

**Short Sales and Foreclosures: What Real Estate Professionals Need to Know  
Suggested Timed Outline**

<b>Suggested Timed Outline</b>		<b><u>Duration</u></b>
<b>8:30 am – 8:40 am</b>	<b>Introduction</b>	<b>10 minutes</b>
	How to Earn NAR's SFR Certification   Benefits	5 min
	What You Will Learn	5 min
<b>8:40 am – 9:25 am</b>	<b>1. Distressed Property Overview</b>	<b>45 minutes</b>
	Many Borrowers/Sellers Still Underwater	5 min
	Defining Distressed Properties	5 min
	Additional Terms	15 min
	Reinstatement Period vs. Redemption Period: Which Is Which?	5 min
	Foreclosure Timeline	15 min
<b>9:25 am – 10:15 am</b>	<b>2. Short Sales: The Listing Agent's Role</b>	<b>50 minutes</b>
	What Should You Do?	15 min
	Short-Sale Considerations	15 min
	Credit Implications	15 min
	Forgiven Debt	5 min
<b>10:15 am – 10:25 am</b>	<b>Break</b>	<b>10 minutes</b>

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<b>10:25 am – 12:10 pm</b>	<b>3. Taking the Short-Sale Listing</b>	<b>105 minutes</b>
	Determine Whether or Not There Is a Valid Financial Hardship	10 min
	Determine Who Owns the Loan(s)	10 min
	Determine Whether or Not There Is Adequate Time to Complete a Short Sale	10 min
	Contact the Servicer/Investor and Request or Download All Forms	5 min
	Have the Borrower/Seller Sign an Authorization to Release Information Form	5 min
	Verify the Borrower's/Seller's Financial Hardship-- Fannie Mae and Freddie Mac Streamlined Short Sale	5 min
	Verify the Borrower's/Seller's Financial Hardship— Non-GSE Traditional Short Sale and FHA Streamlined Pre-foreclosure Sale	10 min
	Verify the Borrower's/Seller's Financial Hardship— FHA Standard PFS	10 min
	Verify the Borrower's/Seller's Financial Hardship— VA Compromise Sale and U.S. Treasury HAFA Short Sale	5 min
	After Verifying the Financial Hardship, Ask the Borrower/Seller to Write a Hardship Letter	5 min
	Verify the Payoff Amount and Estimate Equity	15 min
	Obtain a Preliminary Title Report	10 min
	Complete Initial Listing Paperwork	5 min
<b>12:10 pm – 1:10 pm</b>	<b>Lunch</b>	<b>60 minutes</b>
<b>1:10 pm – 2:05 pm</b>	<b>3. Taking the Short-Sale Listing (cont.)</b>	<b>55 minutes</b>
	Follow Servicer Protocol in Completing Additional Documentation--Fannie Mae Standardized Short Sale	10 min
	Follow Servicer Protocol in Completing Additional Documentation--Freddie Mac Standardized Short Sale	5 min
	Follow Servicer Protocol in Completing Additional Documentation— Non-GSE Traditional Short Sale	5 min
	Follow Servicer Protocol in Completing Additional Documentation— FHA Pre-foreclosure Sale	5 min
	Follow Servicer Protocol in Completing Additional	5 min

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	Documentation—VA Compromise Sale	
	Follow Servicer Protocol in Completing Additional Documentation—U.S. Treasury HAFA Short Sale	5 min
	Commission Concerns	15 min
<b>2:05 pm – 3:10 pm</b>	<b>4. The Buyer's Agent's Role with Short-Sale and REO Transactions</b>	<b>65 minutes</b>
	The REO Business	15 min
	Educating the Buyer Client	15 min
	Writing the Short-Sale or REO Offer	15 min
	REO Financing	5 min
	TRID: The TILA RESPA Disclosure Rule	15 min
<b>3:10 pm – 4:35 pm</b>	<b>5. Short Sales from Contracts to Close</b>	<b>85 minutes</b>
	Follow All Servicer Requirements	10 min
	Contract and the HUD-1	10 min
	What to Highlight in Your CMA	5 min
	Contract Submission and Servicer Approval—Fannie Mae and Freddie Mac (Streamlined and Standardized) Short Sale	10 min
	Contract Submission and Servicer Approval—FHA Pre-foreclosure Sale and U.S. Treasury HAFA Short Sale	10 min
	Postponement of Foreclosure Proceedings	5 min
	Incentives, Cash Contributions, and Subordinate Liens	15 min
	Escalation Processes	5 min
	Servicer Short-Sale Approval Letters	5 min
	Fannie Mae Deficiency Waiver	5 min
	Why Short Sales Fail	5 min
<b>4:35 pm – 5:35 pm</b>	<b>Exam</b>	<b>60 minutes</b>



# SHORT SALES & FORECLOSURE RESOURCE CERTIFICATION



NATIONAL  
ASSOCIATION of  
REALTORS®

*Official Certification*



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## Short Sales and Foreclosures — The New “Traditional” Transaction

For many real estate professionals, short sales and foreclosures are the new “traditional” real estate transaction. Knowing how to help sellers maneuver the complexities of short sales as well as help buyers pursue short sale and foreclosure opportunities are not

merely good skills to have in today’s market—they are critical. And while short sales and foreclosures are not for the faint of heart, agents with the proper tools and training can use these specialty areas to build their business for the long term.

### Don’t Go It Alone — Choose SFR®

Designed for real estate professionals at all experience levels, the National Association of REALTORS® (NAR) Short Sales and Foreclosure Resource certification gives you a framework for understanding how to:

- ➔ Direct distressed sellers to finance, tax, and legal professionals
- ➔ Tap into buyer demand
- ➔ Safeguard your commission
- ➔ Qualify sellers for short sales
- ➔ Limit risk
- ➔ Develop a short-sale package
- ➔ Protect buyers

As many agents can attest, your ability to close short sales and foreclosures depends in part on your confidence in seeing these transactions through. Begin building your confidence today with SFR®!

### How This Certification Benefits You

- Distinguishing education in classroom and online formats that fit your schedule and wallet
- Differentiation as an SFR® in the online directories for REALTORS® and the Public - Find an SFR® on Realtor.org and Realtor.com®!
- The SFR® Networking site where you can:
  - Chat with other SFR®s and increase your referral business opportunities
  - Download the press release sample, logo files, professionally designed, customizable marketing flyers, postcards and SFR® certificate.
- Available for purchase – the SFR® Lapel pin
- Periodic webinars
- Monthly E-Newsletter



## Why SFR® Is Different

There are a lot of available education programs on short sales and foreclosure. What makes SFR® unique?

- **Comprehensive approach.** NAR’s SFR® certification is the only one of its kind that focuses on both the buyer *and* seller sides of distressed property transactions.
- **Affordability.** In today’s economy, it’s essential for agents to get the training they need — at a price they can afford. Visit [realtorSFR.org](http://realtorSFR.org) for more information.
- **Wide availability.** Qualifying courses are available in classroom and online formats. Visit [training4RE.com](http://training4RE.com) or [crs.com](http://crs.com) for more information about classes near you.

## Becoming SFR® Certified

The path to pursuing the SFR® certification is straightforward. Follow these four steps:

1. Be a member in good standing of the National Association of REALTORS®
2. Complete a qualifying core course. *Choose ONE of the following:*
  - REBAC’s Short Sales and Foreclosures Course: What Real Estate Professionals Need to Know
    - *One day in length - Available in classroom and online*
    - *For more information, visit [training4RE.com](http://training4RE.com)*
    - *Approved ABR® and CRS elective course*
  - CRS 111: Short Sales and Foreclosures: Protecting Your Clients’ Interests
    - *One day in length - Available in classroom and online*
    - *For more information, visit [www.crs.com](http://www.crs.com)*
    - *Approved CRS elective course*
  - CRS 112: Guiding the Buyer in the Distressed Property Market
    - *One day in length - Available in classroom*
    - *For more information, visit [www.crs.com](http://www.crs.com)*
    - *Approved CRS elective course*
3. Complete the elective requirement. Choose ONE of the following:
  - *View three 1-hour Webinars available free of charge at [realtorSFR.org](http://realtorSFR.org)*
  - *HAFSA Short Sales - U.S. Treasury, Fannie Mae, and Freddie Mac Programs Course. One day in length. Available in classroom. Find courses at [training4RE.com](http://training4RE.com).*
4. Download application from [realtorSFR.org](http://realtorSFR.org) and submit application with fee.
  - *Send completed application with \$175 application fee to [SFR@realtors.org](mailto:SFR@realtors.org)*

“This [REBAC’s Short Sales and Foreclosures Course] was without question the best class I have ever taken in my 14 years as a REALTOR®. About 85% of my business has been from REO sales and I’m having one of my better years this year because of them. Even though I have done a lot of REO sales, I learned so much in your class. I wish it was mandatory!”

Barb Bryant  
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Peru, IL