



DRAKE REALTY HAS GONE PAPERLESS! CHECK IT OUT TODAY!

PAPERLESS SYSTEM HAS COUNTLESS BENEFITS!

We have spent the last 9 months developing a unique paperless system for all of our agents. We have been scanning all contracts, listing agreements, closing statements, etc. into this system. We have all paperwork for 2008 on line and some of 2007.

Have you ever been at a closing and unable to find an amendment that you know you just saw? You are going through a stack of paperwork and just cannot find it. With our new system you have access to your contract from any location that you have internet access. You can find only what you have turned into the office so make sure you turn everything in timely. All files are PDF so you can select what you need and print.

Go to the following web address: www.drakerealtydata.com/atl

You will be asked for a login name and password. Your login name is your last name or your last name with first letter of your first name added to the end of your last name and the password is password. Once you have accessed this system you will be able to change your password. Please do this today.

Once you log on you will be immediately asked to sign a new contract. We are now on a month-to-month contract and this will allow us to have an electronic copy of all agreements. If you are changing your plans, please send an email to Mary to let her know otherwise we might not catch this and it will cause issues for you when you have your next closing or are charged your monthly fees.

Agents will only see their own paperwork, you will not be able to access another agent's information. You will have easy access to follow up with your clients as all of your transactions will be right there for you to review.

Not only is this a great paperless system but it will also be a communication tool for us as a company. This system is still evolving but we do have all of our newsletters on line. We will have CE classes posted and Countrywide will also keep updates as to programs and changes in the marketplace.

We also have our Policy and Procedures Manual posted there and will update this on line from time to time. It will be the agent's responsibility to keep themselves updated on any changes.

If you have any trouble logging into the system please email Mary at drakereoffice@bellsouth.net and she will get you set up.

Log on today to see what this system has to offer. Our goal is to make contracts and paperwork access and retrieval easy and efficient. We will continue to enhance this system for efficiency and as a communication tool.

Bernie and Glenn Drake

What is considered Timely?

As all of you know real estate law states that you must turn in all contracts to your broker when they become binding. We state that we must have them within 72 hours of binding contract date. If you are working with a bank on a foreclosure many times you do not have all signatures but a meeting of the minds has taken place and everyone has come to agreement. This

contract must be turned into the office. As we all know these are difficult times and contracts are becoming litigious quickly. We cannot continue to receive contracts late, at closing or whenever you decide to turn them in. We will begin on May 1, 2008 to use the following schedule of fees to charge agents who fail to meet this 72 hour deadline:

1st late contract	\$100
2nd late contract	\$200
3rd late contract	\$400
4th late contract	see broker

We need to review these contracts quickly and cannot do this if agents do not turn them in. **Please note these fees and turn in those contracts!**

NEWS YOU CAN USE:

For all Purchase and Sale contracts printed from FMLS the Affiliated Business Agreement (ABA) will print as the last page. We encourage all agents to have the buyer sign this form at the time you are writing the contract. This will assist Kelly Mills of Residential Title to get your closing scheduled, run title and enable you to be paid at the closing table. This is the only form she needs from you to get the closing on the books at Morris/Hardwick/Schneider.

Don't forget to stop by one of our **Face Time Friday** sessions. There is no agenda just availability of brokers and business partners to talk about business. Our first one was a big success in Peachtree City. We look forward to seeing you soon! Below is the schedule for May:

- ★ May 2 - Alpharetta
- ★ May 16 - Marietta
- ★ May 30 - Hampton

HOW TO HANDLE LISTING PAPERWORK:

Did you know that FMLS will fine an agent \$50 for not turning in listing paperwork within 7 days of the listing being put on their system? We call and email agents when we are notified but we are not always notified. We always check our database first but if we do not receive a copy of the listing then we cannot step in and help the agent avoid these fines. Agents are required to turn listing agreements into their broker as well as fax to FMLS. Please make sure the listing number is at the top of EACH page of the listing agreement or FMLS will impose a fine. Fax to FMLS at 404-255-8602.



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This will be the last newsletter mailed to you, look for all future newsletters on our intranet located at: www.drakerealtydata.com/atl

BECOME A PARTNER WITH YOUR LOAN OFFICER!

When was the last time you talked to your Countrywide Loan Officer? They tell us that many times our agents are too busy to talk to them when they call. Keep in mind that they are just trying to drum up business like we are but what you probably did not realize is they can help you with your business.

They offer Drake agents many services and are available when you need them. Did you know that they will sit with you on an Open House? They have special signs for your listings, they will develop some mortgage scenarios for your listing and much more. They also will qualify your buyers quickly and will support your relationship with that buyer.



Countrywide is one of the largest lenders in today's market. They can help you succeed if given the chance. The next time you get a call from our team at Countrywide, take a minute to talk to them and find out how you both can help each other grow your businesses.

YOUR COUNTRYWIDE TEAM



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