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## A Word from Glenn

The Follow Up

Are you following up with

## The Landing Spot

### Greetings!

You don't need luck when you are up to date on current changes in Real Estate and have up to date forms. Well I guess today you are in luck! Links to updated Drake Realty Contract Cover Sheet is attached for your convenience. Please start using the most current Contract Cover Sheet when turning in your contracts. And remember to have your contracts into the office within 72 ours of binding.

### [Contract Cover Sheet](#)

**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

Are you following up on contacts? It is most important to reach out and touch base again. Life changes constantly and what could have been the difference between buying and renting last month could have changed this month. Don't be afraid to pick up the phone and call. Just let them know you are thinking of them and that you are the best person to help them find their new home. There is success in the follow up. Don't give up.

Drake Realty

## Glenn Recommends

[Buyers Are Being Drawn to New Homes](#)

[What Threatens Your Closings the Most](#)

[NAR: Existing-home sales up in January](#)

[Atlanta's new construction market trips in January](#)

## Drake TV



## Drake is Family

Drake Realty is Innovation

## Is Home Staging For You?

Drake Agent, Laurie Harris, is now offering her services as a home stager. She can also assist you, if you are interesting in becoming a certified home stager.

Click Here [For More Information](#).

## Our Partner



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

Are you utilizing E-sign?

- E-sign is secure and has a time stamp to provide undisputable documentation for your contracts. Plus it provides an easy trail to follow.

Are you utilizing Bank Shot?

- Bank Shot also provides an easy to follow trail to insure that Earnest Money, deposits, commissions and other funds were deposited.

Are you using GAR forms and having the Attorney hold Earnest Money?

- There is a new GAR Form this year that is very important to be included in all contracts where the attorney is holding the Earnest Money. GAR Form F84 Agreement for Escrow Agent to Serve as Holder of Earnest Money. This needs to be in all contracts where the attorney is shown as holding the Earnest Money. [SAMPLE GAR F84](#)

Do you have questions?

- Call or email me anytime. I am happy to help you!

**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.**

## License Law Reminder of the Month

Unfair Trade Practices - Part 7 March 2017

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

[Visit Our Partner](#)

[Drake Agent's Concierge Link](#)

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

Our Partner



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Our Partner



[Visit Our Partner](#)

Our Partner



[Visit Our Partner](#)

Drake Around Town

What have you been up to? If you have been featured in an article, received an award or sponsored a charity or event, please email details to [drakestockbridge@gmail.com](mailto:drakestockbridge@gmail.com) to

so be can brag on you.

Being or becoming a party of any falsification of any portion of any contract other document involved in any real estate transaction.

Failing to obtain the written agreement of the parties indicating to whom the broker shall pay any interest earned on trust funds deposited into an interest-bearing account prior to depositing those funds into such account.

Failing to disclose in a timely manner to all parties in a real estate transaction any agency relationship that the licensee may have with any of the parties.

Attempting to perform any act authorized by this chapter to be performed only by a broker, associate broker, or salesperson while licensed as a community association manager.

Attempting to sell, lease, or exchange the property of any member of a community association to which a licensee is providing community association management services without the express written consent of that association to do so.

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

**If you are having issues with Bank Shot try uninstalling and reinstalling the app. If this doesn't work, please send an email to [drakerealloffice@gmail.com](mailto:drakerealloffice@gmail.com) with issue you are experiencing and someone will get intouch with you to assist you in correcting the issue.**



**Please note if you want to be Pay at Table, there is a new procedure using Bank to deposit the commission check effective January 1, 2017. You will be required to deposit the check via Bank Shot and email the Settlement Documents to [drakecommdeposit@gmail.com](mailto:drakecommdeposit@gmail.com). If you have questions concerning the new procedure, please contact Mary.**

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  
[drakerealloffice@gmail.com](mailto:drakerealloffice@gmail.com)  
770-365-4865

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## CE Classes and Networking Opportunities

### FREE CE CLASSES

TBA

### Networking & Workshops

### Upcoming Events



Joe Riggs - 770.335.7705  
NMLS# 966672  
JRiggs@Annie-Mac.com  
www.annie-mac.com  
Company NMLS# 338923  
Complete license information disclosed at:  
<https://www.annie-mac.com/licensing>  
[www.nmlsconsumeraccess.org](http://www.nmlsconsumeraccess.org)

Real People, Real Stories, Real Solutions

#### Java with Joe - Buckhead

Thursday March 16, 2017 from 10:30 AM to 11:45 AM  
EDT

Please join Joe and Mary for an introduction to AnnieMac Worxs the Agent Lead Generator, AnnieMac Loan Process and Agent Business Planning.

McMichael & Gray Conference Room

#### Java with Joe - Marietta

Thursday March 23, 2017 from 10:30 AM to 11:45 AM  
EDT

Please join Joe and Mary for an introduction to AnnieMac Worxs the Agent Lead Generator, AnnieMac Loan Process and Agent Business Planning.

Drake Realty



## 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

## Introducing our Newest Business Partner!



Joe Riggs - 770.335.7705

NMLS# 966672

JRiggs@Annie-Mac.com

[www.annie-mac.com](http://www.annie-mac.com)

Company NMLS# 338923

Complete license information disclosed at:

<https://www.annie-mac.com/licensing>

[www.nmlsconsumeraccess.org](http://www.nmlsconsumeraccess.org)



Real People, Real Stories, Real Solutions

# The Georgia Golf Trail



Presented by *Bobby Jones*<sup>®</sup>



Cuscowilla Golf Resort on Lake Oconee is ideally nestled in the middle of Georgia's Lake Country just 70 miles east of Atlanta on beautiful Lake Oconee.

Award winning golf, water activities, boat rental, biking, and tennis are just a few of the amenities that you will enjoy. Highly ranked and regarded as #1 "Best Course You Can Play in Georgia" by Golfweek 2011.

Charming Golf Cottages nestled between the 2nd and 18th fairways are available to accommodate you and your family, friends, or event attendees.

All units are individually furnished and include a fully equipped kitchen, living and dining area, one, two, and three bedrooms, each with separate bath facilities, and a full-size porch overlooking the golf course. The country style elegance of these properties, with granite stone, pine and cedar shingle outer surfaces, tastefully designed interiors with hardwood floors, yellow pine paneling and exposed beams, all blends into the natural surroundings of Cuscowilla.

In addition, the Golf Cottage will provide a perfect location for an intimate meeting in an informal setting.

### Cuscowilla

126 Cuscowilla Dr. | Eatonton,GA 31024 USA  
Toll Free - 1.800.458.5351  
Local/Intl. - 1.706.484.0050



## FMLS News

### rDocs Document Management Classes Available

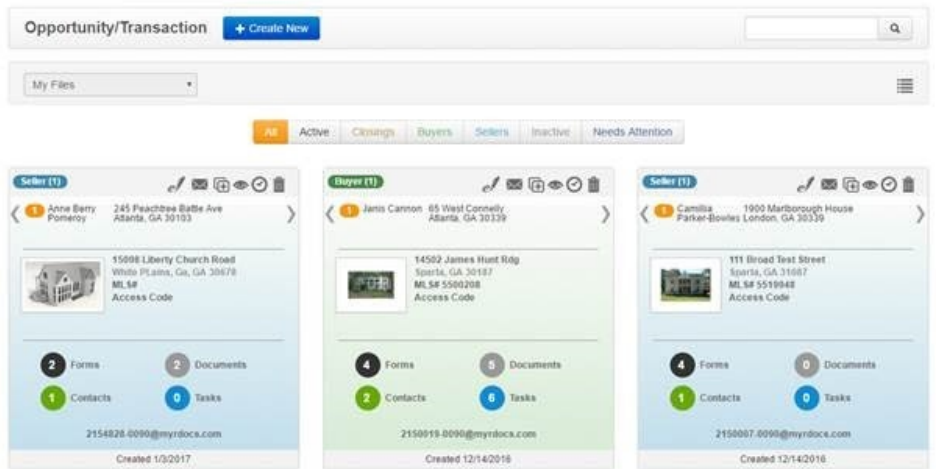
Now available to all FMLS members, rDocs, an electronic forms and document management program, will be replacing FormsPro and DocuPro this month. rDocs, which includes eSign, securely stores documents, allowing you to share and control them from any online device, including mobile. Powered with all GAR and RE Forms, rDocs will allow you to manage each listing transaction with a checklist of documents.



Thursday, January 5, 2017

Select

Pat Deneen  
FMLS901-FIRST MULTIPLE LISTING SERVICE  
P.O. BOX 420128  
ATLANTA, GA 30342  
P:404) 255-8660  
pdeneen@fmls.com



We have now added rDocs classes to our training schedule! [Click to sign up for one of our many classes today.](#) In this session, students will be introduced to the new rDocs Document Management System and show how to complete real estate contracts and forms, as well as request signatures electronically using eSign. Once documents are signed through eSign, they will automatically be placed in the transaction folder for reference and history. This session includes other time-saving tools for document and task management.

Here are some features we think you'll love with rDocs:

- **Tiled dashboard:** Easily manage all your contacts in one place with the tiled dashboard. Each tile acts as one transaction, allowing you quick access to your sellers and buyers.
- **Adding documents:** There are three easy ways to add documents to rDocs: (1) Upload your documents via your web browser; (2) Fax your documents to your tile, and (3) Email your documents to the tile's specific email address.
- **Forms datasheet:** Fill out the datasheet in the forms section and it will automatically input that info into other forms that you create on that tile. For instance, fill in the seller's name, and it will automatically populate in the "seller's name" in all forms.
- **Forms library:** In the forms section of the tile, you can find a library list of forms that you can check and add to the prepared documents. With the forms datasheet, you can fill out these forms and send them directly to eSign.
- **Send to eSign:** You know it already, and now it's integrated into rDocs! The exact same steps that you already know are available using the forms through rDocs. Plus, your completed eSign documents are automatically stored in the Documents tab on your tile!

Don't wait! Be proactive. Sign up for an rDocs class now and check out this new offering!

## 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 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.

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## **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.**

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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

Drake Realty serving the community for 26 years

