



News and Events

that you don't want to miss!

May 2018



Broker's Corner

Each of us want to insure we provide our clients with the best possible experience when they are buying or selling a home. Clear concise communication is critical to insure that all parties in the transaction are aware of their role in the transaction and their responsibility. Each client is different and we need to realize this so the agent and their client do not become frustrated with how we communicate. Some clients want to be totally involved in the transaction, and want as much information as the agent can provide. Other clients just want basic facts, and do not want to know every little detail about the transaction they just want to

We, at Drake Realty, are continuously striving to enhance your real estate business with the latest technology. Dotloop guarantees your contracts are received by our office in a timely manner, saving you time and keeping you compliant with GREC and Drake Realty. To sign up for Dotloop services, please click the link below to email our dotloop team. If you have used or are currently using dotloop, advise our dotloop team so we can link your dotloop account with Drake Realty. Please indicate if you use GAR or RE forms.



and how it impacts the transaction.

Agents need to insure they protect their client in a transaction. One of the best ways to keep all parties on track the agents, the buyer, and the sellers is to use and give all parties in the transaction a copy of the Reminder of Important Dates in the Purchase and Sale Agreement. This form clearly states the offer date, the binding agreement date, list all key players in the transaction. The amount of Earnest Money amount is listed, and if additional Earnest Money is to be received it can be listed. The day due diligence, appraisal and finance contingencies are listed on this form. Type of loan is listed as well as the closing date, and the date of possession. This form is copied to all key players in the transaction Buyers and Sellers agent, the lender, and the closing attorney. This forms keeps everyone aware and on track. Reviewing this form helps the agent to insure her client is getting the inspection done and paying the lender for the appraisal so it can be scheduled. There is very little room for error on dates if this form is utilized, and it helps the agent to quickly see when they need to decide to move forward from due diligence, or terminate the contract during due diligence in the correct period of time to protect their clients Earnest Money. Once past due diligence the agent must stay on top of the appraisal and finance date to insure the loan is approved and their client can move forward to closing.

Best Practices

This is "Best Practices" by dotloop on Vimeo, the home for high quality videos and the people who love them.

[Read more](#)
vimeo.com

Dotloop makes it easy for you to do an entire real estate transaction on line and not have to print any aspect of your transaction.

You simply set up a "loop" for either a property address or a specific client, and start adding forms into the loop. You can forward documents, communicate with the office, separate parts of the contract into single documents, e sig, and submit your binding contract for review all via dotloop.

Dotloop is smart phone friendly making it easy to read and sign documents via a smartphone.

You can also send documents to the closing attorney and the loan officer as well.

The buyer's agent needs to insure once they are binding that

Dotloop reduces time spent pulling documents together as all documents are located conveniently in the "loop".

Drake Realty is providing a dotloop account for every Drake agent. If you haven't signed on just click the link below. Please indicate whether you use GAR or RE Forms.

The Dotloop Team will respond with your sign in information and training video. The Dotloop Team is happy to provide additional training once you have viewed the training video. Training can be done in person or via go to meeting on line.

[Sign up for dotloop](#)

they send the closing attorney a fully executed contract. Once this is acknowledged set a closing date and communicate it to all parties. Insure an inspection is immediately scheduled by your client so there is ample time to address any repair concerns prior to the end of due diligence.

What is listed above seems very basic and elementary, but these are the items that get agents in trouble everyday due to lack of follow up and follow through. You should always insure you are protecting your clients Earnest Money, and insuring everything you do in a transaction is to protect your clients best interest. Remember your best source of building your pipeline is through previous clients recommending you to another individual.



Remember to maintain your Georgia Real Estate License by taking the required CE Classes. Also don't forget to renew your license prior to it expiring. For more information on your GA Real Estate License you should log into GREC Online Services. Please see the link below.

License Law Reminder of the Month

License Law Reminder of the Month – Real Estate Terminology and Definition Continued

f)
"Buyer" means a purchaser, a person who acquired or attempts to acquire or succeeds to an interest in real estate;

(g)
"Candidate for Licensure" means any person who is in the process of completing the requirements for a license or an approval as set forth in O.C.G.A. Chapter 43-40 and in any Chapter of the Commission's Rules and Regulations but who has not successfully completed all of them.

[GREC Home Page](#)

[GREC Online Services](#)

Remember to log into FMLS and GAMLs to keep your log in active.

FMLS Tech Support
404.255.4215

GAMLs Support
770.493.9000



[FMLS Member Login](#)



[GAMLs Agent Login](#)



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www.fmls.com

(h)

"Client" means a person who has entered into a brokerage engagement with a real estate broker;

(i)

"Customer" means a person who has not entered into a brokerage engagement with a broker but for whom a broker may perform ministerial acts in a real estate transaction;

(j)

"Dual agent" means a broker who simultaneously has a brokerage relationship with both seller and buyer or both landlord and tenant in the same real estate transaction;

(k)

"Firm" means a sole proprietorship, partnership, limited liability company, or corporation licensed by the Commission as a broker;

(l)

"Franchise name" means any name, the use of which requires obtaining permission from another who has an existing and continuing right in that trade name by virtue of any state or federal law;

(m)

"Franchisee" means a firm licensee authorized to use a franchisor's trade name as part of or in conjunction with the licensee firm's name;

(n)

"Franchisor" means a business entity owning a trade name whose use by others the owner of the trade name controls and authorizes;

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

More time for you and your business

Send earnest money deposits and other checks to your broker securely with your mobile phone.

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If you are paid at table, please deposit the Drake check via Bank Shot and email the fully executed CD to drakecommdeposit@gmail.com.

Questions or concerns call
Mary Gasparini
drakerealoffice@gmail.com
770-365-4865



Bank Shot Tips

There is a new update for Apple ISO & Android phones. You can find the update in the App Store or Google Play Store.

The upgrade allows the you to reset your password. It also lists all items with newest transaction at the top.

It allows for sign up with a broker code first and then once you enter your information, you can confirm the company. You cannot enter an invalid broker code as it will tell you it is invalid.

Bank Shot saves you time and money. Download the Bank Shot app to your SmartPhone today. Available for iPhone and Android applications. For a copy of instructions email drakestockbridge@gmail.com.

McMichael & Gray, PC
ATTORNEYS AT LAW



RANDALL C. MCMICHAEL

Visit Our Partner

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

Main Number: 678-373-0521

McMichael & Gray, PC is a preferred HUD attorney.

Please use the form linked below

[New Buyer Select Form](#)

[Drake Agent's Concierge Link](#)



EDWARD M. GRAY, IV

Visit our website

When you close with McMichael & Gray you have the option to be paid at table. Turn the Pay at Close form in 5 day prior to closing to insure you are paid at table. If you have not received at Pay at Close form, please contact on of the Drake Offices and receive the form via email.



Visit Our Partner

Drake Realty is Proud to partner with NewAmerican Funding, Inc.

If you need assistance with any deal, Deanna is available to you 7 days a week. Deanna has 21 years of experience and will work hard for you and your client. Do not hesitate to contact her today!



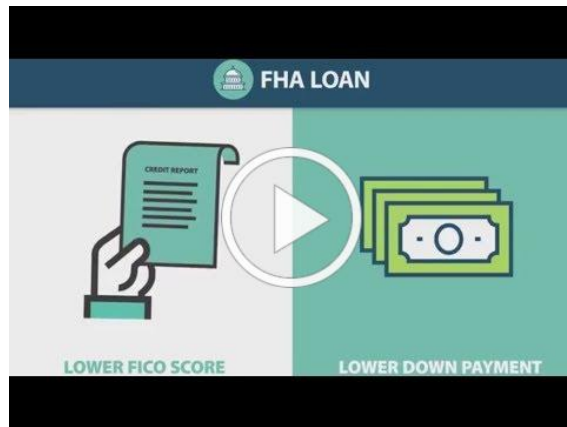
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Dream Home Worksheet

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Georgia Golf & Travel April Newsletter

The Orchard Golf & Country Club is a private 18-hole championship golf course. The layout is a journey through picturesque mountains making it the absolute golfing experience designed by famed golf course architect, Dan Maples. Membership...

[Read more](#)
georgiagolfandtravel.com



Introducing Georgia Golf Real Estate

Doug Hollandsworth of Georgia Golf and Travel created georgiagolfrealestate.com to showcase Drake Realty Agent's top property listings. This website is viewed across the country and is a great opportunity for you to show off your top listings as potential clients decide if Georgia is their best relocation opportunity.



Georgia Golf Real Estate | Real Estate in Georgia

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georgiagolfrealestate.com



Upcoming Events

Click the Buttons to Register for the Classes below.

MAY 8th - Free CE 3 hour Credit Course Advertising, Social Media; "The Rules" taught by Judge Parker

MAY 15th - Free CE 3 hour Credit Course License Law taught by Judge Parker

If you are in need of CE Credit Hours, please email Mary at drakerealooffice@gmail.com

Earn 2 Free Months for Each Referral
That Signs up With Drake
Have them Call
Mary 770-365-4865



No Hidden Fees
Technology Driven
Broker Access

Drake Realty always provides the following to all of their agents:

- E&O Coverage
- FMLS
- Bank Shot Smartphone App
- Dotloop
- Free CE Classes
- Unlimited Agent Support
- Metro Atlanta & Lake Oconee Office Locations
- Pay at Table Option
- Premium Business Partnerships
- Ability to Change Plans without Penalty
- Board Membership Optional





Glenn



Bernie



Mary

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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.

Please Remember to Sign In to the Drake Database every 14 days to stay compliant.