

NAMFS ACADEMY

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Preservation Contractor Certification **Course**

PRE-SALE INTRODUCTION & PURPOSE

Chapter 1: Introduction

Chapter 2: REO Properties v. “Pre-Foreclosure” Properties

CONVEYANCE

Chapter 3: Government Regulations

SECURING

Chapter 4: Securing

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

SECURING WINDOWS & OTHER OPENINGS

Chapter 11: Securing Regulations, Tools, & Procedures

POOL SERVICE

Chapter 12: Introduction, Government Regulations, Draining, Starting, Shocking

Chapter 13: Securing Procedures

ROOF MAINTENANCE

Chapter 14: Measurement, Roofing Styles, & Roofing Materials

Chapter 15: Procedures

ITEM REMOVAL

Chapter 16: Item Removal Regulations, Classifications, Procedures, & Guidelines

ADDRESS SAFETY & CODE ISSUES

Chapter 17: Electrical, Plumbing, Handrails, & Exterior Damages

POST-SALE INTRODUCTION & PURPOSE

Chapter 1: Purpose & Challenges

Chapter 2: Contractor/Broker Relations

Chapter 3: Types of Orders

SECURING

Chapter 4: Securing

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

SECURING WINDOWS & OTHER OPENINGS

Chapter 11: Reglazing, Replacement, Security Screening, & Security Film

Chapter 12: Boarding

POOL SERVICE

Chapter 13: Introduction, Starting Up, Shocking, & Draining

Chapter 14: Securing Procedures

ROOF MAINTENANCE

Chapter 15: Measurement, Roofing Styles, & Roofing Materials

Chapter 16: Procedures

TRASH OUTS & ITEM REMOVAL

Chapter 17: Classifications & Guidelines

ADDRESSING SAFETY & CODE ISSUES

Chapter 18: Electrical, Plumbing, Handrails, & Exterior Damages

VALUE-ADDING SERVICES

Chapter 19: Value-Adding Services

RECURRING SERVICES

DOCUMENTATION

Chapter 1: Tools Required for Documentation

Chapter 2: Property Condition

Chapter 3: Identifying Damage & Violation Concerns

Chapter 4: Photo Best Practices

WINTERIZATIONS

Chapter 5: Pre-Winterization

Chapter 6: Dry & Wet Winterizations, Winterization Tips and Tricks

Chapter 7: Winterizing Specialty Fixtures

Chapter 8: Dewinterization

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

POOL & SPA MAINTENANCE

Chapter 14: Introduction

Chapter 15: Cleaning & On-Going Maintenance

Chapter 16: Winterizing

SALES CLEANING SERVICES

Chapter 17: Sales Clean

Chapter 18: Sales Clean Refresh, Broom Cleaning, & Documentation