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Important: Office Policies

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Hello Everyone,

Recently our staff has been burdened by contracts being turned in just prior to closing, or after closing, and also with incorrect or missing docs. Sometimes listings are in the MLS for weeks before we know about it.

Please help the staff serve you by doing your part.

- TOO many contracts are being turned in late.
- When using e-Contracts you may email to us.
- Turn in listings contracts as soon as the seller has signed, no later than when it goes into MLS.
- Turn in Contract as soon as Buyer and Seller have signed, EVEN IF IT IS A SHORT SALE THAT YOU THINK MAY NOT GO THROUGH! Should be done within 3 days of MEC max.
- Your commission check will be held 5 days if contract is turned in late
- Make sure you, and cooperating Brokers, are using current forms before turning them in. We are still getting a lot of old forms, Counters, A/E's, SPD's, and more.
- "Admin fee" verbiage is still being used. It is not acceptable to charge an 'Admin' fee or 'Compliance' fee or any other fee except commission. You may charge whatever commission amount you choose, for example: 3% plus \$195, or 3.1% etc. But it is 'Commission' not 'Admin' fees. (The transaction fees we charge you are in place of the 'split' you use to pay your traditional Broker, you didn't pass that on.)
- LBP Disc are often dated after MEC. This is a FED issue: your contract is void; not 'maybe' void, but VOID.
- Make sure that the EM Holder is who the contract says it is; if not correct it with an A/E.
- Closing Instructions must be signed by the Title Co if they are the EM holder, when they get the money. Of course our preference is that title companies do not hold earnest money.
- Any attachments listed in the contract must be included in the file, or deleted by Counter or A/E.

Thank you for your consideration and cooperation.

Bruce Betts

Broker/Owner

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