



## News and Events

that you don't want to miss!

### June 2018



### Broker's Corner

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With the inventory levels being low many of your clients are considering new construction communities as a purchase option.

We get many calls in the office asking that we read the builders new home contract that their client is considering, and asking us to advise if we see anything unusual in the contract. Our response to this request is have you read the entire contract and has you client read the entire contract? Each builder has had an attorney draft a new construction contract that is specific to the type of home they are building and to the builders specific community. These contracts all vary in length, but can be as many as 200 plus pages. Many builders now do not put a closing date in the contract. Insure your client is aware of this especially if ground has yet to be broken. You the agent are not buying the home your client is and they need to read the contract in total prior to signing.

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.



Sign up for dotloop

dotloop Training will be held at the Drake Buckhead Office June 19th 10am -1pm NO CE CREDITS

Below are dotloop training articles and videos. If you have questions never hesitate to contact the Drake dotloop Team at [drakedotloop@gmail.com](mailto:drakedotloop@gmail.com)

Autofill

To save time, tell us a few things so we can fill them in for you. All fields are optional

ROLES

Buyer 1 SELECT PERSON

Seller 1 SELECT PERSON

PROPERTY ADDRESS

PROPERTY

123 Dotloop St, Cincinnati, OH 45238

Source: dotloop MLS #: 12345

Listed by Alan Agent

## AutoFill - Linking To A Listing

Autofilling documents can help to quickly fill out any interactive document in dotloop. It's an easy way to save time filling out your

Keep in mind some new construction communities want 5% in Earnest Money, and then a separate check for upgrades. It is very important for your client to understand the new construction contract as it is very difficult if a contract falls apart for the buyer to get their Earnest Money or any upgrade deposit back. Also, if your client decides they want another lot there is normally a fee to make this type of switch. Private inspection that are conducted on the new construction build have many seller requirements, and your buyer needs to understand all of these requirements prior to signing. Often a buyer might decide they want an independent lawyer to review the contract prior to them signing, and this is fine.

E sign makes it very easy to sign a contract by just hitting the areas your client is prompted too sign without your client taking the time in advance to thoroughly read what they are signing.

The role of a Real Estate Agent is varied but the main tasks are as follows:

The real estate salesperson owes **fiduciary duty** to their client meaning the agent acts in the best interest of their client treating all parties involved in the transaction fairly. The agent must insure they disclose all know facts regarding the transaction.

The real estate salesperson works with the buyer **searching** potential properties that meet their clients criteria and best needs, and an agent working with a seller searches for a buyer that is qualified to purchase their clients property.

When working with a seller the agent's duty is **marketing** the property by reaching out to other agents for a qualified buyer.

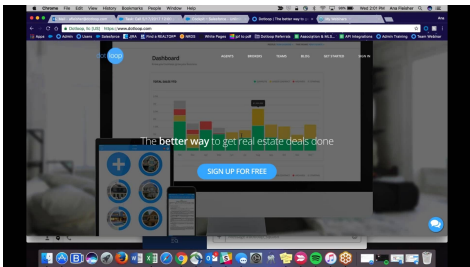
The real estate agent needs to insure they make full **disclosure** to all parties in a transaction that might materially affect the transaction while not revealing any of their clients confidential information.

The real estate agent is responsible for all **negotiations** to insure the seller obtains the best and highest sales price, and when the working with a buyer to negotiate the



documents. We've now improved upon this feature and introduce The New AutoFill!

[Read more](#)  
support.dotloop.com



## How To Create a Listing in dotloop

This is "How To Create a Listing in dotloop" by Meggie McCleary on Vimeo, the home for high quality videos and the people who love them.

[Read more](#)  
vimeo.com

**REGISTER FOR  
DRAKE DOTLOOP  
TRAINING JUNE  
19TH**



**Remember to maintain your Georgia Real Estate License**

lowest possible price for their client. This is done by giving their client all possible information while not making the final decision for their client. Any agent must always follow the lawful instructions of their client.

Always keep your role as a real estate agent in mind whether you are showing resale homes, new constructions, or are a listing agent. Your client is your partner, but you have to insure your protect them in a transaction by insuring they are informed about their role in a transaction and take the time to be educated on any contract or document they sign.

## License Law Reminder of the Month

### Real Estate Terminology and Definition Continued o)

"Instructional hour" means a period of time of at least fifty minutes of instruction or other learning activity;

(p)  
"Military" means the United States armed forces, including the

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.



Georgia Real Estate Commission  
Georgia Real Estate Appraisers Board

[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](#)



National Guard;

(q)

"Military Spouse" means a spouse of a service member or transitioning service member;

(r)

"Ministerial acts" means those acts which the broker or affiliated licensee performs for a person which do not require discretion or the exercise of the broker or affiliated licensee's own judgment;

(s)

"Service Member" means an active or reserve member of the armed forces, including the National Guard;

(t)

"Statutory overnight delivery" means delivery of a document through the United States Postal Service or through a commercial firm which is regularly engaged in the business of document delivery or document and package delivery in which the sender:

1.

has directed that delivery be not later than the next business day following the day on which the document is received for delivery by the United States Postal Service or the commercial firm and

2.

receives a receipt acknowledging receipt of the document signed by addressee or an agent of the addressee;

(u)

"Transitioning Service Member" means a member of the military on active duty status or on separation leave who is within twenty-four months of retirement or twelve months of separation; and

(v)

"Timely" means a reasonable time under the particular circumstance.

The topics above were discussed extensively at the recent



## FMLS - Contact Us

Contact Us Privacy Policy Terms of Use Copyright (DMCA) Notice Accessibility Notice

[Read more](#)

[www.fmls.com](http://www.fmls.com)

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.*

**Convenient \* Compliant \* Simple**

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

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



## Bank Shot Tips

Did you know you can always have your client use the guest Bank Shot sign on to submit their Earnest Money?

Drake Agents are loving this great Bank Shot feature. No more chasing the Earnest Money Check. All you need to do is instruct them to download the Bank Shot app & give them the guest password.

The password is below:

[drakerealtyquest@gmail.com](mailto:drakerealtyquest@gmail.com)  
drakequest

It is also great for when you have wire transfer request. Avoid wire transfer fees by using Bank Shot. It is as easy as downloading the Bank Shot app & snapping a picture of the check.

This will also save you the time and hassle of dealing with the closing attorney and getting the appropriate forms completed when a third party is holding the earnest money.

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](mailto:drakestockbridge@gmail.com).

Visit Our Partner



**RANDALL C. MCMICHAEL**



**EDWARD M. GRAY, IV**

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](#)

[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!

Deanna Matney

Direct: **800 450-2010 x 3040**

Cell: **770-823-7991**

Fax: **706 412-5068**

Email [Deanna.Matney@nafinc.com](mailto:Deanna.Matney@nafinc.com)



**Deanna Matney**

[Visit our website](#)

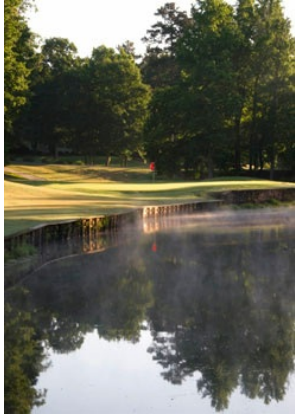
[The Time Line](#)

[Top 10 Don'ts During the Home Loan Process](#)





## Drake Realty Partners



### Georgia Golf and Travel - Harbor Club

Premier golf course architects Tom Weiskopf and Jay Morrish brought this challenging, yet enjoyable design to the Lake Oconee area in 1991. The golf course takes full advantage of the undulating terrain and pays tribute to the natural beauty that ...

[Read more](#)  
georgiagolfandtravel.com

# The Georgia Golf Trail

Presented by Bobby Jones®

Visit our website



## 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

[Read more](#)  
georgiagolfrealestate.com

## Upcoming Events



Click the Buttons to Register  
for the Classes below.

**REGISTER for the Drake dotloop  
Training June 19th**

If you are in need of CE Credit Hours,  
please email Mary at  
[drakerealoffice@gmail.com](mailto:drakerealoffice@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





# HAPPY FATHER'S DAY



Glenn



Bernie



Mary

[DRAKE REALTY](#) [ABOUT US](#) [CONTACT US](#)

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.