



4 POWER-PACKED COURSES

- ▶ **Short Sale: The Result of Foreclosure**
- ▶ **Mastering Real Estate Financing in a Shifting Market**
- ▶ **Mastering How to Use Short Sale Forms**
- ▶ **Market Yourself for Success with Distressed Properties**

FOREWORD

The ACCREDITED DISTRESSED PROPERTY REPRESENTATIVE

The designation focuses on training REALTORS[®], attorneys, investors, and homeowners to be proficient in conducting short sale transactions. This designation educates and supports those who have decided to integrate the emergent niche market of short sales and foreclosures into their business.

ADPR[®] ...*simplifying the difficult*

The **ACCREDITED DISTRESSED PROPERTY REPRESENTATIVE (ADPR**[®]) designation is awarded to those who successfully complete the required education courses. The designation is comprised of four – 3 hour classes. Currently, the designation is approved for 3 hours of CE in multiple states.

ADPR[®] COURSES

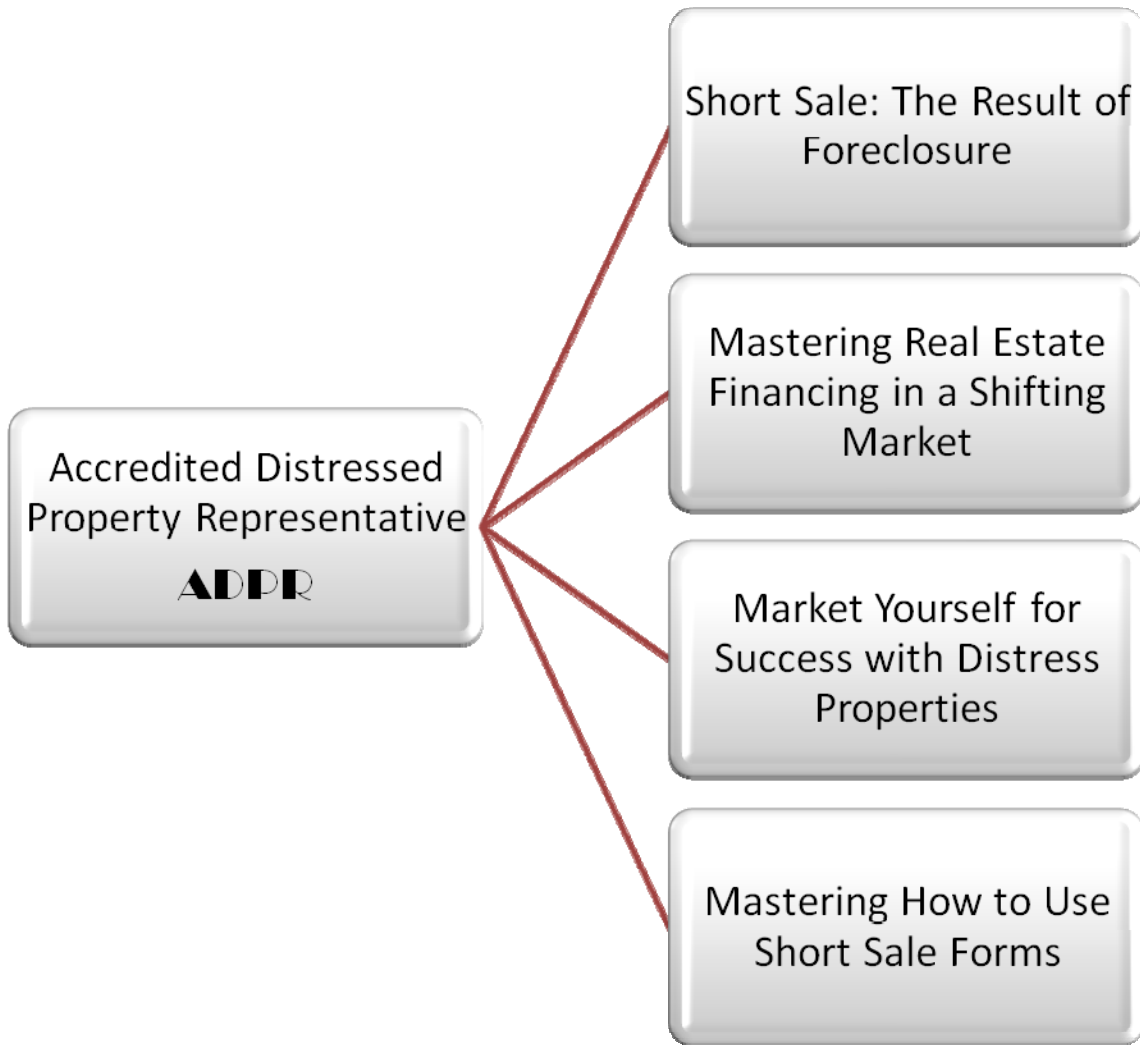
- ▶ **Short Sale: The Result of Foreclosure**

- ▶ **Mastering Real Estate Financing in a Shifting Market**

- ▶ **Mastering How to Use Short Sale Forms**

- ▶ **Market Yourself for Success with Distressed Properties**

ADPR[®] COURSE FLOWCHART



ADPR[®] DESIGNATION

ADPR[®] designees learn how to effectively facilitate the process of a short sale transaction and position themselves to capture market share. The courses may be taken in any order. However, we recommend that designees take “Short Sale: The Result of Foreclosure” as the first course.

COURSE BENEFITS

- ▶ **Regular updates on short sale and foreclosure issues, any new developments in legal matters and housing trends of foreclosed, short sale, and REO properties**

- ▶ **Customizable marketing pieces, press releases, post cards, homebuyer seminars, and downloadable brochures**

- ▶ **Listing in a searchable online directory of **ADPR[®]** designees, which can be viewed by potential clients and future referrals**

- ▶ **Certificate and lapel pin**

- ▶ **Press release for local media**

COURSE ONE

Short Sale: The Result of Foreclosure

Course Description

Short Sales are the direct result of real estate foreclosures. Currently the real estate industry is overwhelmed with the question; “What is a Short Sale and how do I service clients who have no equity in their homes or money to bring to a closing?” This course is designed for real estate agents, brokers, investors, industry professionals, and homeowners who want to know how to prepare a short sale package and the timeline needed to get everything accomplished.

Designees will learn how to save a client from foreclosure & develop the skill set needed for this niche market!

TOPICS COVERED

- ▶ **Factors that Lead to a Short Sale**

- ▶ **Mortgage Theory and Ownership**

- ▶ **What is a Foreclosure and it’s Timeline**

- ▶ **Is a Short Sale Right for the Client**

- ▶ **Why Lenders Accept a Short Sale**

- ▶ **The Hardship Test of a Short Sale**

COURSE ONE**Short Sale: The Result of Foreclosure****COURSE TIMED OUTLINE**

Introduction	15 Minutes	9:00 AM-9:15 AM
What is a Short Sale	20 Minutes	9:15 AM-9:35 AM
Why Do Homeowners Default	20 Minutes	9:35 AM-9:55 AM
Mortgage Theory	20 Minutes	9:55 AM-10:15 AM
Foreclosure Timeline	20 Minutes	10:15 AM-10:25 AM
Special Considerations	15 Minutes	10:25 AM-10:40 AM
Steps to a Short Sale Package	10 Minutes	10:40 AM- 10:50 AM
Short Sale and Credit	10 Minutes	10:50 AM-11:00 AM
Is a Short Sale Right	10 Minutes	11:00 AM-11:10 AM
Why Do Lenders Agree	10 Minutes	11:10 AM-11:20 AM
The Hardship Test	10 Minutes	11:30 AM-11:40 AM
What is in a Short Sale Packet	10 Minutes	11:40 AM-11:50 AM
What REALTORS® Need to Know	10 Minutes	11:50 AM-12:00 PM
Seller Facts	10 Minutes	12:00 PM-12:10 PM
Buyer Facts	10 Minutes	12:10 PM-12:20 PM
Forgiven Debt	10 Minutes	12:20 PM-12:30 PM
Exam	30 Minutes	12:30 PM-1:00 PM
Total	240 Minutes	4-Hours

COURSE TWO

Mastering Real Estate Financing in a Shifting Market

Course Description

With the death of the subprime lending market and the tightening of credit guidelines potential homebuyers have to focus on a loan program that will lend them money with reduced credit guidelines and a high LTV. Today homebuyers have diminishing loan options therefore the FHA loan has experienced a rebirth and is being hailed a savior in today's market. This course dissects the 203(k) and helps REALTORS[®], homebuyers, loan officers, and attorneys establish a strategy to help those buyers obtain financing in today's market.

TOPICS COVERED

- ▶ Ability to complete a comparative market analysis for purchase, rehab, and after-repair-value of residential property
- ▶ Assess buyers ability to successfully complete a purchase rehab project
- ▶ Discover the maximum loan amount for your geographic area
- ▶ Calculate the down payment and loan amount for an average-priced home in the designee's area
- ▶ Calculate the Principle, Interest, Taxes, and Insurance
- ▶ Review the steps involved in processing a loan
- ▶ Refine the 203(k) loan characteristics
- ▶ Describe requirements for qualifying property types
- ▶ Explain compensating factors
- ▶ Describe the difference between a 203(k) loan and a Streamlined Loan

COURSE TWO

Mastering Real Estate Financing in a Shifting Market

COURSE TIMED OUTLINE

Introduction	15 Minutes	9:00 AM-9:15 AM
What is A Short Sale	20 Minutes	9:15 AM-9:35 AM
What are the Special Considerations of an FHA Loan	15 Minutes	9:35 AM-9:50 AM
What Buyers Need to Know	10 Minutes	9:50 AM-10:00 AM
The Almighty 203(k) Loan	25 Minutes	10:00 AM-10:25 AM
BREAK	10 Minutes	10:25 AM-10:35 AM
Buyers Income Qualifications	10 Minutes	10:35 AM-10:45 AM
Calculating Monthly Income Worksheet	15 Minutes	10:45 AM- 11:00 AM
Prequalifying Worksheet	15 Minutes	11:00 AM-11:15 AM
Calculate Daily Interest	10 Minutes	11:15 AM-11:25 AM
Calculate Monthly Payment	15 Minutes	11:25 AM-11:40 AM
Eligible Properties	5 Minutes	11:40 AM-11:45 AM
How To Use the FHA Loan	10 Minutes	11:45 AM-11:55 AM
Application Process	15 Minutes	11:55 AM-12:10 PM
Are there any issues or bonuses with the 203(k)	5 Minutes	12:10 PM-12:15 PM
Streamline 203(k)	10 Minutes	12:15 PM-12:25 PM
What are Lenders looking for?	5 Minutes	12:25 PM-12:30 PM
Case Study-6839 St. Lawrence	15 Minutes	12:30 PM-12:45 PM
Final Exam	15 Minutes	12:45 PM-1:00 PM
Total	240 Minutes	4-Hours

COURSE THREE

Mastering How to Use Short Sale Forms (3-Hour CE Elective)

Course Description

This course introduces REALTORS[®], Investors, Attorneys, and homeowners to the process, procedures, forms, and treatment of a short sale transaction from listing to closing. It also discusses the steps necessary to facilitate a successful short sale transaction.

TOPICS COVERED

- ▶ **What is a Short Sale**

- ▶ **The Steps to a Short Sale**

- ▶ **Special Considerations for a Short Sale**

- ▶ **HUD Specific Short Sale Forms**

- ▶ **Why Do we Use an “AS IS” addendum**

- ▶ **How to Calculate a Short Sale**

COURSE THREE

Mastering How to Use Short Sale Forms (3-Hour CE Elective)

FORMS

Short Sale Forms

- ▶ **Cover Letter and Short Sale Request**
- ▶ **Short Sale Checklist**
- ▶ **Dear Seller Letter**
- ▶ **Authorization to Release Form**
- ▶ **“AS IS” Addendum**
- ▶ **Short Sale Rider to Listing Agreement**
- ▶ **Form 982**
- ▶ **Seller-Hardship Letter**
- ▶ **Household Budget w/ Homeowner’s Financial Information**
- ▶ **Property Repair Report w/ Pictures**
- ▶ **HUD Forms**
 - HUD 90041, HUD 90045, HUD 90051, HUD 90052
- ▶ **Dear, REALTOR® Letter**
- ▶ **Short Sale Rider to Sale Contract**
- ▶ **Payoff Request Letter**

Other Forms to the Transaction (These are standard forms)

- ▶ **Listing Agreement**
- ▶ **Real Property Disclosure**
- ▶ **Lead Paint Addendum**
- ▶ **Radon Disclosure**
- ▶ **Mold Disclosure**
- ▶ **Heat Disclosure**
- ▶ **Executed Contract**
- ▶ **Current “AS IS” Comparative Market Analysis**
- ▶ **Listing Agreement**

COURSE THREE**Mastering How to Use Short Sale Forms (3-Hour CE Elective)****COURSE TIMED OUTLINE**

Introduction	10 Minutes	9:00 AM-9:15 AM
What is a Short Sale	15 Minutes	9:15 AM-9:30 AM
What Are the Steps to a Short Sale	10 Minutes	9:30 AM-9:40 AM
Short Sale Checklist	5 Minutes	9:40 AM -9:45 AM
Dear, REALTOR [®] Letter	10 Minutes	9:45 AM -9:55 AM
Dear, Seller Letter	10 Minutes	9:55 AM -10:05 AM
Authorization to Release Form	10 Minutes	10:05 AM -10:15 AM
“AS IS” Addendum	10 Minutes	10:15 AM -10:25 AM
Break	10 minutes	10:25 AM -10:35 AM
Short Sale Rider-Listing Agreement	10 Minutes	10:35 AM -10:45 AM
Form 982	10 Minutes	10:45 AM -10:55 AM
Household Budget	10 Minutes	10:55 AM -11:05 AM
Break	10 Minutes	11:05 AM -11:15 AM
Seller-Hardship Letter	10 Minutes	11:15 AM -11:25 AM
Property Repair Report w/Pictures	10 Minutes	11:25 AM -11:35 AM
Preliminary Estimated HUD	10 Minutes	11:35 AM -11:45 AM
Special Consideration	10 Minutes	11:45 AM -11:55 AM
HUD Forms	10 Minutes	11:55 AM -12:05 PM
Short Sale Rider-Sales Contract	10 Minutes	12:05 PM -12:15 PM
Payoff Request Letter	10 Minutes	12:15 PM -12:25 PM
Final Exam	20 Minutes	12:25 PM -12:35 PM
Total	215 Minutes	3.5-Hours

COURSE FOUR

Market Yourself for Success with Distressed Properties

Course Description

Today 5,000,000 people are in default on their home mortgage. This course will walk REALTORS[®], Investors, Attorneys, and homeowners through the steps to determine potential earnings by developing a marketing plan that caters to homeowners in default and buyers seeking to purchase distressed property.

TOPICS COVERED

- ▶ **Determine Your Financial Goals**

- ▶ **Set up A Direct Mail Campaign**

- ▶ **Decipher the Pros and Cons of a Telemarketing Campaign**

- ▶ **Develop Custom Seminars for Buyers and Sellers**

- ▶ **Wake Up Every Day Knowing What you Need to Do**

- ▶ **Create a One Year Marketing Plan**

COURSE FOUR**Market Yourself for Success with Distressed Properties****COURSE TIMED OUTLINE**

Introduction	15 Minutes	9:00AM-9:15 AM
What is a Short Sale	20 Minutes	9:15 AM-9:35 AM
How to Capture the Market	10 Minutes	9:35 AM-9:45 AM
Set Your Goal	20 Minutes	9:45 AM-10:05 AM
Your Income Your Market	10 Minutes	10:05 AM-10:15 AM
Direct Mail Campaign	15 Minutes	10:15 AM-10:30 AM
Break	10 Minutes	10:30 AM-10:40 AM
How to Read a Foreclosure List	10 Minutes	10:40 AM-10:50 AM
Door Knocking	15 Minutes	10:50 AM-11:05 AM
Phone Campaign	15 Minutes	11:05 AM-11:20 AM
Sellers Seminar	15 Minutes	11:20 AM-11:35 AM
Buyers Seminar	15 Minutes	11:35 AM-11:50 AM
Putting the Plan in Action	10 Minutes	11:50 AM-12:00 PM
Final Exam	30 Minutes	12:00PM-12:30 PM
Total	210 Minutes	3.5-Hours