

# REIN™ Jump Start Action Checklist

*The Actual Steps to Propel Yourself in the First 3 Months!*

Your name: \_\_\_\_\_

Fax: \_\_\_\_\_

Telephone (Res.): \_\_\_\_\_

E-mail: \_\_\_\_\_

## Month One – **Building Your Foundation**

- Step #1                      Review every page of your REIN™ Member Binder to familiarize yourself with its contents and the tools it contains. This is where you can keep the important administrative documents you receive from REIN throughout your membership.  
Date: \_\_\_\_\_
- Step #2                      Arrange to have an e-mail address if you don't already. Your e-mail address will be your source of up-to-the-minute research, announcements and other critical communications from the REIN™ Team. It will also allow you to have access to the **Members' Only Section** of [www.myreinspace.com](http://www.myreinspace.com).  
Date: \_\_\_\_\_
- Step #3                      Sign on to the **Members' Only Section** of [www.myreinspace.com](http://www.myreinspace.com). If you already have an account, simply indicate that you are a REIN™ member under User CP < Edit Profile Information. If you don't have an account, just click on "Not Registered Yet?" Input your information and make sure you indicate that you are a REIN member. It is that simple. This site will be the 'heart' of REIN™ Communications.  
Date: \_\_\_\_\_
- Step #4                      Refer to the **Upcoming Events Schedule** at [www.myreinspace.com/forums](http://www.myreinspace.com/forums) and write the upcoming events on your personal calendar.  
Date: \_\_\_\_\_
- Step #5                      Read the **Code of Ethics & Guidelines** sheet (found in your REIN™ Binder).  
Date: \_\_\_\_\_
- Step #6                      Read the **"17-3 Program" information sheet**, complete the **"17-3" Program Questionnaire** and fax it to the REIN™ Office at (604) 856-0091.  
Date: \_\_\_\_\_
- Step #7                      Listen to and review the **ACRE™ Program** (even if you attended it live!)  
Date: \_\_\_\_\_
- Step #8                      Introduce yourself to at least 5 REIN™ Members at the next REIN™ event. Talk about what strategies they're using and see if any are of interest to you.  
Date: \_\_\_\_\_
- Step #9                      Buy a file cabinet (two drawer minimum) and have it set up for all your real estate and financial records. (Getting this set up BEFORE you have, or add, more properties, is a critical step.  
Date: \_\_\_\_\_
- Step #10                      When you complete the above 9 steps, fax this form to the REIN Office at **604) 856-0091**.

Your Name: \_\_\_\_\_

## **Month Two - Get Financed - GET READY FOR ACTION!**

Step #1 Create your Sophisticated Investor Binder. Go to section #5 of your REIN™ Binder or the “How to Get the Bank to Say YES section of your ACRE™ Program for examples. **This is your next critical step – be prepared before you need it. It is a sign of being a sophisticated investor. This will allow you to act QUICKLY when your deals hit.**

Date: \_\_\_\_\_

Step #2 Start to create a relationship with a personal banker or bank manager. Find one through the REIN Resource Directory at [www.myreinspace.com](http://www.myreinspace.com). Tell them your goals (be realistic), tell them about the amount of business you’d like to bring them... then ASK them what you can do to make the relationship a winner for them!

Date: \_\_\_\_\_

Step #3 **Get access to a fax number** if you don’t already have one. You can do this by buying your own fax machine or using a company that offers a fax service. A fax machine is essential for playing the Real Estate game as you will be using it to fax offers of purchase, amendments and much more while you buy properties.

Date: \_\_\_\_\_

## **Month Three - Submit Offers - TAKING ACTION**

Step #1 Familiarize yourself with the following 3 forms found in your ACRE™ binder (or online in the Members’ Only Section of [www.myreinspace.com](http://www.myreinspace.com)).

- Financial Offer Worksheet
- REIN™ Property Analyzer
- Vendor Financing Schedule (VTB form)

Date: \_\_\_\_\_

Step #2 Telephone 3 FSBO ads (For Sale by Owner) and just get a feel of the marketplace. There is a fantastic **Vendor Motivation Checklist** you can follow along for ideas (in section 3 of your ACRE™ binder). This will get you into the market.

Date: \_\_\_\_\_

Step #3 Begin filling out a REIN™ Property Analyzer Form for each of the above properties. If one looks like it fits the system, begin completing a Property Planning Sheet.

Date: \_\_\_\_\_

Step #4 Submit at least one **Offer to Purchase & Sale** through your realtor. Remember to structure the Offer so it suits your situation.

Date: \_\_\_\_\_

Step #5 When you complete the above 5 steps, fax this form to the REIN Office at **(604) 856-0091**.

Date: \_\_\_\_\_