1. GRI Course Descriptions

Ethics & Professional Practices (6 hours), *required*

This course may be the most important class you will attend in your career as a REALTOR®. You will become acquainted with the Code of Ethics adopted by NAR in 1913, and which every REALTOR® must follow. As the only self-imposed national regulation of the real estate profession, the Code of Ethics promotes consistency and professionalism. You will review the Code of Ethics and factual patterns called "numbered cases." You will also consider various interpretations, called "Standards of Practice," of the Code, and how the Code differs from state and national laws and regulations. These will aid you in understanding the mandatory compliance with the Code. The course is also required by most Member Boards in Colorado for membership requirements.

Learning Objectives:

1. List the three focus areas of the REALTOR® Code of Ethics.
2. Recognize the factors that affect behavior.
3. Classify the behavior, in terms of ethical or not ethical, to the 6 characters in the Princess Story.
4. Recall the definitions of key words and concepts associated with broker relationships and the professional standards process.
5. Classify obligations to the client and customer under the Code of Ethics.
6. Recite the duties to other REALTORS® under the Code of Ethics.
7. Summarize the issues identified in the “Price-Fixing” Case Study.
8. Differentiate between an Ethics and an Arbitration violation.
9. Recite the process an Ethics complaint follows.
10. Identify terms, phrases, symbols or illustrations considered to be illegal or unethical in their conveyance of discrimination.
11. Through case study, apply the appropriate Article and/or Standards of Practice being violated.
12. Describe the events under which Arbitration is mandatory.
13. Describe the events under which Arbitration is voluntary.
14. Define “Procuring Cause”, according to Black’s law Dictionary.
15. Through practice exercises, state if a violation has occurred, differentiating between ethics and arbitration, and if a violation is found, apply the article and/or Standard of Practice.
16. Demonstrate proficiency in the subject area.

Agency & Disclosure: One is Not Good Without the Other (6 hours)

This Real Estate Agency class is part one of the three part sequence which includes the Listing Contracts class and the Sales Contracts class. All three classes should be taken to ensure that all duties and obligations are understood. In the industry, the practice of agency cannot be separated from the contracts and forms that are used in the practice of real estate in Colorado. However, if the three class sequence is taken in a short period, the integration of the material from all three classes will ensure competency in the subject matter.

REALTORS® demonstrate their competency by the correct use of the forms and contracts, in addition to their other duties under the law. Failure to act in accordance with the agency law will expose the REALTOR® to serious legal consequences, and possible loss of license.

This course was designed in part to create discussion amongst the agents, students and faculty regarding agency relationship and disclosure issues pertaining to real estate. Some of the questions asked will relate not only to the course material but also to your individual practice and your company office policy. This means that some questions and answers will be ambiguous in nature.

Learning Objectives:

1. Discuss and define Brokerage relationships.
2. Identify the specific disclosures required by the Colorado Real Estate Commission.
3. Recognize potential violations relating to disclosure.
4. Understanding of compensation and a clients' right to terminate.
5. State the fiduciary duties to the client.
6. Demonstrate proficiency of agency by completing case study examples.
7. Recognize required disclosure forms from the Colorado Real Estate Commission.

Financing the Deal (6 hours)

Real estate finance is the vehicle that makes most private ownership of real estate possible. Without the ability to finance the acquisition of residential properties, home ownership would be a fraction of what it is today. Similarly, the financing of commercial property creates the ability for investors to build and serve the needs of the community.

Real Estate finance involves enormous amounts of capital. Nearly 10 trillion dollars of residential real estate loans are outstanding and about 2 trillion dollars of residential loans are originated each year.

The real estate market is sensitive to interest rate changes. Increases in interest rates not only make it more difficult for residential home buyers to qualify, but it also can adversely impact borrowers with Adjustable Rate Mortgages. Rate increases also affect the commercial borrower by reducing the amount of loan the borrower can obtain. The construction loan borrower is also affected because the construction loan is tied to the prime rate. It has been noted by the Home Builders Association of America that a 1.0% increase in interest rates eliminates an estimated four million home buyers from the United States market.

All institutional lenders are involved in Real Estate finance (banks, savings and loans, life insurance companies, pension funds, etc.).

Learning objectives:

1. Recognize the make-up of a real estate loan.
2. Define promissory notes, deeds, and mortgages.
3. Identify loan types and sources of loans.
4. List the lender's risks and basic qualifying requirements.
5. Identify clients' knowledge of programs such as Fannie Mae's "Buying a Home".
6. Define RESPA and Regulation Z.
7. Demonstrate ability to calculate payments, appreciation, and depreciation through practice of sample equations.

Getting the Most Out of the Investment (Real Estate Taxation) (6 hours)

The purpose of this class is to introduce the residential real estate agent to basic investment analysis, to demonstrate how to analyze a property to determine if the property would serve as a good investment for a particular client, and to give examples of such analysis can increase the real estate agent's income.

It is assumed that an agent advises the services of an accountant, if the buyer or seller has any in depth questions regarding taxes or the effect of taxes on his real estate decisions. Since the knowledge of tax rules directly affects an investor's net return, it is important that the real estate agent be knowledgeable about applicable tax rules regarding investment property. The real estate agent provides general tax and investment knowledge; the CPA specific tax assistance.

Real estate agents are trained in these areas:

- The product – the property.
- How to finance the purchase of the property.
- How to list and sell real estate, both personal residences and investment property.

During the time scheduled for this class, there will be an emphasis on basic knowledge, it is assumed that the student will take the next step to apply the basic knowledge to his/her presentations with buyers and sellers.

Learning objectives:

1. List the changes in the federal income tax law affecting real estate.
2. Describe capital gains/losses and depreciation.
3. Identify the conditions for deducting mortgage interest.
4. Define the "basis" of a property's value for tax purposes.
5. Demonstrate the calculation of profit or loss on the sale of a residential property.
6. Define the requirements to qualify for a tax deferral of capital gains upon sale of a principal residence.
7. Identify the benefits of 1031 tax deferred exchanges.
8. Describe how various components of the federal tax law impacts buyers and sellers of investment and commercial property.
9. Explain the decision process for investment strategies based on after-tax cash flow analysis.
10. Identify the conditions for using charitable remainder trusts to avoid capital gains tax.

Housing Construction: Building a Solid Foundation (6 hours)

Product knowledge is the basic skill for a successful sales career. This course gives you basic product knowledge about new and resale homes so you can work more effectively with buyers, sellers AND builders. You will learn how to: answer simple construction questions about what type of heating system or electrical wiring the home has; provide information to help determine if "construction extras" are feasible; better qualify customers by being able to properly identify architectural styles, energy packages, etc. Illustrations, printed definitions, case studies and charts provided in the course outline will give you permanent reference for your future transactions.

Learning Objectives:

1. Describe the five general home styles available in residential properties.
2. Differentiate the 5 housing types found in a planned urban development.
3. Identify the various considerations when selecting a building site.
4. List the 6 physical considerations affecting a site.
5. Explain the affects on construction requirements caused by adverse soil conditions.
6. Explain the long-term affects of sloping topography.
7. Identify the seven components that should be included in subdivision restrictions.
8. Explain water rights that may affect residential property.
9. Identify and describe the water sources and type of sanitary waste systems.
10. Review construction symbols used in blueprints.
11. Describe the elements of the mechanical systems and identify problem areas.
12. Analyze a cost estimate report.
13. Distinguish the similarities and differences between the construction contract and the real estate commission approved form.
14. Distinguish between new home and existing home warranty programs.
15. Explain the benefits of obtaining a professional home inspection.
16. Explain the limits to licensing and regulating home inspectors.
17. List the options available in the event a purchaser is not satisfied with the results of an inspection report.
18. Discuss the broker’s role/responsibility in the home inspection process.
19. Recall the fifteen potential problem areas in a home.
20. Describe the five major hazardous substances found in homes.
21. Recite the disclosure requirement relative to lead-based paint.
22. Identify how radon can enter a home.
    Explain five steps in mitigating the presence of radon.

Is the Price Right? (Appraisal and CMAs) (6 hours)

Knowledge of appraisals is a required basic tool for REALTORS®. The primary concern of this course is to outline the process for estimating price for sale, virtually the same as appraising the market value. Some topics covered in this course include: competitive market analysis (and how to determine the best approach to use), price differences, and trends in appraising. A financial calculator is necessary for this course.

Learning Objectives:

1. Describe an appraiser's role in residential real estate sales transactions.
2. Describe ethics, and competence relative to the appraiser's work.
3. Identify the elements of an effective working relationship among lenders, appraisers and sales professionals.
4. List the information that broker associates should share with appraisers.
5. Define price, cost and value.
6. Describe methods used to make adjustments to comparable properties.
7. Distinguish between a comparative market analysis and an appraisal.
8. Formulate a price or price range for a property by completing a comparative market analysis.
9. Describe a narrative appraisal report and a form report.
10. Distinguish the components of a sales comparison, cost, and income approaches to estimating value.
11. List property characteristics that FHA and VA are required to consider.
12. Describe the process for appealing a FHA or VA appraisal that does not reflect the value of the property.

Law I (6 hours)

This course concentrates on training students to consider the possible legal implications of their actions, in-actions, statements, omissions and day-to-day activities and conduct. Topics covered include: agency relationships, forms of real estate ownership, duties that relate to different forms of real estate ownership, ramifications of contract language, implications and significance of various legal documents. Although it is not required, it is suggested that this course be completed before enrolling in "Law II."

Learning Objectives:

1. List the various sources of law and explain the judicial system.
2. Identify potential sources of legal action.
3. Analyze available options to prevent potential claims and establish personal/business guidelines to minimize risk.
4. Identify various causes of action, apply appropriate remedies, and recognize negligence and fraud.
5. Classify the limitations on the practice of law for real estate brokers, closing agents and document preparers.
6. Define various agency relationships that exist in Colorado and list responsibilities of the agent to the client (or of the broker to the customer) and to third parties.
7. Be able to convey the concept of vicarious liability.
8. Create office policies relative to agency practices of the firm.
9. Distinguish elements of the Sherman Antitrust Act.
10. Recognize the value as well as necessity of compliance with the Fair Housing Act.
11. Create standards of business practice to ensure equal service.
12. Identify conditions that could affect ownership rights and interests.
13. Define various types of deeds, explain tenancy, and recognize common methods of protection of title.
14. Classify statutory types of surveys, classify water rights, and evaluate mineral rights.

Law II (6 hours)- expected delivery date 06/2009

Law II evaluates liens and promissory notes. This class will also discuss the foreclosure process and short pay negotiations. This course is designed to give the REALTOR® an overview of the processes and laws involved with foreclosures, This course is a continuation of Law I, but does not require the completion of Law I prior to enrolling.

Learning Objectives:

1. Name the types of liens.
2. Recognize promissory notes and the parties involved with promissory notes.
3. Evaluate existing promissory notes and their effect on clients.
4. Discuss the characteristics of Deeds of Trust.
5. Summarize Installment Land Contracts and identify problems associated.
6. List the four major problems lenders face in short pay negotiations.
7. Identify the items needed for short payoff deal.
8. Explain the Colorado Real Estate Commission forms required for a short payoff deal.
9. Recognize risks to the seller during short pay negotiations.
10. Discuss the foreclosure process.
11. Explain the Colorado Foreclosure Protection Act.
12. Identify Colorado Real Estate Commission Forms required by the Colorado Foreclosure Protection Act.

Listing Contracts: Basic Training (6 hours)

This course is designed to provide the student with tools necessary to prepare Listing Agreements and Disclosures in accordance with their agency relationship with their principal. Emphasis is placed on the agency laws which directly impact a residential listing, contract law, and Real Estate Commission rules and regulations pertaining to the listing of real property. Additionally, the similarities and differences between the various types of listing contract forms used in Colorado will be discussed.

Learning Objectives

1. Identify misconceptions related to broker relationships with sellers.
2. Review Colorado statutes governing broker relationships.
3. Define four types of "agent."
4. Summarize the five concepts relating to the relationships between brokers and the public.
5. Recite the five duties and obligations of a single agent
6. Explain the five matters that cannot be disclosed without the informed written consent of the seller.
7. Differentiate between the options available when establishing broker relationships with sellers.
8. Contrast the difference between the Seller Agency and Transaction Broker agreements.
9. Explain the purpose for the bold portions at the top of the commission-approved forms.
10. Recite the intent of the major paragraphs of the listing agreement.
11. Explain the seven duties of a broker.
12. Illustrate how a seller can direct a title company to deposit funds in an interest bearing account for the benefit of CARHOF.
13. Discuss the broker's obligations relative to material defects.
14. Describe the seller's options relative to the property disclosure form.
15. Recite the requirements associated with the lead-based paint disclosure.
16. Explain the three conditions under which broker compensation is earned and when it is applicable and payable.
17. Recite the contractual duty to mediate disputes between broker and seller.
18. Discuss the Square Footage Disclosure form.

Risky Business (6 Hours)

The purpose of the class is to alert students to those situations that may cost them large amounts of money, or their license, or both. To be successful in the business world, risks are taken daily. Sales people tend to be risk takers by nature. Our industry has evolved from a "Buyer Beware" philosophy to "Broker Beware." Courts are upholding decisions that assign more and more liability to the Broker for the problems buyers and sellers experience in their real estate transaction. Now, more than ever, it is imperative that brokers employ all their skills, care, and diligence in conducting their business.

Learning Objectives

1. Define “fraud” and “misrepresentation.”
2. Explain “negligence.”
3. Review the Real Estate Commission Rule E-41 relative to square footage and the broker’s duty to measure a property.
4. Recite the Square Footage disclosure form.
5. Explain how fraud and negligence can occur relative to a comparative market analysis.
6. Identify when a Seller’s Property Disclosure form is required.
7. Explain the broker’s duty to disclose material defects of a property.
8. Discuss the procedure when a buyer declines to have a property inspected.
9. Review the broker’s liability when an inspector, or other expert, is referred.
10. Summarize the history of “Megan’s Law”, and the limitations to a broker’s duties under the law.
11. Recognize potential hazards for unverified claims and potential contract language to mitigate broker’s liability.
12. Describe the statute and real estate commission position relative to stigmatized property.
13. Discuss the areas of risk of liability relating to the use of the internet in marketing properties.
14. Classify usage of a contract versus a disclosure form in the establishment of brokerage relationships.
15. Define the concept of controlled business arrangements.
16. Summarize the elements of RESPA.
17. Explain the duty of managing broker to establish, convey and enforce office policies in relation to broker relationships, fair housing practices, antitrust, sexual harassment.
18. Identify the areas in the listing and sales contracts that pose the greatest risk for brokers.
19. Recall the eight business practices to help reduce broker liability.
20. Demonstrate proficiency in the subject area.

Sales Contracts: Back to Basics (6 Hours)

This course is designed to provide the student with tools necessary to prepare Purchase Agreements and Disclosures in accordance with their agency relationship with their principal. Emphasis is placed upon the agency laws, which directly impact a residential purchase agreement, contract law, and Real Estate Commission rules and regulations pertaining to the sale of real property. The curriculum combines the pertinent agency material with the agreements and disclosures since both occur at the same time in an actual transaction.

Learning Objectives

1. Identify areas of misconception regarding broker relationships.
2. Relate the Conway-Bogue principle of real estate law.
3. Describe the five essentials of a real estate contract.
4. Explain the statute of frauds.
5. Define the four ways in which a contract can legally be terminated.
6. Recite the doctrine of integration.
7. Explain the difference between “void” and “void-able.”
8. Describe the terms of the Brokerage Relationships statute relative to types of agents and forms of legal relationships with consumers.
9. List and explain the various office policy variations available for in-house transactions.
10. Explain the intent of the paragraphs in a Brokerage Relationship Disclosure form.
11. Describe the ramifications of the terms and conditions in a Residential Contract to Buy and Sell Property.
12. Describe the Real Estate Commission’s position on showing property.
13. Given a prescribed set of variables, complete a contract for sale of a property.
14. Define the purpose of and when to use the following forms: Counterproposal, Agreement to Amend/Extend, Inspection Notice.
15. Summarize the Real Estate Commission’s position statement regarding return of earnest money deposits.
16. Demonstrate competency of the subject area.

Sales Success Series (18 hours):

Becoming More than a Tour Guide: Working with Buyers (6 hours GRI, 4 hours CE)

Today's market is constantly evolving, being shaped not only by changing market conditions but also by growing consumer demands and expectations. In order to achieve long-term success, REALTORS® must first equip themselves with tools for continued professional growth. Only then are they prepared to meet the growing demands and expectations of today's consumers. By developing strategies to target various segments of buyers, REALTORS® can tailor the benefits they offer to meet the needs of consumers in every market. The purpose of this course is to provide REALTORS® with tools and strategies to embrace the cyclical market and exceed buyer expectations from first contact through transaction closing.

Learning Objectives:

1. Develop a set of concrete personal and professional goals and implement strategies to achieve these goals by effectively managing their time and efforts.
2. Describe how individual REALTORS® – and the industry as a whole – respond to the expectations of today's consumers through the services and benefits they offer.
3. Identify specific marketing activities that appeal to today's consumers.
4. Explain how to select properties, using traditional and nontraditional sources.
5. Describe what area, neighborhood and property features are important to buyers.
6. Properly prepare buyers for the purchase process by setting realistic expectations.
7. Identify techniques to present offers, handle objections and achieve a successful closing.

Selling Your Way to Success: Working with Sellers (6 hours GRI, 4 hours CE)

Today's market is constantly evolving, being shaped not only by changing market conditions but also by growing consumer demands and expectations. REALTORS® must be prepared to meet the growing demands and expectations of today's consumers. By developing strategies to target various segments of sellers, REALTORS® can tailor the benefits they offer to meet the needs of consumers in every market. The purpose of this course is to provide REALTORS® with tools and strategies to embrace the changing market and exceed seller expectations from first contact through transaction closing.

Learning Objectives:

1. Describe how individual REALTORS® – and the industry as a whole – respond to the expectations of today's consumers through the services and benefits they offer.
2. Identify specific marketing activities that appeal to today's consumers.
3. Explain how to complete a successful listing presentation.
4. Describe how to effectively service a listing.
5. Properly prepare sellers for the sales process by setting realistic expectations.
6. Develop techniques to increase seller satisfaction by successfully managing transactions from offer to closing and beyond.

Building Successful Relationships (6 hours GRI, 4 hours CE)

Today's market is constantly evolving, being shaped not only by changing market conditions but also by growing consumer demands and expectations. In order to achieve long-term success, REALTORS® must reject a one-size-fits-all approach to customer service – instead embracing the cultural, generational and personality differences that shape consumers in every market. Being able to identify the primary factors that influence consumer behavior allows you to move beyond simply providing services to building lasting relationships with consumers in your local market. Achieving long-term success requires developing a working knowledge of how to deal effectively with consumers and other professionals, given their different personalities and communication styles. The purpose of this course is to enable REALTORS® to build lasting relationships with consumers and other professionals through meaningful communication.

Learning Objectives:

1. Explain the characteristics of the basic personality types.
2. Describe the most effective way to communicate with a consumer, given their personality style.
3. Identify at least two strategies for resolving conflicts with customers and colleagues.
4. Explain the effect of personality on consumer behavior.
5. Utilize versatility and effective communication to build successful relationships with consumers and other professionals.

Servicing the Cyberspace Customer (6 Hours)

Technology, as defined by www.dictionary.com, is:
"Electronic or digital products and systems considered as a group."

A rather broad definition, wouldn't you agree? Many of the smart appliances offered on
the market today would qualify under this classification. For the purposes of this course, we will confine our topic to that technology which is useful to the real estate practitioner in their day-to-day operations and that used by the consumer in the course of buying or selling real estate. The subject material for consideration in this course includes, but is not limited to: computer hardware, software, and peripheral devices; Internet technology; communication devices; and Personal Digital Assistants (PDA's). Sorry, no toasters.

This course is not designed to make the real estate professional an expert in technology, nor is it designed to give hands-on training in real estate software applications; its purpose is to show a sampling of how technology can be used as a tool by REALTORS® in their business, and how technology can benefit the real estate consumer. It is hoped this course will stimulate interest and creativity in applying technology as a tool, increasing the career potential of the REALTOR® attending this course, as well as providing a basis for enhancing the quality service delivered to the consumer.

The products and services illustrated or demonstrated in this course are not endorsed or recognized by the Colorado Association of REALTORS® as being superior to any other products offered on the market. They are merely used to illustrate the application of technology in the practice of real estate.

Learning Objectives

1. Provide the student with an understanding of how today's real estate consumer utilizes technology and the Internet in making decisions relating to the purchase or sale of real estate.
2. Familiarize REALTORS® with technology tools and systems currently in use in real estate today.
3. Share best practices with regard to technology use in a real estate business.
4. Assist the student with the development of a comprehensive technology strategy to incorporate into their business planning.
5. Identify consumer / business trends affecting their real estate practice.
6. Aid the student in identifying and assessing new / current technologies that may be useful in their business.

Turning Homeownership into an Investment Strategy (Real Estate Investments) (6 hours)

Would your seller be better off to convert his home to a rental rather than selling? Would your client need special financing to invest in residential property? Would you be able to answer his questions about investing? This course will take you through the characteristics of different types of investments by comparing actual property in every stage from purchase to ownership sale.

Learning Objectives:

1. List the characteristics of real estate investments.
2. Define the elements of Cash Flows.
3. Define Net Operating Income.
4. Define the purpose of the Annual Property Operating Data form.
5. Prepare an Annual Property Operating Data form.
6. Prepare a Cash Flow Analysis.
7. Calculate rates of return.
8. List the critical items needed for investment analysis of properties.
9. Compose information for Analysis Charts.
10. Describe differing loan requirements and financing options on investment property.

The Changing Face of Real Estate (NAR's At Home With Diversity) (6hours)

Using the most recent data from the US Census Bureau for Colorado's diverse population the student will be presented a picture of the real estate industry. The class teaches real estate agents how to develop their sensitivity and adapt to the diverse culture around us. The course addresses Fair Housing and cultural differences and the effects these topics have on the real estate market.

Learning Objectives:

1. Access and analyze US Demographic information to understand the impact of cultural trends on the real estate industry.
2. Examine cultural stereotypes, assumptions, and biases to increase awareness of such thoughts and attitudes.
3. Learn how to value individual differences.
4. Explain how inclusion is the aim of diversity sensitivity, and how it will increase business and enhance risk management.
5. Communicate more effectively and provide equal service to clients in their multicultural local markets.
6. Apply and practice the One America Principles and Fair Housing laws.
7. Build and expand the understanding of cultural differences.
8. Develop professional and sensitive guidelines for working with different cultures.
9. Identify personal objectives and review potential strategies to create business plans that include diversity.

Water: Colorado's 21st Century Gold (6 hours)

Colorado's water has been and will continue to be a source of great interest politically, socially, economically, and environmentally. From the days of the Anasazi, through the mining boom, into the era of ranching, agriculture, and industry, and now, required green lawns, water has been diverted, dammed, and piped to get it to its point of need.

Most of Colorado's water comes from the mountain snow-melt, which then streams down the mountainside either toward the Atlantic or Pacific oceans. As it heads downstream, some of it is diverted, while some helps to recharge aquifers. At some point the remaining water will be captured in a reservoir, so that its flow can be managed before the trip continues. Since most of Colorado's population is on the east side of the Continental Divide, trans-mountain diversion now brings Pacific-bound water back to the east-side reservoirs to satisfy the growing water need along the Front Range.

Actually, about 90 percent of Colorado's annual water usage is for agriculture, primarily on the Eastern Plains. Just less than 5 percent is taken by municipalities, which supply water to nearly 90 percent of Colorado's population, which, in turn, uses up to 70 percent of that water for watering trees, gardens, and lawns.

Each year, the cycle starts anew with the mountain snow, followed by the snow-melt and then the summer rainstorms. The amount of winter snow varies, but the snow-melt always travels the same route. The summer storms vary in amount and location, so that source is less reliable. All in all, Colorado's water supply is largely dependent upon Colorado's winter weather.

With water such a large issue in this state, knowing how to transfer water rights of any kind from a seller to a buyer requires knowledge and careful thought and very often a water attorney. This class is intended to provide an overview of water and water rights in Colorado. As with any specialty, a broker should use this knowledge for the benefit of clients and customers, but not to be "the expert." Knowing when to defer to the real expert is the sign of a well-educated broker!

Water is indeed Colorado's liquid gold!

Learning Objectives:

1. Recognize the sources of water in Colorado and how the basins are affected by weather.
2. Describe water law as it relates to water rights and property rights of clients.
3. Explain the process of obtaining water from underground sources and the rights of the clients to access such water.
4. Identify the appropriate forms required when water rights are involved in a residential home purchase or sale.
5. Describe the process for transferring water rights on a property.
6. Discuss the importance of septic systems and tanks to clients.