerns by implementing risk reductions measures of your own.

## **From Contract to Closing**

This course evaluates the progression of a real estate transaction from contract to closing and outlines the various roles, procedures and timelines affecting Escrow, the Seller, the Buyer, and Lender. It explains the duties of a real estate agent throughout the transaction and how to use HAR's Standard Forms to facilitate the transaction process.

## **Condominium & Planned Communities**

Learn the fundamental characteristics of Community Associations and Planned Communities and the various laws that govern them. This course also includes understanding governing documents, fiscal operations and budgets, reserves and assessment collections. You will clearly be able to explain the role and importance of Community Association administration, and management of physical assets to repairs and maintenance.

## **Property Management & Landlord/Tenant**

If you manage residential properties, it's important to know applicable State and Federal laws as well as the "Duty of Care" to both the landlord/client and the tenant. Are you aware of HAR's Standard Forms for property management? Property Management Contract, Rental Agreement, Property Condition Form, Rental Application, Security Deposit Statement, Pet Addendum, and Vacating Instructions. Identify red flags when screening tenants, repairs versus maintenance, service or assisted animals, and risk management steps to avoid landlord/tenant issues.

## **Residential Tax Rules, 1031 Exchange, and Foreign Investors**

Learn to recognize the tax benefits in the acquisition, ownership, and disposition of real property. Includes discussion on four different real uses of real property, principal residence, rentals, investment, second homes. Gain a general understanding of how tax basis is computed including adjustments for improvements, section 1031, and depreciation.

## **Strategies for Getting the Listing**

The course looks at what you need to do and how to prepare for the listing presentation with a Seller. Know your role as the listing agent; define the Seller's expectations; agency obligation; and preparation of a listing packet and planning a marketing calendar.

## **Strategies of Listing: Establishing Market Value and Pricing Strategies (CMA)**

You will learn the important principles of valuation, so you can help your clients understand the pricing of their property. The course covers the external and internal influences that impact market value; analyzing market statistics and trends; and preparation of a Comparable Market Analysis.

## **Strategies of Finance: Know the Borrower**

You will learn how to build a comfort level with your clients when discussing financing by: understanding the difference between a pre-qualified and pre-approved loan; know what is important to lenders and what they look for; getting to know your borrower; and understand what is important to qualify a property.

## **Strategies of Finance: Loan Choices**

Unless your Seller has cash, the bottom line is financing! Know the various sources of mortgage loans; understand the basic loan products and what they have to offer; financing language for the Purchase Contract; and steps in the loan process.