

NAMFS ACADEMY

EST. 2014

Pre-Sale Preservation Certification Course

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

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