

Agent Training
April 16th, 2023
6:30pm – 7:30pm

Via ZOOM <https://sanjac.zoom.us/my/turnquist>



6:30pm

AGENDA

6:30pm – Introduction of New Agents (and existing agents)

6:40pm – Dotloop Refresher

6:45pm – How Agents and Title Companies can help each other

6:55pm – Appraisals and the Listing Agent

7:10pm – Fixture or Personal Property ?

7:25pm – Comments / Questions?

6:30pm

Agent Introductions



Destiny Gallion (Agent)
(281) 794-9169 cell/text
destinygallion@aol.com



Robyn Davis (Agent)
(281) 898-0948 cell/text
robdesgallion@aol.com

Let's welcome Destiny Gallion and Robyn Davis to San Jacinto Properties

6:40pm

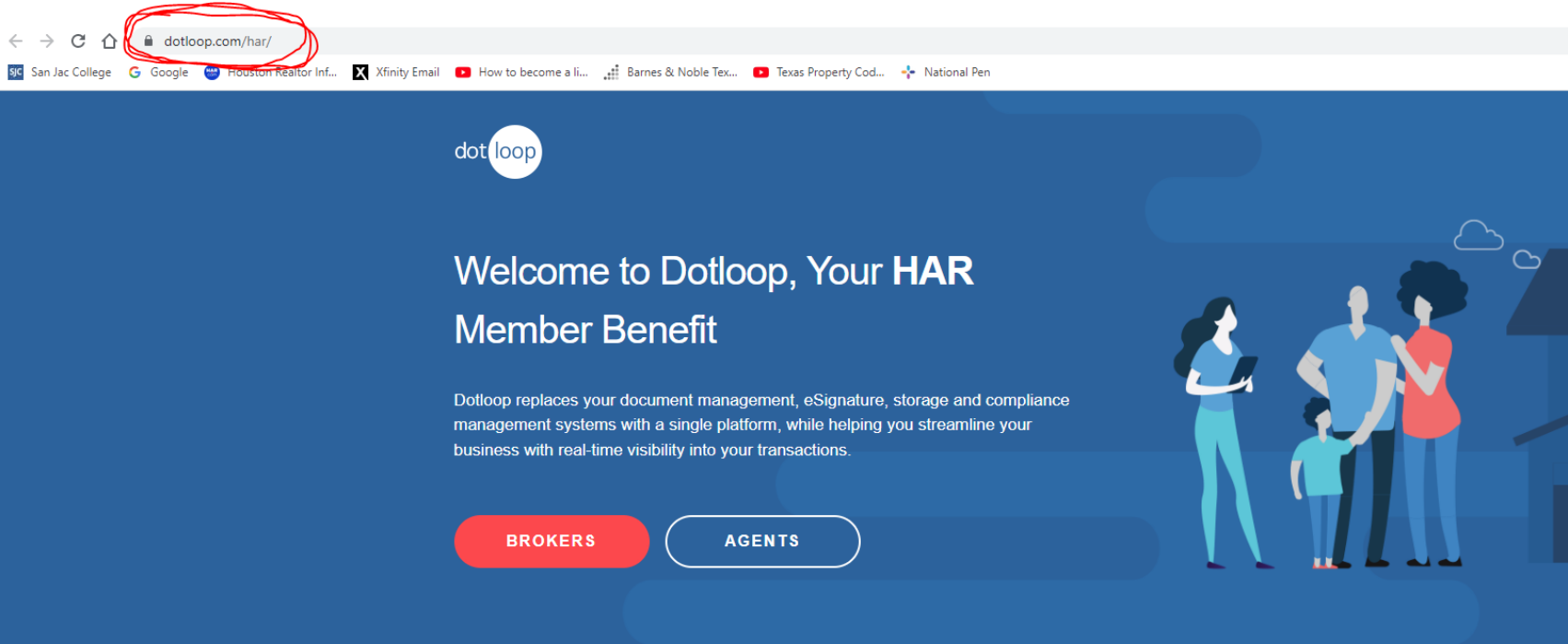
Dotloop Refresher

When you are setting up Dotloop for the first time, be sure to join/log in through [Dotloop.com/har](https://dotloop.com/har) Dotloop is FREE to HAR members. If you are ever asked to pay, contact them to let them know you are a HAR member and have them fix it

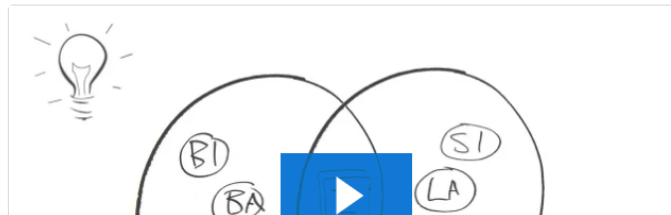
Remember to create a loop (folder) for every listing or buyer you have. Use the address of the property as the Loop/Folder name

Add all signed documents into the Loop/Folder. Contract, Addenda, Notices, Disclosures, Amendments, Checklists, etc and be sure to add me to the Loop and SHARE each file with me

When it's time to get your CDA signed I will go into Dotloop and check your Loop to see that all documents are in there and that nothing is missing. I will then sign your CDA. If I can't see your files or something is missing, I won't sign your CDA until you fix it.



Transaction Mangement Made Easy



What is the cost?

Dotloop is a HAR member benefit so there is no direct cost for you as an agent or broker.

Where can you learn more?

The great news is you can get

6:45pm

How Agents & Title Companies Can help each other

As the **LISTING AGENT** you can help out by providing the San Jacinto Properties form **SELLER INFORMATION FOR TITLE COMPANY** as seen on the right. This help point out any potential issues (estate sale, liens, divorces, homestead or investment property, etc. One item not on the form that will have to be disclosed is if the seller is not a US Citizen as this will initiate FIRPTA taxes. *FIRPTA is a tax law that imposes U.S. income tax on foreign persons selling U.S. real estate. Under FIRPTA, if you buy U.S. real estate from a foreign person, you may be required to withhold 10% of the amount realized from the sale. The amount realized is normally the purchase price.*

As the **BUYER'S AGENT** you need to be sure that the lender information (if there is a loan) is provided to the Title Company ASAP. You are also responsible for ensuring that the **Earnest Money and Option Fee** are delivered to the Title Company within 3 days of the contract execution. The buyer will be in breach of contract if this is not done. Most Title Companies have apps now to wire the money but be VERY CAREFUL that any money wired is 100% going to the actual Title Company and not a scammer.

The **Title Company** can advise you on what to put in Paragraph 1 if there is uncertainty due to an Estate Sale, Partnership or Business, Divorce, Married person buying without their spouse, etc. When in doubt, clear it through the Title Company first. Also, be sure to include the Title Company on all signed documents (contract, addenda, amendments) so they are aware of what is going on. **Read the title commitment too.** Look for any liens or judgements.



Seller Information For Title Company

For the Property Located at: _____

Seller 1 Name: _____ SS# _____

Cell #: _____ Email: _____

Seller 2 Name: _____ SS# _____

Cell #: _____ Email: _____

Were you Married when you bought the property? _____

Are you Married Now? _____

Do you currently live in this home? _____

If NO, what is your current address _____

Have you lived in this home for at least 2 of the last 5 years? _____

If yes, is this your Primary Residence (Homestead)? _____

Do you have an existing survey of the property? _____

If yes, are you able to provide the existing survey to the Title Company? _____

Do you have a mortgage on this home? _____

If YES, please provide the contact information below.

MORTGAGE COMPANY: _____

ADDRESS: _____

PHONE # _____ **EMAIL:** _____

ACCOUNT #: _____

Are there any other liens, judgements or current leases on the property that you are aware of? _____

6:55pm

Appraisals and the Listing Agent



Additional Information From the Seller

Keep in mind that any time a loan is used to buy property, an appraisal is required, and the LENDER will order an appraisal. The Appraiser is selected at random and provides an independent and unbiased opinion of value for the property. What can we as agents do to assist in the appraisal process?

LISTING AGENT: Have the seller complete the information on our ADDITIONAL INFORMATION FROM THE SELLER form (seen on the right).

The appraiser needs to know what makes THIS home more valuable. By providing a list of updates and improvements over the past 10 years, the appraiser can consider them when coming up with a value. Things like new roof, AC/Heat, floors, appliances, updated kitchens and bathrooms, new fence, new windows, etc all bring increased value to a home and the appraiser needs to be aware of these improvements. The appraiser will also need to know if the home has any leases (fixture or tenant) as that would impact the loan. Keep in mind that FHA and VA loans are slightly stricter on the home being “habitable” so things like the roof being in terrible condition, foundation problems, no flooring, missing AC, rotten wood, termites, etc will also show up in an appraisal report and could kill the deal. When preparing for the appraiser to come to the home, the agent should provide the following if possible: **Survey, Deed Restrictions, Floor Plans, List of Updates, any Energy Efficiency items, and a list of Comps for the area that show the home is worth what the contract price says. Also, be sure the utilities are all on (required for FHA appraisals)**

NOTE TO BUYER: This information is provided by the seller as a courtesy to the buyer and is deemed reliable to the best knowledge of the seller. Neither San Jacinto Properties nor any of its agents have verified this information and are not liable for any errors or inaccuracies. It is the sole responsibility of the buyer to verify this information.

List any improvements/updates to this home made in the last 10 years that you are aware of and the approximate date each was completed (flooring and carpeting, countertops, remodeling, roof, AC/Heat, electrical, plumbing, fencing, landscaping, decking, etc): _____

Is there an existing survey available? _____

Are there any current leases in effect on the property? _____

Are there any exclusions that the seller is claiming? _____

Are there any items in the home controlled by an app, remote control or password/PIN # ? _____

Any Warranties and/or Transferable Warranties (foundation, HVAC, roof, etc): _____

What are you currently paying for insurance?

Standard Homeowners _____ Flood _____ Windstorm _____

What are your average monthly utilities?

Electric: HIGH _____ LOW _____ Gas: HIGH _____ LOW _____

Water/Sewer: HIGH _____ LOW _____

Fixture or Personal Property?

The TREC 20-17 One to Four Family Residential Contract includes this verbiage in Paragraph 2. It is VERY IMPORTANT that both the Buyer and the Seller understand what is staying with the home and what is not staying with the home. You are obligated to make this clear to them as their agent so there is no confusion at the end that could result in a lawsuit , damages or TREC complaint

- B. IMPROVEMENTS: The house, garage and all other fixtures and improvements attached to the above-described real property, including without limitation, the following **permanently installed and built-in items**, if any: all equipment and appliances, valances, screens, shutters, awnings, wall-to-wall carpeting, mirrors, ceiling fans, attic fans, mail boxes, television antennas, mounts and brackets for televisions and speakers, heating and air-conditioning units, security and fire detection equipment, wiring, plumbing and lighting fixtures, chandeliers, water softener system, kitchen equipment, garage door openers, cleaning equipment, shrubbery, landscaping, outdoor cooking equipment, and all other property **attached to the above described real property**.
- C. ACCESSORIES: The following described related accessories, if any: window air conditioning units, stove, fireplace screens, curtains and rods, blinds, window shades, draperies and rods, door keys, mailbox keys, above ground pool, swimming pool equipment and maintenance accessories, artificial fireplace logs, security systems that are not fixtures, and controls for: (i) garage doors, (ii) entry gates, and (iii) other improvements and accessories. "Controls" includes Seller's transferable rights to the (i) software and applications used to access and control improvements or accessories, and (ii) hardware used solely to control improvements or accessories.
- D. EXCLUSIONS: The following improvements and accessories will be retained by Seller and must be removed prior to delivery of possession: Surround Sound System and Built-In Speakers, Ring Doorbell, All TV Mounts
- E. RESERVATIONS: Any reservation for oil, gas, or other minerals, water, timber, or other interests is made in accordance with an attached addendum.

These are items the seller often thinks they can take, but are actually fixtures and they cannot take them unless they are listed on the EXCLUSION LIST in MLS and in Paragraph 2D of the contract: TV mounts, mounted Speakers or Surround Sound System, Curtains, Curtain Rods, Mirrors mounted to the wall, Security System, Ring Doorbell, mounted Security Cameras, Window AC units

D. EXCLUSIONS: The following improvements and accessories will be retained by Seller and must be removed prior to delivery of possession: Surround Sound System and Built-In Speakers, Ring Doorbell, All TV Mounts

If you are the LISTING AGENT, be sure you ask the seller, in advance, if they are planning on keeping any of these items

What about PERSONAL PROPERTY such as furniture, refrigerator, washer / dryer, patio furniture, TV's, etc?

The Seller should never just leave any of these items with the house without clearing it with the buyer first. They may not want your stuff. If the buyer wants any of these items be sure to complete a NON-REALTY ITEMS ADDENDUM and have it signed by the seller and the buyer so there is no confusion over what was staying. When itemizing items on this form use a detailed description and include serial / model numbers if available. This will prohibit the seller from switching out items with less expensive items before closing (it's happened).



NON-REALTY ITEMS ADDENDUM

TO CONTRACT CONCERNING THE PROPERTY AT

(Address of Property)

A. For an additional sum of \$ _____ and other and good valuable consideration, Seller shall convey to Buyer at closing the following personal property (specify each item carefully, include description, model numbers, serial numbers, location, and other information):

B. Seller represents and warrants that Seller owns the personal property described in Paragraph A free and clear of all encumbrances.
C. Seller does not warrant or guarantee the condition or future performance of the personal property conveyed by this document.

Buyer

Seller

Buyer

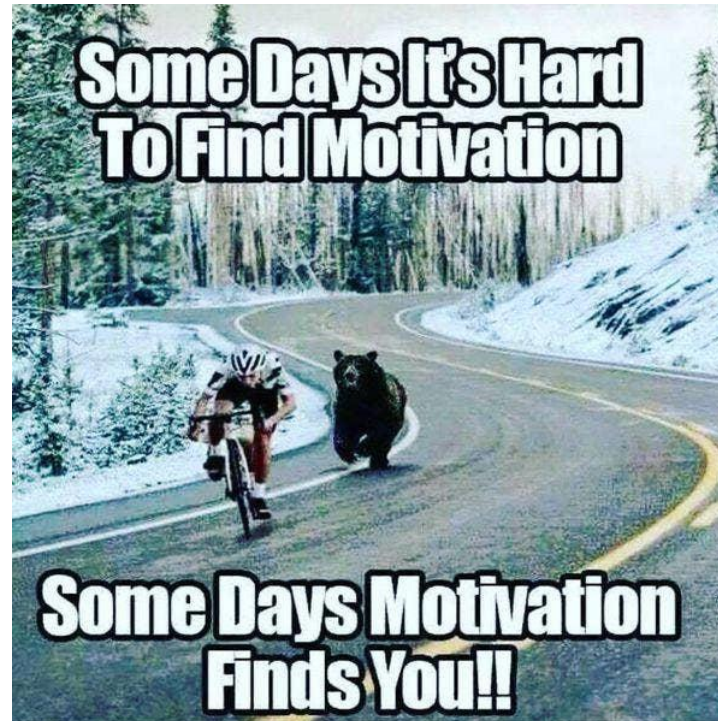
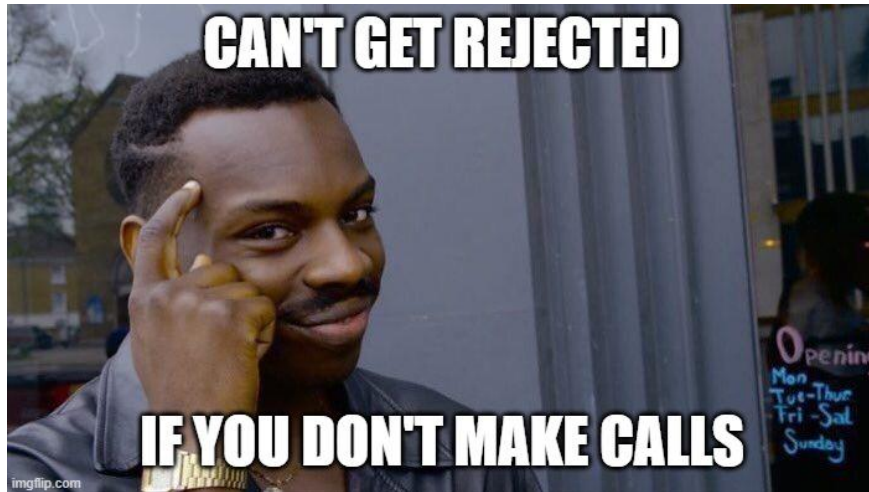
Seller

7:25pm

Comments / Questions?

Please remember to add all transactions/clients into Dotloop within 24 hours and ADD ME so that I am able to see them, otherwise I have no way to know what is going on and if a client , lender or title company calls me I need to be able to see the contract and addenda so that I can give informed answers.

I am at San Jacinto College South Campus, Monday-Thur from 8:00am-3:30pm and until 11:30am on Fridays. You are always welcome to stop by if you want to talk or need help with a contract, client, or Dotloop. Just be sure to text/call me in advance so I know you are coming. Keep in mind that I am in class some days.





The next meeting will be in July, 2023