

# **Course of Study**

The course of study will be divided into 42 clock hours of core courses and 18 hours of elective topics for a total of 60 hours of formal education.

**Appraisal 2 hours** - Includes formal appraisal methods (cost, income, & replacement ), Pace instruction, how to compare properties, etc.

**Contract Law 3 hours** - Including basic contract law; using contracts and clauses to protect yourself; developing contracts such as leases, options, purchase contracts etc. for the real estate investment business

**Ethics 1 hour** - Including enacting and actual use of, national, state, local, and personal business ethics statements, policies and practices

**Fair housing law 2 hours** - Including federal, state, and local fair housing regulations

**Finance 6 hours** - Including conventional financing, FHA/VA financing, owner financing of all types; comparing financing, offering financing.

**Inspections 2 hours** - Including pre and post purchase inspections, and pre and post move-out inspections of properties held.

## **Insurance 3 hours**

**Property 1 hour** - Including what type of property insurance is appropriate for investment property; negotiating for the best rates, and renter's insurance

**Worker's compensation 1 hour** - Including when, why and for whom to carry worker's compensation insurance

**Liability 1 hour** - Including why and how much

**Landlord Tenant Law 2 hours** - Including Landlord & tenants responsibilities, evictions etc.

**Management 4 hours** - Including record keeping, dealing with tenants, maximizing cash flow and others

**Marketing 2 hours** - Including how to market properties for sale and for rent; how to market buying services

**Negotiation 3 hours** - Including negotiating with sellers, buyers, renters, contractors and vendors, banks, etc.

**Purchasing 2 hours** - Including finding deals and calculating profitability

## **Rehab 4 hours**

**Classroom 2 hours** - Including estimation, which projects will pay for themselves, etc

**Hands-on 2 hours** - Including actual hands-on opportunities and demonstrations

## **Regulations 4 hours**

**EPA 1 hour** - Including regulations affecting real estate investment such as lead paint regulations, wetlands regulations, underground storage tank regulations, Environmental Quality Zone regulations, etc

**Federal 1 hour** - Including regulations affecting real estate investment other than tax laws, fair housing laws, and EPA regulations.

**Local 2 hours** - Including zoning and building codes

## **Tax law 2 hours**

**Income 1 hour** - Including calculating and minimizing taxes, and tax laws as they affect the real estate investor

**Other 1 hour** - Including property taxes, 1031 tax deferred trades, etc

The remaining 18 hours may include further education in any or all of the above topics, as selected by the OPHP candidate