REAL ESTATE INSTITUTE

CLASSES START WEEK OF SEPTEMBER 11, 2017
REAL ESTATE INSTITUTE
FALL COURSES 2017

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CLASSES START
WEEK OF SEPTEMBER 11, 2017
Welcome to the Real Estate Institute at Temple University Center City

Located in the heart of Center City, the Real Estate Institute (REI) at Temple University is the largest program for professional real estate education in the tri-state region. A leading resource for professional development, REI is known and respected for its wide-ranging course selection, which includes classes for professional real estate salespeople, brokers, appraisers and property managers, as well as for people simply interested in expanding their knowledge about the real estate market. Whether it’s buying or selling a home, learning more about property management, investment, law, development or finance, REI offers something for everyone.

Our faculty members are experts in the real estate industry, and they are eager to share their extensive professional knowledge. Not only do they understand current trends and what’s happening in the marketplace, they are skilled instructors who know how to convey information and generate lively discussion.

With more than 30 years of real estate experience, the Real Estate Institute at Temple University is a proven resource that is continually creating new initiatives to meet your educational needs.

Real Estate Institute Staff
Brian Brillman, Director
Deloris E. Jordan, Program Coordinator
Carolyn Dailey, Administrative Specialist

Real Estate Institute Faculty
Michael Batley ............ Realtor/Property Manager
Janis Benstock ............ Realtor/Broker
Leah Erickson, EdD ......... Realtor/Appraiser/GAA/CEI
Jules W. Falcone ........... Home and Building Inspector/Consultant, ASHI
John W. Fisher ............. Broker/GRI/CIIPS
Michael M. Frolove ........ Broker/Appraiser
Joseph J. Glennon ........ Broker/Asset Manager/CPM/CCIM
Mark Herrmann ............ Real Estate Developer
Steve Hunn .................. Home and Building Inspector/Consultant, ASHI
Harvey M. Levin ........... MAI/Appraiser/Consultant
Barry S. Ludwig ......... Dealer/CCIM/MAI/CPM/CRE
Joseph J. McGettigan .... Realtor/Broker/Appraiser/CRS/CRB/GRI/RE Commissioner
Jonathan M. Orens ........ Realtor/Broker/GRI/ABR/SRES/CNE
Alex Pearl, Esq. .......... Real Estate Attorney
Stephen B. Ratner ........ Certified Public Accountant
Gary Robinson ............ Realtor/Sales Trainer
Flora Rubin ............... Realtor/Broker/GRI/ABR
James Sherman .......... Real Estate Builder/Developer
Michael Silverman ......... Broker/Appraiser/MAI
Theresa Stigale ........... Realtor/Broker/Developer/CNE/Green
Karen F. Thorp ............ Broker/CPM/RPA
Sherman Toppin, Esq. ... Real Estate Attorney/Broker
Brett M. Warren ........... Mortgage Banker
Gregory J. West ............ Commercial Realtor
Jay Lamont ............... Founding Director Emeritus/Faculty Chair, 1974-1998
Barbara Korns ............. Director Emeritus/Faculty, 1998-2016

FOR MORE INFORMATION, VISIT: www.noncredit.temple.edu/rei
# Real Estate Courses-At-A-Glance | Fall 2017

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>DAY</th>
<th>START DATE</th>
<th>TIME</th>
<th>PAGE</th>
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</thead>
<tbody>
<tr>
<td><strong>REAL ESTATE FUNDAMENTALS AND REAL ESTATE PRACTICE</strong></td>
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<tr>
<td>Real Estate Fundamentals and Real Estate Practice</td>
<td>T/TH</td>
<td>9/12/17</td>
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<td>Real Estate Fundamentals and Real Estate Practice</td>
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<td>Real Estate Fundamentals and Real Estate Practice</td>
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<td><strong>REAL ESTATE BROKER AND ELECTIVE COURSES</strong></td>
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<tr>
<td>Real Estate Finance (FALL SEMESTER ONLY)</td>
<td>Mon.</td>
<td>9/11/17</td>
<td>5:30 PM – 8:30 PM</td>
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<tr>
<td>Construction Management (FALL SEMESTER ONLY)</td>
<td>Tues.</td>
<td>9/12/17</td>
<td>5:30 PM – 7:30 PM</td>
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<tr>
<td>Funding Strategies in Residential Real Estate</td>
<td>Tues.</td>
<td>9/12/17</td>
<td>5:30 PM – 7:30 PM</td>
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<tr>
<td>Real Estate Law</td>
<td>Tues.</td>
<td>9/12/17</td>
<td>5:30 PM – 8:30 PM</td>
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<tr>
<td>Commercial Real Estate</td>
<td>Weds.</td>
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<td>5:30 PM – 7:30 PM</td>
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<tr>
<td>Real Estate Development</td>
<td>Weds.</td>
<td>9/13/17</td>
<td>5:30 PM – 7:30 PM</td>
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<tr>
<td>Real Estate Brokerage</td>
<td>Weds.</td>
<td>9/13/17</td>
<td>7:30 PM – 9:30 PM</td>
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<tr>
<td>Real Estate Investment</td>
<td>Thurs.</td>
<td>9/14/17</td>
<td>5:30 PM – 7:30 PM</td>
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<tr>
<td>Residential Property Management</td>
<td>Thurs.</td>
<td>9/14/17</td>
<td>7:30 PM – 9:30 PM</td>
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<tr>
<td><strong>APPRAISAL COURSES (NJ Renewals Deadline is Dec. 31, 2017)</strong></td>
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<tr>
<td>Identifying/Selecting Comparable Properties</td>
<td>Tues.</td>
<td>9/26/17</td>
<td>9:00 AM – 12:00 PM</td>
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<tr>
<td>New Jersey Appraisal Law</td>
<td>Tues.</td>
<td>9/26/17</td>
<td>1:00 PM – 3:00 PM</td>
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<tr>
<td>Identifying/Selecting Comparable Properties</td>
<td>Weds.</td>
<td>11/8/17</td>
<td>9:00 AM – 12:00 PM</td>
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<tr>
<td>New Jersey Appraisal Law</td>
<td>Weds.</td>
<td>11/8/17</td>
<td>1:00 PM – 3:00 PM</td>
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Real Estate Institute Course Overview | Fall 2017

**REAL ESTATE FUNDAMENTALS AND REAL ESTATE PRACTICE**

**DAYTIME** | Classes are held **twice** a week.

<table>
<thead>
<tr>
<th>T/Th</th>
<th>Real Estate Fundamentals and Real Estate Practice</th>
<th>9:00 AM-1:00 PM</th>
<th>Flora Rubin</th>
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<td></td>
<td>(8 Tuesdays and 7 Thursdays)</td>
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<td><strong>September 12-October 31</strong></td>
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<td>M/W</td>
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<td>Janis Benstock</td>
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<td>(8 Mondays and 7 Wednesdays)</td>
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<td><strong>September 25-November 13</strong></td>
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**EVENING** | Classes are held **once** a week.

<table>
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<tr>
<th>M</th>
<th>Real Estate Fundamentals and Real Estate Practice</th>
<th>5:30 PM-9:30 PM</th>
<th>Gary Robinson</th>
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<tr>
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<td>(14 Mondays)</td>
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<td>Real Estate Fundamentals and Real Estate Practice</td>
<td>5:30 PM-9:30 PM</td>
<td>Gary Robinson</td>
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<td>(14 Wednesdays)</td>
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<tr>
<td>Th</td>
<td>Real Estate Fundamentals and Real Estate Practice</td>
<td>5:30 PM-9:30 PM</td>
<td>Jonathan Orens</td>
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<td>(14 Thursdays)</td>
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<tr>
<td>Sat</td>
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<td>9:00 AM-1:00 PM</td>
<td>Michael Frolove</td>
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<td>(14 Saturdays)</td>
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<td></td>
<td><strong>September 9-December 16</strong></td>
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**REAL ESTATE BROKER AND ELECTIVE COURSES**

**EVENING**

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<tr>
<th>M</th>
<th>Real Estate Finance</th>
<th>5:30 PM-8:30 PM</th>
<th>Michael Frolove</th>
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<tbody>
<tr>
<td>T</td>
<td>Construction Management</td>
<td>5:30 PM-7:30 PM</td>
<td>James Sherman</td>
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<tr>
<td>T</td>
<td>Funding Strategies In Residential Real Estate</td>
<td>5:30 PM-7:30 PM</td>
<td>Brett Warren</td>
</tr>
<tr>
<td>T</td>
<td>Real Estate Law</td>
<td>5:30 PM-8:30 PM</td>
<td>Sherman Toppin</td>
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<tr>
<td>W</td>
<td>Commercial Real Estate</td>
<td>5:30 PM-7:30 PM</td>
<td>Greg West</td>
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<tr>
<td>W</td>
<td>Real Estate Brokerage</td>
<td>7:30 PM-9:30 PM</td>
<td>Greg West</td>
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<tr>
<td>W</td>
<td>Real Estate Development</td>
<td>5:30 PM-7:30 PM</td>
<td>Mark Herrmann</td>
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<tr>
<td>Th</td>
<td>Real Estate Investment</td>
<td>5:30 PM-7:30 PM</td>
<td>Joseph Glennon</td>
</tr>
<tr>
<td>Th</td>
<td>Residential Property Management</td>
<td>7:30 PM-9:30 PM</td>
<td>Joseph Glennon/ Michael Batley</td>
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</tbody>
</table>

*Courses will not be held on Thanksgiving, Thursday, November 23, 2017*
First Half of Semester

REAL ESTATE FUNDAMENTALS
REI 001/2 credits/30 hours

This introductory course takes a fundamental approach in assisting the beginning real estate student with lectures on agency law; listing contracts; deeds; estates and property interests; agreements of sale; mortgage financing, FHA, VA and conventional; title insurance and settlements. All basic real estate terminology and techniques are introduced and explained. Designed for prospective real estate salespersons and individuals seeking practical real estate knowledge.

Second Half of the Semester

REAL ESTATE PRACTICE
REI 002/2 credits/30 hours

This second part of a two-course sequence prepares the prospective real estate professional with background for the Pennsylvania State Licensing Examination. Includes appraisal, listing real estate, qualifying buyers, showing properties, presenting offers, real estate mathematics, property management, investment, and a discussion of the rules and regulations of the Pennsylvania Real Estate Commission and the Licensing Act.

Licensing Information

For questions related to the Pennsylvania salesperson or broker licensure examinations, please contact:

PSI EXAMINATION SERVICES
3210 E. Tropicana, Las Vegas, NV 89121
Tel.: 800-733-9267 Fax: 702-932-2666 www.psiexams.com

PENNSYLVANIA REAL ESTATE COMMISSION
P.O. Box 2649, Harrisburg, PA 17105-2649
Tel.: 717-783-3658 Fax: 717-787-0250 www.dos.state.pa.us/estate

Need a flexible schedule? Take the Fundamentals and Practice classes ONLINE at your own pace. Start today!

To register for online classes, visit our web site: www.noncredit.temple.edu/rei.
Broker and Elective Courses | Fall 2017

All broker and elective courses may be used to meet the Pennsylvania state educational broker requirements and include classroom and take-home assignments. They also count as the full 14 hours of PA continuing education for the 2018 license renewal.

**REAL ESTATE INVESTMENT**

REI 005/2 credits/30 hours/Fee: $325
14 Thursdays*
5:30 PM-7:30 PM
September 14-December 14
Taught by Joseph Glennon

Learn how to invest your money in real estate wisely! This is a practical course for the real estate investing beginner, or the intermediate investor who has just begun to buy investment properties. You will gain a thorough understanding of the marketplace and investment risk. You will be guided through creating an investment profile, then matching it to, identifying and comparing properties. Other topics include budgeting income and expenses, basic financing and financial concepts, cash flow analysis, acquisitions, disposition analysis, and primary concepts of the federal tax law as basis and cost recovery. You will analyze actual investment properties using various investment forms, which can be used for your own future investment purposes.

Required: calculator, model HP-10B II

**COMMERCIAL REAL ESTATE**

REI 011/2 credits/30 hours/Fee: $325
14 Wednesdays
5:30 PM-7:30 PM
September 13-December 13
Taught by Greg West

Are you interested in owning, leasing or managing commercial property? Learn about the commercial real estate market. Find out about practices and techniques used in leasing and managing office space and commercial retail stores.

**FUNDING STRATEGIES IN RESIDENTIAL REAL ESTATE**

REI 053/1 credit/15 hours/Fee: $220
8 Tuesdays
5:30 PM-7:30 PM
September 12-October 31
Taught by Brett Warren

• Do you understand the new TRID regulations?
• Do you know how to recognize the errors that can cost you and your clients time and money and create problems at settlement?
• Do you know about special financing that can help first-time home buyers and millennials purchase a home?
• Learn how to choose the best financing provider for the job

Learn the funding strategies that give you the competitive edge. This class provides valuable information to compete more effectively AND help you close transactions that otherwise might not close, plus we’ll examine new trends in Investment property and Rehab financing. Don’t miss this opportunity to learn how to close almost any transaction!

**REAL ESTATE LAW**

REI 008/3 credits/45 hours/Fee: $420
14 Tuesdays
5:30 PM-8:30 PM
September 12-December 12
Taught by Sherman Toppin

This required broker course concentrates on all the vital legal aspects for students planning a real estate career. It focuses on all basic real estate documents, including agreements of sale; deeds and mortgages; real estate planning from legal and income tax points of view; and the special rules and regulations that govern the conduct of licensed brokers and salespersons.

Text: Real Estate Law, 8th Edition

*Courses will not be held on Thanksgiving, Thursday, November 23, 2017

FOR MORE INFORMATION, VISIT: www.noncredit.temple.edu/rei
**REAL ESTATE BROKERAGE**

REI 054/2 credits/30 hours/Fee: $325
14 Wednesdays
7:30 PM-9:30 PM
September 13-December 13
Taught by Greg West

Master techniques and develop ideas for operating a successful brokerage company. Determine leadership, planning, organization, and communication strategies. Understand best practices of record-keeping, financial systems, policies and procedures. Learn methods of recruiting, retaining, training and retraining, motivation and termination of employees. Acquire knowledge of mergers and acquisitions. Analyze the market and business climates to provide business techniques to successfully market and advertise. This is a broker course required by the Pennsylvania Real Estate Commission.

**Text:** Real Estate Brokerage

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**REAL ESTATE DEVELOPMENT**

REI 014/2 credits/30 hours/Fee: $325
14 Wednesdays
5:30 PM-7:30 PM
September 13-December 13
Taught by Mark Herrmann

The return of economic conditions conducive for development is now foreseeable. Learn the process and tools for successful real estate development. The course will introduce students to: the development process and creating value; identifying and managing risk; assembling the development team; land assessment and site selection. It will also provide students information for acquiring/controlling property; approvals and permitting, deal structuring; financing to include building financial proformas, capitalization, design management; and contracts for professional construction. Exposure to current, ongoing development projects will supplement classroom instruction as opportunities permit.
Construction Management (Fall Semester Only)

REI 044/2 credits/30 hours/Fee: $325
14 Tuesdays
5:30 PM-7:30 PM
September 12-December 12
Taught by James Sherman

This course provides perspectives from the individuals involved in construction or renovation: the owner/developer, the architect and the construction manager/general contractor. Also included will be preparation and methods of construction estimates, preparation and implementation of progress schedules, guidelines and precedents in construction law, methods for conducting project meetings and recording minutes, preparation and implementation of punch lists, construction financing and financial monitoring, construction accounting, and use of AIA billing forms.

Real Estate Finance (Fall Semester Only)

REI 003/3 credits/45 hours/Fee $420
14 Mondays
5:30 PM-8:30 PM
September 11-November 11
Taught by Michael Frolove

This course is an introduction to real estate financing from both lender and borrower standpoints. It covers residential and commercial transactions with consideration given to sources of mortgage financing; the secondary mortgage market; a review of essential provisions of mortgage documents; defaults and foreclosures. It teaches students how to evaluate adjustable vs. fixed-rate mortgages; conventional, government-guaranteed VA, FHA insured loans; qualifying the borrower and processing real estate loans; and special aspects of real estate finance.

Text: Essentials of Real Estate Finance.

Faculty Profile

Greg West

“Greg West emulates the joy of teaching! He has opened his students’ minds to the world of commercial real estate by using his talents, humor and expertise throughout his many years of teaching; thus inspiring them to achieve their own successes!”

- Barbara Korns, Director Emeritus/Faculty, 1998-2016

With his extensive knowledge and vast experience in the business of commercial real estate, Greg West has helped establish Temple Real Estate Institute as a highly respected commercial real estate education provider. A faculty member here for more than 30 years, he has held leadership roles at several commercial real estate companies while simultaneously sharing the wealth of his knowledge with our students. The Executive Vice-President and General Manager of Jackson-Cross Company Brokerage Division for 22 years, he later became Executive Director of Insignia/ESG when they purchased Jackson-Cross. In 2002, he became the Executive Vice President of Colliers Lanard & Axilbund before finally forming his own commercial real estate advisory and consulting firm; West Corporate Partners, LLC in 2009. West Corporate Partners works exclusively with businesses and corporations to create a systematic and analytical approach to assist clients in evaluating their current or future real estate requirements.

An excellent source of information for anyone desiring to learn the business of commercial real estate, Greg West remains committed to educating, developing and preparing our students; the next generation of real estate practitioners.
REAL ESTATE INSTITUTE
REGISTER NOW.
PHONE: 215-204-1539 | FAX: 215-204-5682

RESIDENTIAL PROPERTY MANAGEMENT

REI 007/2 credits/30 hours/Fee: $325
14 Thursdays*
7:30 PM-9:30 PM
September 14-December 14
Taught by Joseph Glennon and Michael Batley

Whether you’re new to managing real estate or have a few years experience, the key to being a successful property manager is knowing what to do and when to do it. Learn the essential principles and practices of residential, commercial and retail management; practical maintenance and repair policies; advertising, marketing and leasing rental units; tenant selection and tenant relations; leasing practices and procedures; and overall rental market surveys.

TWO C.E. SEMINARS FOR NJ APPRAISAL LICENSE RENEWALS

IDENTIFYING/SELECTING COMPARABLE PROPERTIES*

REI 10001-001 credits/3 hours/Fee: $75
9:00 AM-12:00 PM
September 26 & November 8
Taught by Robert J. Luciani, ASA

The objective of this seminar is to gain an understanding of the recognized methods and techniques for identifying & selecting comparable properties for both residential and non-residential properties, as recommended by the Appraisal Practices Board of the Appraisal Foundation.

NEW JERSEY APPRAISAL LAW*

REI 10002-001 credits/2 hours/Fee: $50
1:00 PM-3:00 PM
September 26 & November 8
Taught by Robert J. Luciani, ASA

This mandatory two-hour seminar provides comprehensive coverage of the NJ Administrative Code and Real Estate Appraisers Act License Law as it pertains to State Appraisal Law. All NJ Licensed/Certified Appraisers are required to take this course.

*NOTE: Cost to enroll in both seminars is $110. NJ Appraiser Renewals must be completed by Dec. 31, 2017.

*Courses will not be held on Thanksgiving, Thursday, November 23, 2017

REAL ESTATE INSTITUTE AT TEMPLE UNIVERSITY CENTER CITY
REGISTER NOW!

Learn from the Experts
Registration available for LIVE courses.
Simply go to www.noncredit.temple.edu/rei
REAL ESTATE INSTITUTE AT TEMPLE UNIVERSITY CENTER CITY

The Business of Architecture Certificate Program

Whether you are looking to move up in your firm, start a new practice or just become more knowledgeable about the business of architecture, this program is for you. Designed to fit your busy schedule, it is focused on business and management skills that are specifically tailored for design and construction practices. Held on Saturdays at Temple Center City Campus with fall and spring sessions, the Business of Architecture Certificate Program offers a clear path to take in advancing your career.

5 COURSE SERIES AVAILABLE IN THE FALL OR SPRING

Fall 2017 schedule: Sept. 16, 23, 30, Oct. 7, 14, 2017
Spring 2018 schedule: Jan. 27, Feb. 3, 10, 17, 24, 2018
Saturdays, 9:30 AM – 12:30 PM
Tuition: $150 per course or $495 for 5 courses.

PROJECT MANAGEMENT FOR ARCHITECTS
Discover valuable tools and techniques for executing, monitoring and controlling projects, to better control quality, manage risks, and close the project.

COLLABORATIVE COMMUNICATION AND LEADERSHIP
Enhance your ability to respond to and influence others, encourage collaboration, and get results by flexing your communication style.

MANAGING THE FIRM
Build management competencies to aid you in leading your team through tough circumstances, complex interpersonal work relationships and difficult client issues.

ACCOUNTING FOR ARCHITECTS
Increase your ability to engage the “language of business” to better understand accounts and accounting principles.

INTELLECTUAL PROPERTY AND DIGITAL DESIGN
Understand the issues of intellectual property that impact digital design and project delivery.

For more details and registration information visit us at www.noncredit.temple.edu/architecture or call 215-204-1539.
General Information

REGISTRATION OPTIONS
Online at: www.noncredit.temple.edu/rei
By phone: 215.204.1539
In person: 1515 Market Street, Suite 215
By mail: Real Estate Institute
Temple University
Center City
1515 Market Street, Suite 215
Philadelphia, PA 19102

PAYMENT OPTIONS
Credit/debit card; money order or check payable to Temple University. CASH WILL NOT BE ACCEPTED.

VETERANS' EDUCATION BENEFITS
For information regarding veterans' education benefits for classes at the Real Estate Institute, please call 215.204.7358.

TEXTBOOKS
A textbook may be required for your selected courses. Textbooks for these programs must be purchased by the participant and are available in the Temple University bookstore on the Center City campus. For more information, contact the bookstore at 215.204.1527 or go to www.temple.edu\bookstore.

TRANSCRIPTS
Transcripts are granted for successful completion of the programs outlined in this catalog.

TRANSPORTATION AND PARKING
Temple Real Estate Institute, located close to Suburban Station, is convenient to SEPTA train and bus service, the Broad Street Subway, Market Street-EL, and PATCO. Evening parking discount rates are available at nearby garages with Temple validation. Information about parking may be obtained at: www.temple.edu/tucc/about/parking.asp.

REFUND POLICY
A student may withdraw from class any time prior to the start of the second class meeting and receive a full tuition refund. Student requests to withdraw must be in writing and submitted to the registrar at the Temple University Real Estate Institute.

No refunds will be issued for cancellations made after the start of the second class meeting.

CANCELLATION OF COURSES
In the event that insufficient enrollment necessitates canceling a course, all tuition will be refunded. The University reserves the right to change instructors, programs or pricing, in which case advance notice and option of refund are provided.

RETURNED CHECKS
$25 fee may be assessed for checks issued to the university and not paid upon presentation to the bank.

Take PA CE courses for 2018 license RENEWAL NOW!

To register for online CE classes, visit our web site: www.noncredit.temple.edu/rei.
REAL ESTATE INSTITUTE
AT TEMPLE UNIVERSITY CENTER CITY

REGISTER
ONLINE NOW!

Registration available for LIVE and ONLINE courses.
Simply go to www.noncredit.temple.edu/rei
REGISTRATION FORM | FALL 2017

REGISTER ONLINE:
www.noncredit.temple.edu/rei

PHONE: 215-204-1539
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