



## In This Issue

[Broker's Corner](#)

[License Law Reminder of the Month](#)

[TGA Mobile Tips](#)

[CE & Networking](#)

[News from our Partners](#)

[FMLS News](#)

## The Landing Spot

### Greetings!

It is time to "Fall Back". Don't forget to set your clocks back this Sunday. It is also a great time to make contact with past and future clients by reminding that it is time to turn the clocks back and replace the batteries in their smoke detectors. While you are reaching out to them with these courteous reminders, double check to see if they need your services. You never know when someone is ready to sell or buy.

## A Word from Glenn

When marketing yourself, do not forget you are a real person and people like to meet you in flesh.

Yes Facebook, Twitter, LinkedIn and other social media sites are great ways to reach out and market yourself but do not forget how important personal contact is.

Attend market places, social events and talk with attendees. Let them know you love what you do. Being enthusiastic about your job, a nice handshake and sharing your winning smile could be the what helps someone decide to work with you.

**Drake Database** ( <http://www.drakerealtydata.com/atl> ) Your "user name" should be your last name unless it is a common last name, then it will be your last name plus the initial of your first name. If you have never logged into the system your password will be "password". If you get a message that there is a security certificate error, it is OK to proceed, as this web address is Drake Realty and our website is managed by Jump Line. This error occurs because of the difference in the two names. The first time you go in the Database, you will be prompted to fill out an on-line independent contractor agreement. When it asks for Social Security number, please use 000-00-0000, as Drake already has this information in a secure place. If you are changing your plan, you must still contact an office and send a hard copy of the amendment, just doing it in the database does not alert the office of this change. Once you are in the database, the first thing you need to do is change your password. You can then review the paperwork that has been turned into Drake Offices. Also remember to view any updated information under the Agent Policies and Procedures, Event Calendar, Broker's Corner and Newsletter headings.

**IF YOU HAVE PROBLEMS LOGGING PLEASE EMAIL [drakestockbridge@gmail.com](mailto:drakestockbridge@gmail.com) WITH YOUR ISSUE.**

## Tips from Ed at the Broker's Desk

### Glenn Recommends

[Here's What Has Your Sellers Most Worried](#)

[Use Facebook to Generate Offline Referrals](#)

[How to Handle Pets During a Showing](#)

### Drake TV



### Training

Drake Realty is Innovation

## Rule 18 - FMLS Listing Effective as Provided in the Listing Contract

FMLS has reminded all brokers of insuring compliance of Rule 18 - FMLS Listing Effective as provided in the Listing Contract.

It is imperative that all FMLS members, both brokers and agents, be aware of, and abide by, the longstanding Rule 18 as quoted below:

*At such time as any listing contract is signed (Agreement Date), the property is considered filed with FMLS.*

Should the property be sold before the listing is entered into the FMLS computer system or sent to FMLS, the sale must be reported as an FMLS sale and any FMLS fee must be paid.

**The compulsory areas are the following counties: Barrow, Bartow, Cherokee, Chattooga, Cobb, Dawson, DeKalb, Douglas, Floyd, Forsyth, Fulton, Gordon, Gwinnett, Hall, Haralson, Jackson, Lumpkin, Paulding, Pickens, Polk and Walton.**

The compulsory area means that as a listing agent you must list the property into FMLS. Any property located within the counties listed above are required to be listed into FMLS when the listing agreement is signed. This is a requirement it is not optional.

If you have any questions on this policy feel free to seek clarification.

**I am here to help you stay compliant. If you have questions, I am available to answer Agent Questions in the Marietta Office:**

**Monday, Tuesday, Wednesday and Friday - 10 to 2**  
**Phone: 770-873-1566**  
**Email: [drakebroker@gmail.com](mailto:drakebroker@gmail.com)**

**If you receive a call or e-mail from me requiring a response please respond to this request as soon as possible to ensure compliance.**

### Our Partner



[Visit Our Partner](#)

[Drake Agent's Concierge Link](#)

**Maria Riggs - Director Of Client Relations & Marketing**

### Our Partner



[Visit Our Partner](#)

### Our Partner



[Visit Our Partner](#)

### Our Partner



## License Law Reminder of the Month

### Unfair Trade Practices - Part 3 November 2016

**The licensee shall not engage in any of the following unfair trade practices:**

Representing or attempting to represent a real estate broker, other than the broker holding the licensee's license, without the express knowledge and consent of the broker holding the licensee's license.

Accepting a commission or other valuable consideration by a licensee from anyone other than the broker holding that licensee's license without the consent of the broker.

Acting in the dual capacity of agent and undisclosed principle in any transaction.

Guaranteeing or authorizing any person to guarantee future profits which may result from the resale of real property.

Placing a sign on any property offering it for sale or rent without the written consent of the owner or the owner's authorized agent and failing to remove such sign within ten days after the expiration of the listing.

Offering real estate for sale or lease without the knowledge and consent of the owner

**More time for you and your business**  
Send earnest money deposits and other checks  
to your broker securely with your mobile phone.  
**Convenient \* Compliant \* Simple**

[Visit Our Partner](#)

## Drake Around Town

Do you volunteer or support a local charity? Have you earned an award or been featured in an article? If so, please send photos and information so we can share with the rest of the Drake Agents.

or the owner's authorized agent or on terms other than those authorized by the owner or the owner's authorized agent.

Inducing any party to a contract of sale or lease, or a brokerage agreement to break such contract or brokerage agreement for the purpose of substituting in lieu thereof any other contract or brokerage agreement with another principal.

Negotiating a sale, exchange, or lease of real estate directly with an owner, a lessor, a purchaser, or a tenant if the licensee knows that such owner or lessor has a written outstanding listing contract in connection with such property granting an exclusive agency or an exclusive right to sell to another broker or that such purchaser or tenant has a written outstanding exclusive brokerage agreement with another broker, unless the outstanding listing or brokerage agreement provides that the licensee holding such agreement will not provide negotiation services to the client.

**The topics above were discussed extensively at the recent License Law CE Class. Please insure you comply with License Law at all times to insure your business is being conducted within the rules and regulations of the Ga. Real Estate Commission.**

---

## Bank Shot Tips

**Bank Shot is helping agents save time and get the earnest money in on time.**



**If you experience an error while trying to log in or submit funds via Bank Shot, please take a screen shot of the error message and send to [drakerealoffice@gmail.com](mailto:drakerealoffice@gmail.com) so the issue can be worked on.**

**If you have not downloaded the Bank Shot app to your phone do so today. You can do more than deposit earnest money with Bank Shot. Check it out today!**

**Make sure Bank Shot app is up to date.**

Forgotten your password? During business hours please contact the Buckhead Office or Marietta Office to reset your password. After normal business hours, please send an email

[drakerealty.atl@gmail.com](mailto:drakerealty.atl@gmail.com) to reset the password. Please contact Mary with your questions or concerns.

Mary Gasparini  
[drakerealoffice@gmail.com](mailto:drakerealoffice@gmail.com)  
770-365-4865

---

## CE Classes and Networking Opportunities

### FREE CE CLASSES

TBA

Check online for web courses.



**Save the Date**

Save the Date  
McMichael and Gray cordially invites all Drake Agents to join in the 10<sup>th</sup> Anniversary celebration of their firm.

Thursday, December 8th at 7pm at the Georgia Aquarium.

Each agent will have an invitation sent to their home address.

McMichael and Gray and Drake Realty look forward to seeing each of you at this celebration.

---

## News from our Partners

### McMichael & Gray, PC Our Preferred Attorney

McMichael & Gray, PC is Drake Realty's Preferred attorney. Please contact McMichael and Gray, PC for all your closing needs.

**McMichael & Gray, PC is a preferred HUD attorney.**

Please use the form linked below

[New Buyer Select Form](#)

**McMichael & Gray, PC**  
**Main Number for all Offices - 678-373-0521**



Callaway Gardens:

Open since 1952, Callaway Gardens is nestled in the southernmost foothills of the Appalachian Mountains.

Founders Cason and Virginia Callaway longed for a place where man and nature could abide together for the good of both. More than six decades later, their retreat continues to offer solace, inspiration and discovery for all who come here.

Few resorts in America combine world class golf and

Few resorts in America combine world-class golf and the wonders of nature like Callaway Gardens. Learn more about our two 18-hole courses, storied golf past and much more.

## Callaway Gardens

17800 US Hwy 27  
Pine Mountain, GA  
31822-2000

1.800.CALLAWAY (225.5292)  
reservations@callawaygardens.com



---

## FMLS News

### Uploading Documents to eSign

By Tamera Odham

One of the most common questions that we are asked at the Help Desk relates to how to upload your own document to FormsPro or eSign.

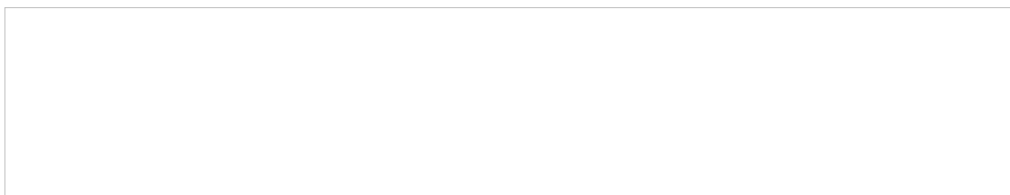
To clarify, you cannot add your own documents into FormsPro, but you can upload them directly into an eSign session to obtain signatures. The steps below will demonstrate how to upload a document directly into eSign.

1) Log in to [www.fmls.com](http://www.fmls.com) then click on the FormsPro tab.

2) When FormsPro opens you may have a Quick Start pop-up window; if you do, click the eSign History button. If you do not have the Quick Start pop-up, then hover over Quick Start in the upper right corner and click eSign History.

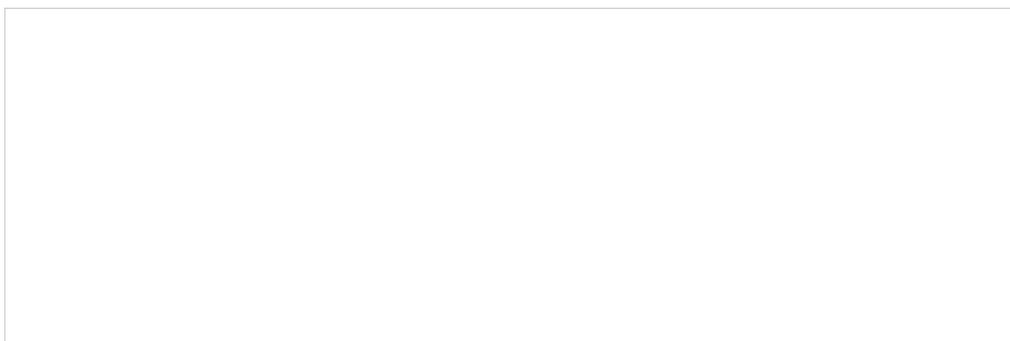


**3) eSign will open in a new window or tab. At the top of the eSign window, click the New Signing Session button.**



**4) You will be taken to step 1 of eSign to configure your session; enter a Transaction Name and a Session Title. Select any other applicable options, such as "Include me as a signer" and select your signer sequencing. Click NEXT.**

**5) Add your session signers in step 2 by clicking either Add Signer or Address Book. Your Address Book will contain the name and email addresses of each client you have sent a session to.**

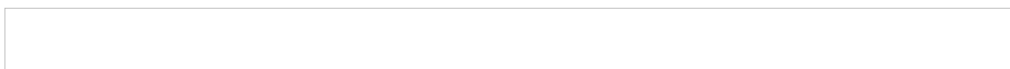


**6) Once you have all signers added with a name and email address, click Next.**


**7) Step 3 is where we will add our documents to the session. Click on the ADD FILES button. If the documents are saved to any location on your computer, choose Local Disc.**

**Important Note: After clicking Add Files you will have a choice of where you are adding your files from. You can select a cloud service such as Dropbox, OneDrive, or Box. Please disregard the notice advising "NOTE: Please disable pop-up blocking in order to import files from the cloud." If you are uploading from your computer's files. These options ONLY apply if you are using a cloud service.**

**Please follow the on-screen prompts if you are using a Cloud Service to upload your file.**



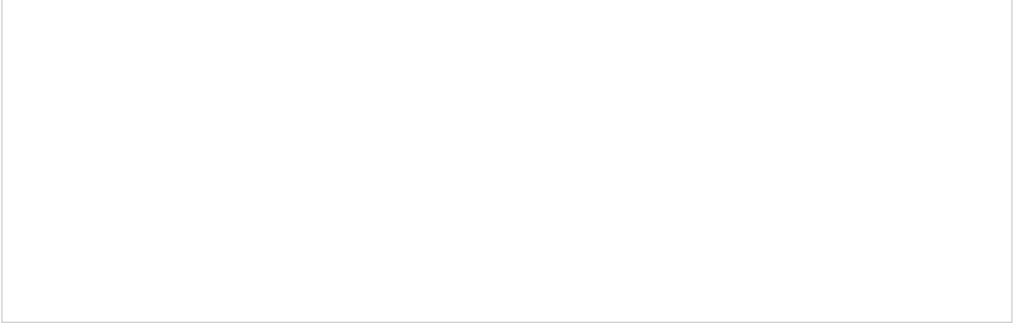




8) Select your file by browsing to the file location on your computer, click the file, and then click Open. You will see an on-screen progress bar while your document uploads, then it will appear in the list of session documents.

9) Add any other documents using the same method of "Add Files" and click Next to proceed.

10) Step 4 will require you to add your own signing locations for all parties signing the document. You will need to manually apply the locations. Select a signer from the drop down, then click the desired field (i.e.: signature, initials, date/time, etc.) and hold that click, drag it down and release your click once you have reached the desired area. It is a 'drag and drop' method.



11) Once you have added all your signing locations, click Next. Step 5 will preview your session before you send it so please check carefully to ensure you have applied all the needed signing locations. If you need to add more or make changes, use the Previous button.

12) Use Step 5 to preview your session before proceeding; click Previous to make any changes to your session configuration.

13) To send the session, click Next and proceed to Step 6. You can enter a message into the Email field, if desired. Then click Finish when you are ready to send the session to your signers.

And you're done! Once you click Finish your session has been sent and is ready to be signed! All signers and the initiating agent will receive an email confirmation with a download link for documents once the session is completed.

You can also find additional training information for FMLS eSign in our Knowledge Base as well as our Training on Demand channel.

### **FMLS Help Desk is Here for You!**

FMLS Technical Support is available 7 days a week. That's right! That means that we work when our members do - on the weekends!

**Call Center**

Call Center

Call 404-255-4219 or 800-505-FMLS

Monday - Friday 9:00 am - 7:00 pm

Saturday 8:30 am - 5:00 pm

Sunday 1:00 pm - 5:00 pm

#### **Email Support**

Email at [support@fmls.com](mailto:support@fmls.com) and [feedback@fmls.com](mailto:feedback@fmls.com)

Monday - Friday 9:00 am - 5:00 pm

Saturday 8:30 am - 5:00 pm

Sunday 1:00 pm - 5:00 pm

#### **Live Chat Hours**

Friday 9:00 am - 5:00 pm

Monday - Friday 9:00 am - 5:00 pm

And remember that **Knowledge Base** is always available 24/7 for learning at your own pace.

---

## Earn Two Free Months Of Agent Fees

Drake Realty appreciates your agent referrals! Remember anytime you refer an agent to Drake Realty and they join, you receive 2 months of Agent Fees as our way of saying Thank You! Pass along this newsletter or information about TGA Mobile to the agents you refer to Drake Realty. Again, we truly appreciate your agent referrals.

**Please have your referrals contact**

**Mary at 770-365-4865**

**Be sure that they mention you referred them to insure you receive your two free months of Agent Fees.**

---

We hope this issue of The Landing Spot provided you with great resources. Remember, as an agent, it is your responsibility to stay up to date on changes from the Georgia Real Estate Commission and Drake Realty. The Landing Spot and the Drake Realty Database are some of many tools you can use to keep yourself up to date.

Sincerely,

Glenn, Bernie & Mary  
Drake Realty

As a licensed Georgia Real Estate Agent it is your responsibility to keep up to date on changes implemented by the Georgia Real Estate Commission (GREC) and Drake Realty

Bank Shot developed and first used by  
Drake Realty!

Drake Realty paving the way in



# Drake Realty paving the way in Real Estate Technology!!

Copyright © 2016. All Rights Reserved.