

# “Broker Price Opinion Basics 101”

## Course Outline and Syllabus (Live Class)

Real Estate Instructor: Nicole Ocean (Previously Certified in WA State)

Classes held: First Monday of every month, 8 am-5 pm

Location: 495 Grand Blvd #206 Miramar Beach, FL 32550

Cost: \$199.00 / person

Phone: 1-833-BPO-LIFE

**Required Text:** Nicole Ocean, “*Broker Price Opinion Basics 101*.” (BPO University, 2017)

**Scope of Course:** This course focuses on the basics concepts surrounding Broker Price Opinions. The lessons from the live and video-based course provide a firm foundation for any real estate professional wanting to learn valuable aspects and applications that apply to Broker Price Opinion work. Anyone taking this 12-module course will leave with a solid understanding of the business and how to accurately do BPO orders (Material updated on: 09/14/17 and is based on previously accredited version of this course).

The course generally will be organized as follows:

**1. Module One** (Approximately 15 minutes)

- What Exactly is a BPO?
- Definition of a BPO Report
- Common Reasons Why BPO’s Are Used

**2. Module Two** (Approximately 30 minutes)

- Introduction to “Broker Price Opinion Basics 101”
- Who Is Allowed To Do BPO Work?
- Why Do BPO’s?
- How Much Can You Expect to Make?
- Types of BPO Orders
- Typical Fees for BPO Orders
- Trend in Price Reduction of Fees
- When Will You Get Paid?
- What Do You Need to Sign Up?
- What Type of Equipment Do You Need?

**3. Module Three** (Approximately 15 minutes)

- Current State of the BPO Industry
- Why is BPO Work Available?
- Reasons for the “Mortgage Meltdown”

#### 4. **Module Four** (Approximately 30 minutes)

- Common Myths in the BPO Business
- What States Is It Illegal to do BPO's?
  - Regulations Explained
  - Places to go to Check Local Regulations
- You Need a Special Designation or Certification to do BPO's
- There's Too Much Competition Now
- There Isn't Enough Work for Everyone
- One BPO / REO Company Has All of the Work
- Companies Aren't Accepting New BPO Agents
  - Top 10 Companies Who Are Still Accepting New BPO Agents
- You Won't Be Able to Get Any REO Listings
- BPO's Won't Be Around Much Longer Anyway

#### 5. **Module Five** (Approximately 30 minutes)

- Sample BPO Forms
- Main Types of BPO Forms
  - Sample Freddie Mac 1092 BPO Form
  - Sample Fannie Mae BPO Form
- Sample Photos of the Subject Property
- Sample Interior Photos
- Sample Comparable Photos
- Extra Photos
- Small Group Activity: "A Day in the Life of a BPO Agent."

#### 6. **Module Six** (Approximately 15 minutes)

- Basic Concepts to Know Before Filling Out a BPO Form
- Life Cycle of a BPO Report
- Property Types
- Property Styles
- More Important Concepts to Know

#### 7. **Module Seven** (Approximately 1 hour)

- Introducing the "Broker Price Opinion Standards and Guidelines"
- Making History by Creating the Standards and Guidelines
- History Behind NABPOP's BPOSG
- List of BPO Companies That Use NABPOP's BPOSG
- Quick Breakdown of the Standards and Guidelines
- Broker Price Opinion Standards
- What Are the BPO Standards?
  - Limitations
  - Ethics and Conduct
  - Competency
  - Applicability
  - Photo Requirements and Recommendations
    - Exterior Inspection Photos
    - Interior Inspection Photos
    - Exterior, Interior and / or Surrounding Neighborhood
    - Exception.....Don't Take Photos of.....
  - Records
  - Disclaimer

## 8. Module Eight (Approximately 1 hour)

- Broker Price Opinion Guidelines
- What Are the Broker Price Opinion Guidelines?
  - Comparable Selection and Utilization
  - Guidelines to Consider When Doing BPO Orders
  - What If You Have to Go Out Further to Find Good Comps?
  - When Picking Comps.....Compare “Apples to Apples.”
  - Zoning and Use
  - Variance Range for Square Footage
  - Variance Range for Lot Size
  - Variance Range for Age
  - Physical Characteristics
  - View Characteristics
  - Comparable Selections Based on Market Conditions
    - Distressed Driven Market
    - Fair Market
    - Mixed Market
    - Stable Market
    - Rapid Market
  - Lack of Comparable Properties
  - Comparable Application
  - Basement and Below Grade Area
  - BPO Commentary and Applicability
  - Rating the Property / Neighborhood
  - Definitions
    - Locations
  - Understanding Room Count
    - What is Not Considered a Room?
  - Understanding Bedroom Count
  - Understanding Bathroom Count
  - Bed/Bath Count Expectations
  - Comment, Comment, Comment
- Individual Exercise: “Quick Exercise in Converting.”

## 9. Module Nine (Approximately 2 hours)

- How Do You Complete and Fill Out a BPO?
- Overall Plan of Action
- Let’s Walk Through a BPO Order
  - Read the Company Notes and Guidelines
  - Researching the Subject Property
    - County Tax Records / Assessor’s Website
    - Assessor’s Information Sheet
    - Researching the Subject Property in the MLS
    - Use More Sources to Verify Information
- Find Your Comps Within the MLS
- Filling in a Sample BPO Form
- “Cookie Cutter Phrases”
- How To Do Adjustments Correctly
- Finding the Current Market Value
- Correctly Uploading All Photos
- Small Group Activity: “Do Your Own BPO Now.”

## 10. Module Ten (Approximately 1 hour)

- Using Automation Software to Streamline Your BPO Business
- Basics Concepts About BPO Automation Software
  - FAQ's About BPO Automation Software
  - Real Case Studies
- Individual Activity: "Let's Look at a Demo of a "BPO AutoFill Macro."
  - Demo of BPOA's AutoFill Software
  - Quick Overview
- History Behind Using Auto-Accept Software
  - Success Rate of Auto-Accept Software
- Basic Concepts About Auto-Accept Software
  - Auto-Accept Software Companies
- There Are No Guarantees.....

## 11. Module Eleven (Approximately 30 minutes)

- Creating and Setting Up a BPO Order Tracking System
- Staying Organized
  - BPO Order File Folder
- Backing Up Your BPO Forms, Comparables and Pictures
- Introducing RoboForm
  - How to Create "Log-ins" (Using RoboForm)
- Individual Activity: "Play Around with RoboForm"

## 12. Module Twelve (Approximately 15 minutes)

- Vendor Rating System
- Actual Vendor Rating Methodology
- List of 120 BPO, REO and Asset Management Companies
- Where to Go for REO Education and More BPO Training
- Wrap Up
- Question and Answer

### **Overview and preparation** (approximately 8 hours)

I will adjust our pace as appropriate rather than adhere strictly to the schedule.

### **Curriculum:**

The curriculum will balance a practical "how to" approach with an academic perspective. I will supplement the class with valuable handouts, usually of sample documents used in the BPO industry and of various individual exercises. I will also provide learning opportunities through hands-on activities; both in small group settings and individually.

### **Method of Instruction:**

The course will combine lectures, a PowerPoint presentation, small group activity, handouts and classroom discussion. They will be provided with a paperback version of the required text as well as unlimited access to our "BPO Inner Circle" virtual coaching platform.

**Grading:** Attendees will not be graded. An in-class exam is not required.

### **Attendance Policy:**

Anyone who attended must be there for the full length of the class in order to receive the full benefit from the class. They may attend another session if they miss part of the class and want to make up for time lost for not attending a full day of instruction. A full eight hours of attendance in the classroom is required for them to receive full credit.