



## New Partners in Education Classes

*Added November 17, 2011*

### **2012 HUD-1 Settlement Statement: Does It All Add Up # 62316 - Contracts**

Students will review the mathematical formulas used on the HUD-1 form, and recognize the proper place for their uses throughout the form. Students will also be able to list information regarding aggregate escrow. Instructor: Howell Haunson

### **2012 In-Depth Contracts: GAR F20 Purchase & Sale Agreement # 62315 - Contracts**

Students will discuss the current additions and revisions to the Purchase & Sale Agreement. Students will discuss what each paragraph entails, and be able to list steps to complete the form. Instructor: Howell Haunson

### **2012 Interpretations of Contracts: Did I Say That? # 62314 - Contracts**

Students will review the "rules of contract construction" which are the rules generally utilized by a judge to determine the true intentions of the parties. Students will determine the effect of provisions from an actual contract, and be able to list major points regarding sellers' contributions at closing, method of payment and earnest money. Instructor: Howell Haunson

### **2012 Loan Assumptions # 62313 - Contracts**

Students will be able to identify the differences between such topics as "price to control" and "cash to control," as well as compare and contrast GAR Forms F61 and F62. Additionally, students will be able to differentiate between the terms "subject to" versus "agrees to pay." Instructor: Howell Haunson

### **2012 Negotiations & The F22 Counteroffer Form # 62312 - Contracts**

Students will be able to classify the who's, what's, where's, when's and why's of the negotiation process and will be able to cite the proper "do's" and "don'ts" of negotiating. Students will list three tips to improve their negotiating skills when working on behalf of clients. Instructor: Howell Haunson

### **2012 New Construction Contract # 62311 - Contracts**

Students will compare and contrast the provisions of the GAR forms F23 and F20. Students will list at least two of the issues relating to the legal description and financing contingency, as well as compare and contrast defects and walk through items. Instructor: Howell Haunson

### **2012 Opposites Attract: Buyer + Seller + Contract = Winner # 62310 - Contracts**

Students will reference the latest versions of the GAR forms to use to their advantage while serving their clients or customers. Students will analyze what effect the different paragraphs of the purchase and sell agreement have on a buyer or seller. Students will be able to complete forms to document commission. Instructor: Donna Traylor-French

**2012 Property Management Forms & Checklists # 62309 - Contracts**

Students will be able to explain key clauses in the property management forms in "layman's terms." Students will determine the value of properties utilizing standardized forms as they relate to property management and maximizing productivity. Students will be able to distinguish changes made to the GAR Management Agreement and Lease Contracts.

Instructor: Mike Nelson

**2102 What's In, What's Out and What's An Agent to Do? GAR Purchase & Sale Agreement # 62308 - Contracts**

Students will be able to cite which provisions of the F20-Purchase & Sale Agreement are new, revised or deleted. Students will practice completing a F20 form based on scenarios provided in class. Students will compare and contrast the options available to buyers and sellers for offers and counter-offers. Instructor: Patricia Johnson

**2012 Contracts to Closing # 62301 - Contracts**

Students will be able to differentiate between accurate explanations and those that have no legal basis for closing issues, as well as be able to identify issues that are not within their control. Additionally, students will be able to compare and contrast methods that may ensure a smooth closing versus those that cause issues to arise. Instructor: Howell Haunson

**2012 GAR Contracts: GAR Exhibits # 62300 - Contracts**

Students will be able to identify the appropriate form to use, and list 2 reasons why using the correct form protects the client. Students will also be able to identify the various types of GAR contract forms. Instructor: Howell Haunson

**2012 Building a Closing # 62299 - Contracts**

Students will list steps in the process necessary to avoid conventional mistakes involved in completing contracts. Also students will be able to compare what is permissible from what is prohibited, and list three relevant issues to help prevent common mishaps.

Instructor: Howell Haunson

**2012 GAR Contracts: What Changed # 62298 - Contracts**

Students will be able to explain the provisions of the GAR contracts to their clients, identify common exhibits and special stipulations that should be attached to the contract, as well as develop progressive methods of completing the contract within the realm of ethical considerations and legal requirements. Instructor: Howell Haunson

**2012 Residential Contract Updates # 62171 - Contracts**

Students will be able to describe updates to the 2012 GAR Residential Contracts, correctly prepare Purchase and Lease Agreements for clients and correctly use exhibits and addendums in preparation for these agreements. Students will also learn how to use and apply the GAR Special Stipulations. Instructor: Susan Kornegay

**2012 GAR Contracts: Properly Completing the Contract # 62170 - Contracts**

Students will learn and be able to describe the changes to the 2012 GAR Forms, evaluate the changes of the forms, and correctly prepare a contract that will provide for an efficient and ethical transaction for clients. Instructor: Greg Dunn

**2012 Contracts: Amendments & Exhibits # 62169 - Contracts**

Students will learn the various exhibits and amendments needed to complete transactions in an efficient and ethical manner, assess transactions and decide which forms are required for various situations and learn the correct way to complete the forms in client transactions.

Instructor: Greg Dunn

**2012 GAR Contracts # 62168 - Contracts**

Students will learn and identify the 2012 GAR contracts changes, evaluate the new 2012 changes, and correctly prepare a contract that will provide for an efficient and ethical transaction for clients. Instructor: Greg Dunn

**2012 GAR Contracts: Updates and Changes # 62167 - Contracts**

Students will learn to identify changes to the 2012 GAR contracts, describe how case law has affected the changes in the 2012 GAR contracts and produce a valid and enforceable real estate contract for clients and consumers. Instructor: Karen Loftus

**2012 Georgia Real Estate Contracts: Special Stipulations & Addendums # 62166 - Contracts**

Students will learn the difference between an exhibit and amendment, demonstrate the proper use of exhibits, amendments and special stipulations when working with clients, identify the changes to the 2012 GAR exhibits, amendments and special stipulations. Instructor: Tom Gillett

**2012 Lease/ Purchase # 62165 - Contracts**

Students will learn the difference between a Lease with Option to purchase property and a Lease/ Purchase. Students will be able to identify the different contracts used in a Lease/ Purchase and requirements in the Law for managing a rental in a Lease/ Purchase transaction.

Instructor: Greg Dunn

**2012 GAR Contracts: We're Under Contract...Or Are We? # 62162 - Contracts**

So you have completed the GAR Purchase Agreement and had it signed by the parties. CONGRATULATIONS!!! You have a contract!!...or do you just have a piece of paper? While the GAR forms are created to be user friendly, it still takes some skill and knowledge to make the paper become a legally binding agreement. This course provides an update on the 2012 GAR form package and then takes the student to a higher level of truly understanding how to use this tremendously valuable package of tools to the benefit of the agent and consumer. The focus of the course is the F20 Purchase and Sale Agreement and supporting Exhibits, Addendums and Special Stipulations. Knowledge can be gained through experience or education...EDUCATION IS CHEAPER. Instructor: Tom Gillett

**2012 GAR Contracts: Stay Informed on What's Changing # 62161 - Contracts**

Students will be informed on the changes to the 2012 GAR contract forms, learn the concepts and reasons behind some of the changes and be educated on brand new forms and how to apply the new forms in their day to day business practices with consumers. Instructor: Kim Crumley

*Added October 13<sup>th</sup>, 2011*

**Agent 0-0-7 - Become a Memorable Agent # 62184 – Skill, Business & Professional Development**

Students will develop a working knowledge of and explore the different components of marketing, apply real estate activities to the marketing components, identify specific target markets and various promotional techniques when working with clients and develop a personal marketing campaign that can be implemented in their real estate practices.

Instructor: Joi Bostic

*Added September 16, 2011*

**Parliamentary Procedure 101: Either Lead, Follow or Get Out the Way! # 62163 - Skill, Business & Professional Development**

Without a working knowledge of the parliamentary procedure, not only will it be impossible for an agent to adequately lead, but it will also be impossible for an agent to adequately follow!

Learn to be an asset, not a hindrance to the organization. This course will teach agents how to apply the parliamentary procedures to ensure an effective and efficient meeting with clients.

Instructor: Howell Haunson

**Trust Account Top Ten # 62164 – Finance and Exchange**

Learn to identify the top ten trust account questions received by the GREC daily. This course, will teach agents how to identify brokerage policies for trust funds, common mistakes in handling client's money, trust account options for property management, appropriate handling of trust funds for agent-owned properties and GREC trust account record requirements.

Instructor: Patricia Johnson

*Added July 7, 2011*

**Etiquette/Professionalism “Creating Customers for Life”, #61821 – Skill, Business & Professional Development**

Explore why customer service issues are the reason most complaints are filed with the Georgia Real Estate Commission. Learn and assess your customer service skills by roll playing, discussing professional dress and how important the first 15 seconds are to clients. Also learn how to write follow-up plans for when after a sale occurs.

Instructor: Kim Crumley

**Staging that Works for the Homeowner and the Agent, #61819 – Skill, Business & Professional Development**

Discover how to sell a house faster through Staging! Learn the basics of the staging process and how to analyze and explain furniture and picture placement in a house. You will also learn to identify the most consumer-centric rooms to stage in an occupied or vacant home. This course will help you identify and explain the 5 most important elements of “curb appeal”.

Instructor: Jan Britt

**Staying Ahead of Your Competition by Understanding the Mortgage Process, #61820 – Finance & Exchange**

With a more stringent underwriting environment, it is important that REALTORS play a role in educating their buyer about the mortgage process! Learn the importance of credit and pre-qualification of potential buyers, how to identify and interpret the available loan programs in

today's market, and gain an understanding of the appraisal process and common repairs noted in the appraisal that will be helpful in educating your buyers.

Instructor: Joy James

**The Good, the Bad and the Ugly of TERMITES!, #61865 – *Appraisal and Property Inspection***

One of the greatest investments a person will make in life is buying a home. Unfortunately, termites (and their causes) often find their way into the home and other structures and can cost millions of dollars in damage. This course will help real estate agents increase their understanding of how vicious termites can be. Learn the basic termite biology and the typical causes for termite infestation(s) in structures, how to recognize signs of termite damage, and the types of termite treatments available for consumers.

Instructor: Mark Hunter

*Added March 30, 2011*

**Property Management: Best Practices & Trust Accounting, #61495 – *Legal and Risks***

Expand your knowledge in managing residential rentals. Learn how to comply with the law and discover different techniques, policies, and procedures that will help you manage property effectively. Gain knowledge of Trust Accounting, related to property management, and learn how to successfully manage money for your clients using some of the most popular property management software applications.

Instructor: Mike Nelson

**The Well Litigated Landlord, # 61492 – *Legal and Risks***

Upon completion of this course, you will be able to invoke a referable source of legal information to authoritatively address day-to-day property management issues, develop business practices consistent with Georgia law and avoid having to go to court to defend indefensible policy and apply legal solutions practiced by your peers in resolving day-to-day issues.

Instructor: Dan Wilhelm