

North Metro REIA PHP Check List

To earn the PHP Certification, you must complete the following criteria for a total of 60 Hours Credit. Record each course you complete and keep any slips from classes you DO NOT pre-register for. Member is responsible for tracking of all records. If you are a member, classes you pre-register for and complete are attached to your membership record. Once classes are completed submit all paperwork at any North Metro REIA Main Meeting to process certification

	Instructor	Date	# Credits
Beginner Classes – 24 Hours			
Real Estate Fundamentals			
Real Estate Strategies			
Door Knocking			
Wholesaling in Today's Market			
Buying Bank Owned Before they are listed			
Title Search Basics 1			
Title Search Basics 2			
Understanding Short Sales			
Working a Short Sale			
The Art of Negotiating 1			
The Art of Negotiating 2			
Writing an Enforceable Contract			
Understanding a Real Estate Closing			
Lease Purchase Basics			
Pre-purchase Property Inspections			
Using the Internet for Investment Real Estate			
Computer and Internet Basics			
Things the credit bureau does not want you to know			
Bookkeeping and Time Management 1			
Bookkeeping and Time Management 2			
Rehab – Hands on			
Rehab – Bus tour			
Setting and Tracking Goals			
Self Motivation for Success			
Evaluating the Deal			
Hiring/managing/paying contractors			
Advanced Classes – 11 Hours			
Understanding Land Trusts			
Forming a Land Trust			
Structuring Partnerships			
Asset Protection			
Entity Structuring			
When to use a Wrap Mortgage			
Buying and Structuring Notes			
Buying Tax Liens in Georgia			
Using 1031's			
Property Tax Appeal Process in Georgia 1			
Property Tax Appeal Process in Georgia 2			
Property Management – 4 Hours			
Tenant Screening Tips/Techniques			
Eviction Process in Georgia			
Property Management Techniques			
Evaluating a Property Manager			

Purchasing – 2 Hours

HUD Foreclosures & REO Addendums

Using Realtors in your Business

Appraisal – 2 Hours

Topic: Residential appraisal practices 1

Topic: Residential appraisal practices 2

Marketing – 2 Hours

Writing effective marketing pieces

Tax Law – 2 Hours

Tax Planning, Update on Tax Laws 1

Tax Planning, Update on Tax Laws 2

Insurance – 2 Hours

Insuring Your Investment Property

Liability Insurance Coverage

Environmental – 2 Hours

Mold/Lead Paint/Asbestos/Radon 1

Mold/Lead Paint/Asbestos/Radon 2

Financing – 6 Hours

No/Low Money down techniques

What new Investors need to know

Investing in Multi-family

Financing Mobile Home Parks and multi-family

Using your IRA to invest in Real Estate 1

Using your IRA to invest in Real Estate 2
