Preservation and Inspection Certification Course

INSPECTION COURSE

MODULE 1 - INSPECTION COMMONALITIES
   Chapter 1: Equipment
   Chapter 2: Professionalism
   Chapter 3: Risk
   Chapter 4: Quality Control
   Chapter 5: Description of Property Details
   Chapter 6: Assessment of Property Condition
   Chapter 7: Determination of Occupancy Status
   Chapter 8: Photo Documentation Requirements
   Chapter 9: Inspector Do’s and Don’ts

MODULE 2 - MORTGAGE FIELD SERVICES / DEFAULT INSPECTIONS
   Chapter 10: Basic Inspection Requirements
   Chapter 11: Contact Inspections
   Chapter 12: No Contact Required but Permitted
   Chapter 13: No Contact Inspections
   Chapter 14: Other Inspection Types

MODULE 3 - SPECIALTY INSPECTIONS
   Chapter 15: Commercial Inspections
   Chapter 16: Vehicle Inspections
   Chapter 17: Loss Draft Inspections
   Chapter 18: FEMA Inspections
   Chapter 19: Fannie Mae Property Inspection (FNMA)
   Chapter 20: REO Inspections
   Chapter 21: Merchant Site Inspections
   Chapter 22: Quality Control Inspections
   Chapter 23: Post Conveyance Inspections

PRE-SALE COURSE

MODULE 1 - INTRODUCTION & PURPOSE
   Chapter 1: Introduction
   Chapter 2: REO Properties v. “Pre-foreclosure” Properties
MODULE 2 - CONVEYANCE
Chapter 3: Government Regulations

MODULE 3 - SECURING
Chapter 4: Securing

MODULE 4 - LOCK WORK
Chapter 5: Introduction, Government Regulations & Lock Mechanics Types
Chapter 6: Common Locking Hardware
Chapter 7: Determining the Locking Method to Use
Chapter 8: Lock Installation Tools
Chapter 9: Gaining Access to a Property & Lock Changing Procedures
Chapter 10: Module Summary & Glossary

MODULE 5 - SECURING WINDOWS & OTHER OPENINGS
Chapter 11: Securing Regulations, Tools, & Procedures

MODULE 6 - POOL SERVICE
Chapter 12: Introduction, Government Regulations, Draining, Starting, Shocking
Chapter 13: Securing Procedures

MODULE 7 - ROOF MAINTENANCE
Chapter 14: Measurement, Roofing Styles, & Roofing Materials
Chapter 15: Procedures

MODULE 8 - ITEM REMOVAL
Chapter 16: Item Removal Regulations, Classifications, Procedures, & Guidelines

MODULE 9 - ADDRESS SAFETY & CODE ISSUES
Chapter 17: Electrical, Plumbing, Handrails, & Exterior Damages

POST-SALE COURSE

MODULE 1 - INTRODUCTION & PURPOSE
Chapter 1: Purpose & Challenges
Chapter 2: Contractor/Broker Relations
Chapter 3: Types of Orders

MODULE 2 - SECURING
Chapter 4: Securing

MODULE 3 - LOCK WORK
Chapter 5: Introduction & Lock Mechanics Types
Chapter 6: Common Locking Hardware
Chapter 7: Determining the Locking Method to Use
Chapter 8: Lock Installation Tools
Chapter 9: Gaining Access to a Property & Lock Changing Procedures
Chapter 10: Module Summary & Glossary

MODULE 4 - SECURING WINDOWS & OTHER OPENINGS
Chapter 11: Reglazing, Replacement, Security Screening, & Security Film
Chapter 12: Boarding

MODULE 5 - POOL SERVICE
Chapter 13: Introduction, Starting Up, Shocking, & Draining
Chapter 14: Securing Procedures

MODULE 6 - ROOF MAINTENANCE
Chapter 15: Measurement, Roofing Styles, & Roofing Materials
Chapter 16: Procedures

MODULE 7 - TRASH OUTS & ITEM REMOVAL
Chapter 17: Classifications & Guidelines

MODULE 8 - ADDRESSING SAFETY & CODE ISSUES
Chapter 18: Electrical, Plumbing, Handrails, & Exterior Damages

MODULE 9 - VALUE-ADDING SERVICES
Chapter 19: Value-Adding Services

GENERAL INDUSTRY COURSE

MODULE 1 - THE CREATION OF A LOAN
Chapter 1: The Loan Cycle, Types of Lending & Loan Types

MODULE 2 - FORECLOSURE TIMELINE & STAGES
Chapter 2: Types of Foreclosure, Foreclosure Timeline & Stages, & Common Causes of Delay or Stoppage of the Foreclosure Process

MODULE 3 - TYPES OF FIELD SERVICE
Chapter 3: Types of Field Service – Inspections, Pre-Sale Property Preservation, Post-Sale Property Preservation

MODULE 4 - RESPONSIBILITIES OF FIELD SERVICE PROFESSIONALS
Chapter 4: Responsibilities of Field Service Professionals – Training & Education, Managing Risk

MODULE 5 - TECHNOLOGY FOR FIELD SERVICE PROFESSIONALS
Chapter 5: Technology for Field Service Professionals - Workflow Management Systems, Cost Estimators, Devices & Software, Other Technology
MODULE 6 - COMMON TERMS & DEFINITIONS
Chapter 8: Common Terms and Definitions

RECURRING SERVICES COURSE

MODULE 1 - DOCUMENTATION
Chapter 1: Tools Required for Documentation
Chapter 2: Property Condition
Chapter 3: Identifying Damage & Violation Concerns
Chapter 4: Photo Best Practices

MODULE 2 - WINTERIZATIONS
Chapter 5: Pre-Winterization
Chapter 6: Dry & Wet Winterizations, Winterization Tips and Tricks
Chapter 7: Winterizing Specialty Fixtures
Chapter 8: Dewinterization

MODULE 3 - YARD MAINTENANCE
Chapter 9: General Yard Maintenance Requirements
Chapter 10: Yard Maintenance Estimates
Chapter 11: Common Yard Maintenance Exceptions
Chapter 12: Snow Removal
Chapter 13: Curb Appeal Services

MODULE 4 - POOL & SPA MAINTENANCE
Chapter 14: Introduction
Chapter 15: Cleaning & On-Going Maintenance
Chapter 16: Winterizing

MODULE 5 - SALES CLEANING SERVICES
Chapter 17: Sales Clean
Chapter 18: Sales Clean Refresh, Broom Cleaning, & Documentation