REIN 90-Day Action Checklist

Real steps to propel yourself in your first three months!

We are thrilled that you are on the journey to long-term sustainable wealth. We know this won’t be a straight line but rest assured we are here to support you along your journey; remember we’re only a phone call away.

For ultimate success, get started and take action. Here’s how.

Days 1 – 30: Building Your Foundation

1. **Check out your resources.** Learn what’s available to you and how to take full advantage of how your back office can support you.
   - Log in to your Member Back Office at [www.reincanada.com](http://www.reincanada.com).
   - Watch the video tutorial on your dashboard to learn how to navigate to the resources you need. See below:

   ![Video Tutorial](image)

   Date Completed: ____________________

2. **Schedule your REIN events.** Refer to the Calendar of Events in your Member Back Office at [www.reincanada.com](http://www.reincanada.com) and record the upcoming events in your personal calendar.

   Date Completed: ____________________
3. Get connected with REIN.
   - Send REIN Client Services your best and most up-to-date email address and cell phone number.
   - Add info@reincanada.com to your contacts so emails stay in your Inbox and out of your Junk Mail!
   - Get meeting and special offer reminders texted to you. Simply go to www.reincanada.com/text, enter your information and click Submit.

Ensuring your contact information is always up-to-date makes sure you receive up-to-the-minute research, announcements and other critical communications from the REIN Team. Your accurate email is your key to access to your Member Back Office at www.reincanada.com and the Members’ Only Section of www.myreinspace.com.

Date Completed: ____________________

4. Connect with your REIN community – online. MyREINspace is a hub that connects you to all REIN Members across the country and is your personal way to communicate with your fellow investors. MyREINSpace is located in the Member Back Office under Resources.
   - Familiarize yourself with the platform.
   - Leverage the power and knowledge of your national community, and
   - Get your questions answered in the forums.

Date Completed: ____________________

5. Community values. Read the REIN Code of Ethics found in your REIN Membership Guidelines and Programs section of the Critical Documents in the Member Back Office to understand, and comply with, the REIN philosophy.

Date Completed: ____________________
6. **Celebrate success. The REIN Awards Program** was started over 20 years ago to recognize Member’s accomplishment of key milestones on their real estate journey.

- Read the “**17-3 Program Guidelines** for more information” on the different levels awarded.

- Complete the “**17-3 Program** Questionnaire” and email it to info@reincanada.com. This can be found in the Critical Documents, General Investing Support Tools section of your Member Back Office Knowledge Vault.

- Complete the “**17-3 Awards Properties Purchased Form**” once your first property is purchased and submit this every time you buy a new property.

- Receive recognition. You will be awarded a special REIN pin at each milestone.

Date Completed: ____________________

7. **Stay motivated.** The “Getting Started Coaching Call Series” walks you through critical steps to success. Learn from experienced investors through six modules starting with Action Steps for Success, Property Analysis, Setting up your Office, Getting Financing, Raising Capital and Lessons Learned – from one of our most successful investors.

*Approximate time commitment to complete: 8 hours of audio*

Date Completed: ____________________
8. Get organized.

- **Prepare to win the paper war.** Arm yourself with the filing supplies to keep you organized and consistent: legal-size file hangers, vinyl flexible tabs with blank while inserts, legal size folders (red, blue, yellow and green), file folder labels, box of #10 white envelopes.

- **Office equipment.** Make sure you have legal-size filing 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.

- Follow and implement “How to win the paper war”. You will find this in the [General Investing Support Tools](#) section of Critical Documents in your Member Back Office Knowledge Vault. Set up your new filing cabinet according to these guidelines. In brief, set up these sections:
  - Red – For All Tenant Info;
  - Yellow For Property Information (e.g. Financing, Property Taxes, Insurance, Notes on inspections);
  - Blue – For All Legal Documents;
  - Green – Ongoing Monthly Receipts which you will keep separated by month in your #10 envelopes

Date Completed: ____________________

9. **Know your Authentic Canadian Real Estate (ACRE) Foundation.** The ACRE system is the foundation of successful, strategic, real estate investors in Canada. If you have not yet attended our ACRE weekend, now’s the time to:

- Schedule the next live ACRE in your calendar

- Go through your ACRE Home Study binder that was shipped to you as part of your membership benefits

- Read "Real Estate Investing in Canada: Creating wealth with the ACRE system”, by Don R. Campbell.

*Approximate time commitment: 19 hours (about the length of 2.5 day ACRE Live)*
10. **Connect directly with REIN’s CEO.** As part of your membership you may schedule your one on one coaching call with Patrick Francey, **CEO of REIN.** To set up and prepare for your personal coaching call:

- Set a date. Call the REIN office or email info@reincanada.com to arrange a time and date.

- Prepare. **Answer the five questions below** and email them to info@reincanada.com. These will help you create a powerful context for your vision of results from investing in real estate.

  - What specific result do you want in real estate? Think through and get really specific about what you want to accomplish. **Helpful hint: if you haven’t yet completed your Belize, do so here** [go back to your ACRElive Program, watch Video 9 – Personal Belize, fill in the handout and email to CEO@reincanada.com].

  - What will it mean to you, your significant other and family when you accomplish this?

  - What predictable and almost certain adversities and challenges do you forecast being in the way? (You can even think of which of The Eight Great Waits hold you back...Money, Time, Opportunity, The Market, Partner, Family, Knowledge or Fear).

  - What resources and help do you predict you'll need to purge what you've defined in the third questions? (Resources at REIN include Patrick Francey, workshops, team members at the REIN office, experts etc.)

  - By when do you want to accomplish this result? (Every goal needs a deadline)
Do your best to think through and answer these questions. Your first steps may be to simply bring these questions into your awareness. Don't worry about 'getting it right'...be as clear as you can and base it on where you are now.

Date Completed: ____________________

11. **Connect with your REIN community – in person.** Introduce yourself to at least five REIN Members at the next REIN event. Talk about what strategies they’re using and see if any are of interest to you.

Date Completed: ____________________

**Days 31 – 60: Get ready to take action.**

1. **Get educated.** The **Workshop Downloads** section in your **Member Back Office Knowledge Vault** hosts the audio recordings and handouts for our regular workshops and events in every city, and goes all the way back to 2012! By listening to past and present content, you will better understand the economic fundamentals. You can dive into presentations in the city you want to invest in for updates, market trends, financial drivers and research. Some highlights to listen for are:
   - Don Campbell’s "What’s Behind The Curtain” segments
   - Exclusive Member Only Break Out sessions presented at your ACRE events.
   - Interesting panels like “Investing in Real Estate with a Full-time Job”
   - Learn from the trials and tribulations of other investors, like Barry McGuire’s “Tales from the Trenches”, and
   - So many more…

2. **Research and Economic Fundamentals.** Understanding that market research is key to your success as a strategic investor is a core part of membership benefits. Are you familiar with the REIN Research Reports and REIN Scores? Head over to the **Research Reports**
section in the Knowledge Vault of your Member Back Office and boost your confidence with the in-depth research done on demographics, economic fundamentals and more for the cities you would like to invest in.

3. **Your ticket to your top town.** Get familiar with the Property Goldmine Scorecard so you can use this tool to analyze and better understand the areas you want to invest in and become a geographic specialist. This will narrow your focus and help you make decisions faster when they count most. Find some listings and do some practice cash flow analysis.

4. **Get ready for financing.** Create your Strategic Investor Financing Blueprint. Go to “How to Get the Bank to Say YES” section of your ACRE System Program for examples. **Be prepared before you need it. This allows you to act quickly when you have a deal on hand.**

   Date Completed: ____________________

5. **Get Financing with the REIN Finance Centre.** The REIN Finance Centre is the source for our Member results, supporting their financial future with the power of leverage and relationships, providing clear goals and a path to get there.
   
   o Set up an appointment with the REIN Finance Centre
     
   o Get a GAP analysis to get you laser focused on what you need/want real estate to be for you and how to get there.
     
   o Talk to them about your goals (be realistic), tell them about the amount of business you’d like to do.
     
   o Then ASK them what you can do to make the relationship a winner for them!
   
   [http://s.reincanada.com/member/store/external_resource](http://s.reincanada.com/member/store/external_resource)

   Date Completed: ____________________
6. **Build your Business Plan.** The Real Estate Entrepreneurship Program offers you ten modules including video and templates to make it easy to work through and build your business plan.

   ![REIN 90 Day Action Checklist](image)

   Date Completed: ____________________

7. **Build your Team.** From realtors and accountants to real estate lawyers - and everyone else - REIN members and partners have the skills and expertise you need to build an amazing team for your real estate investing business.

   - In [MyREINSpace](https://www.myreinspace.com) check out the [Member Directory](https://www.myreinspace.com/members).
   - Start having conversations and do your diligence to set a strong foundation.
   - Let them in on your strategies and goals and ensure you find out what they need from you to set each other up for success.
   - If you need help finding someone, post in the MyREINSpace forum or call the REIN office.

1. **Find Critical Forms.** Familiarize yourself with the forms found in your ACRE binder or online in the **Critical Documents, Due Diligence Forms** section of your **Member Back Office** at [www.reincanada.com](http://www.reincanada.com). A couple of highlights are:
   - Cash Flow Zone
   - REIN Property Analyzer
   - Property Planning and Control Sheet
   - Financial Offer Worksheet

   Date Completed: ____________________

2. **Start looking for properties.** Engage with your investment property realtor to get property listings or start calling for sale by owner ads to identify potential investment properties.

   Date Completed: ____________________

3. **Analyze deals.** Practice analyzing properties.
   - Use the Cash Flow Zone tool in your **Member Back Office** to quickly assess a deal.
   - If it passes the test, then complete a **REIN Property Analyzer** Form for each of the prospective properties.
   - Send your analyzed properties to the REIN office to get a second set of eyes on your deal. Email [info@reincanada.com](mailto:info@reincanada.com) and we will review your Property Analyzer, take notes and provide feedback.
   - If one of these fits the system, start working through a Property Planning and Control Sheet to ensure you are covering off the necessary steps and keeping information organized as you move forward.

   Date Completed: ____________________
4. **Make offers.** When you find a property that fits your system, submit an offer through your realtor. Remember to structure the offer with conditions and terms in a way which suits your situation. Once the offer has been submitted, remember to celebrate! Regardless of whether your offer is successful, you have made an important step toward building your confidence and moving your real estate investing business forward.

Date Completed: ____________________

This checklist is meant to guide you in your first three months toward taking real action steps in your real estate investing business. Everyone has their own pace, so whether you move through these in 2 months, 3 months or 7 months what matters is your forward movement.

As part of your membership you have access to several world-class practical and motivational coaching series’ (some have been mentioned already) and we encourage you to listen to and apply these throughout the course of your first 17 months and re-visit them anytime!

Go to **Investor Support Programs** in your **Member Back Office** to get started.

*Remember the REIN Team is here to support you and your membership so call or email the office at 1.888.824.7346 or info@reincanada.com with your questions!*
Get started:
https://s.reincanada.com/member/login

Get help:
info@reincanada.com
1-888-824-7346

Get financing:
solutions@vinegroup.ca