

Agent Training

October 13th, 2024



Agent Updates

Tell us about anything new or exciting in your life or about a transaction that went really well or was one from Hell



Welcome back to San Jacinto Properties, Liliana Garcia

Like it or not, the change is here

OLD >

St Carr: Concrete, Curbs, Gutters
 Restrictions: Zoning
 Disclosures: Sellers Disclosure
 55+ Community: No
 Sub Lake Access:
 Mgmt Co./HOA Name: No
 List Date: 05/24/2024 Expire Date: 08/31/2024
 Comp: SubAgt: 1% Buyer Agent: 3%
 City/ETJ: PASADENA
 PID:
 List Type: Exclusive Right to Sell/Lease
 T/Date: Bonus End:
 Bonus: Var/Dual Rt: Yes

Financial Information

Finance Cnsdr: Cash Sale, Conventional, FHA, VA
 Ownership Type:
 Maint. Fee: No
 Other Mand Fee: No
 Taxes w/o Exemptions: \$3,428/2023
 Loss Mitigation: Auction:
 Vac Rental:
 Maint Includes:
 Exemptions: Homestead,,,,,,,,,,,,,
 Tax Rate: 2.275
 Online Bidding:

NEW >

St Carr: Concrete, Curbs, Gutters
 Restrictions: Deed Restrictions, Restricted
 Disclosures: Sellers Disclosure
 55+ Community: No
 Sub Lake Access: No
 HOA Amenities:
 Accessibility:
 Mgmt Co./HOA Name: Yes / Sterling ASI / 832-678-4500
 List Date: 12/18/2023 Expire Date:
 City/ETJ: LA PORTE
 PID:
 List Type: Exclusive Right to Sell/Lse w/ Named Prospect
 T/Date:

Financial Information

Finance Cnsdr: Cash Sale, Conventional, FHA, VA
 Seller May Contribute to Buyer Expenses Up To:
 Ownership Type: Full Ownership
 Maint. Fee: Mandatory/\$875/Annually
 Other Mand Fee: Yes/875 + 220/cap fee + transfer
 Taxes w/o Exemptions: \$13,473/2023
 Loss Mitigation: No Auction: No
 Vac Rental: Not Allowed
 Maint Includes: Clubhouse, Grounds, Recreational Facilities
 Exemptions:
 Tax Rate: 3.4476
 Online Bidding: No

The compensation field has been removed and you cannot post any commission on MLS. **\$500 FINE!!!!**

How do Buyer's Agents know if a commission is being offered?

1) Ask the listing agent 2) send an offer requesting a commission by using **TXR 2401** or **TXR 2402** or **TXR 2406**

<https://www.youtube.com/watch?v=ZLvfavljRV4>



COMPENSATION AGREEMENT BETWEEN BROKER AND OWNER

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1. PARTIES: The parties to this Agreement are:

Owner: Sheldon Sellerson

Address: 5389 Maple Street
City, State, Zip: Deer Park, TX 77536
Phone: (123)456-7890 E-Mail/Fax: sheldons@gmail.com

Broker: Big Broker Realty Angela Agent

Address: 4444 Center Street
City, State, Zip: Deer Park, TX 77536
Phone: (713)894-9436 E-Mail/Fax: angela@bigbrokerrealty.com

2. PROPERTY: "Property" means the following real property in Texas, together with all its improvements and fixtures:

Address: 5839 Maple Street County: Harris Zip: 77536
City: Houston
Legal Description (Identify exhibit if described on attachment): Lot 7, Block 13 Deer View Estates Sec. 2, 77536

3. ASKING PRICE: Owner is presently asking:

A. \$ 305,000.00 to sell the Property; and
B. \$ N/A to lease the Property.

4. REGISTRATION: Broker registers Brett and Beatriz Buyer

(Prospect) with Owner.

5. TERM: This Agreement begins on August 22, 2024 and ends at 11:59 pm on September 30, 2024.

6. BROKER'S FEE: Owner is not obligated to pay Broker a fee until such time as Broker's fee is Earned and Payable. Broker's fees are Earned when Owner enters into a binding agreement to sell or lease all or part of the Property at any price to Prospect or if Owner breaches this Agreement. Broker's fees are Payable in the amounts stated below at the specified times.

A. Sales:

(1) If Owner agrees to sell all or a part of the Property to Prospect at any price during the Term, Owner will pay Broker a fee equal to:

(a) 2.500 % of the sales price; or
 (b) N/A

(2) The fee is Payable, either during the Term or after it ends, at the earlier of:

- (a) the closing and funding of the sale or exchange of the Property;
- (b) Owner's breach of this Agreement; or
- (c) Owner's breach of a binding contract to sell the Property to Prospect.

<https://www.youtube.com/watch?v=71RKxZM3FsM&t=50s>



COMPENSATION AGREEMENT BETWEEN BROKERS

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1. PARTIES: The parties to this Agreement are:

Listing/Principal Broker: Big Balloon Realty
Full Address: 4444 Center Street, Deer Park, TX 77536
Phone: (123)456-7890 E-Mail/Fax: mail@bigballoonrealty.com

Cooperating Broker: San Jacinto Properties
Full Address: 3222 Somerton Dr, La Porte, TX 77571
Phone: (713)894-9436 E-Mail/Fax: Dave@SanJacintoProperties.com

2. PROPERTY: "Property" means the following real property in Texas, together with all its improvements and fixtures:

Full Address or Description: 5839 Maple Street, Houston, TX 77536
 or as described in an attached exhibit.

3. REGISTRATION: Cooperating Broker registers Brenton Barnes and Brianna Barnes

(Client) with Listing/Principal Broker, Listing/Principal Broker represents the owner of the Property (Owner), and Cooperating Broker represents Client.

4. TERM: This Agreement begins on August 22, 2024 and ends at 11:59 pm on September 30, 2024.

5. COOPERATING BROKER'S FEES:

A. Fees: When Earned and Payable, Listing/Principal Broker will pay Cooperating Broker (complete all that apply):

(1) (Sale) 2.500 % of the sales price or \$ N/A.
(2) (Lease) N/A % of one full month's rent Client is obligated to pay under the lease or \$ N/A.

B. Earned and Payable: Cooperating Broker's fees are Earned when Client enters into a binding agreement during the Term to buy or lease all or part of the Property at any price. Cooperating Broker's fees are Payable (i) if Cooperating Broker is the procuring cause of the sale or lease and (ii) when a lease is executed or when a sale closes, either during the Term or after it ends. Listing/Principal Broker is not obligated to pay Cooperating Broker any fee if, through no fault of the Listing/Principal Broker and in the exercise of good faith and reasonable care, it was impossible or financially unfeasible for the Listing/Principal Broker to collect its fee under the separate agreement with Owner. **Any escrow or closing agent is authorized to pay Cooperating Broker's fee from Listing/Principal Broker's fee at closing.**

C. Related Parties: If a related party of Client agrees to purchase or lease all or part of the Property during the Term, Cooperating Broker will be entitled to all compensation under this Agreement as if Client had acquired the Property. "Related party" means any assignee of Client, any family member or relation of Client, any officer, director, or partner of Client, any entity owned or controlled by Client, in whole or part, and any entity that owns or controls Client, in whole or part.

6. ENTIRE AGREEMENT: This Agreement is the entire agreement of the parties and may not be changed except by written agreement. This Agreement supersedes any prior agreement between the parties concerning the same subject matter.

Big Balloon Realty 469898
Listing/Principal Broker's Printed Name License No.

Listing/Principal Broker's Signature Date
(or Broker's Associate)

Alan Agently
Listing/Principal Broker's Associate's Printed Name License No.

San Jacinto Properties 469898
Cooperating Broker's Printed Name License No.

Cooperating Broker's Signature Date
(or Broker's Associate)

Angela Agent 469898
Cooperating Broker's Associate's Printed Name License No.

<https://www.youtube.com/watch?v=f4fUMNqrSRA&t=18s>



ADDENDUM REGARDING BROKERS' FEES

TO CONTRACT CONCERNING THE PROPERTY AT:

2655 Hero Avenue, La Porte, TX 77571
(Address of Property)

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Note: This addendum should not be used with the Farm and Ranch Contract (TREC 25-15; TXR 1701).

A. ADDENDUM CONTROLS: If any part of this addendum conflicts with a provision in the contract, this addendum will control.

B. FEES: Cash fees as specified in this addendum will be paid in Harris County, Texas.

C. LISTING BROKER'S FEE: Seller shall pay Listing Broker the fee specified in a separate written representation agreement between Seller and Listing Broker.

D. OTHER BROKER'S FEES: Other Broker's fees will be paid as specified below, and Buyer shall pay any remaining amount due to Other Broker under a separate written representation agreement between Other Broker and Buyer. (Check all that apply)

(1) Listing Broker shall pay \$ N/A or 2.500 % of sales price as contained in a separate written compensation agreement between Listing Broker and Other Broker (such as TXR 2402).

(2) Seller shall pay: (Check one box only)
 (a) \$ N/A or N/A % of sales price as contained in a separate written compensation agreement between Seller and Other Broker (such as TXR 2401).

(b) \$ N/A or N/A % of sales price towards Other Broker's fees. (Note: Use this option only if there is no separate written compensation agreement between Seller and Other Broker.)

Amounts in (1) and (2)(a) are for informational purposes only and do not change compensation listed in separate written compensation agreements. Any amount listed in (2)(b) creates a new obligation for Seller.

E. AUTHORIZATION: Seller and Buyer authorize Escrow Agent to pay Listing and Other Broker at closing in accordance with this addendum or other separate written compensation agreements.

BROKER FEES ARE NOT SET BY LAW AND ARE FULLY NEGOTIABLE. This addendum confirms or creates an obligation for the payment of broker fees. CONSULT AN ATTORNEY BEFORE SIGNING. TREC rules prohibit real estate brokers and sales agents from giving legal advice. READ THIS FORM CAREFULLY.

Brenton Barnes
Buyer's Printed Name

Buyer's Signature Date

Brianna Barnes
Buyer's Printed Name

Buyer's Signature Date

Sheldon Sellerson
Seller's Printed Name

Seller's Signature Date

Serena Sellerson
Seller's Printed Name

Seller's Signature Date

Does the seller have to offer a commission to the Buyer's Agent? NO

Can the seller offer a commission to a Buyer's Agent? YES

Does the seller have to disclose the amount of any commission they may offer? NO, but they can

Does the Listing Agent have to offer a commission to a Buyer's Agent? NO

Can the Listing Agent offer a commission to a Buyer's Agent? YES

Does the Listing Agent have to disclose any commission offered? NO, not if the seller tells them not to

Can the Listing Agent sneak in the commission in Agent Remarks by using a code? NO. \$500 fine

Can a listing agent advertise that there is a Buyer Agent commission on other sites (not MLS)? YES

Can the seller change their mind and decide to offer a commission once an offer is received? YES

Can the seller remove the commission after the contract and addenda have been signed? NO, unless the agent agrees

Can an agent work for free or get paid a flat fee for assisting a client? YES



If you have an open house, do potential buyers that attend have to sign a Buyer Representation Agreement before being allowed in? NO, Open Houses are EXEMPT from the Buyer Representation rule. However, you must make it clear (IABS) that you represent the seller.

If the buyer decides that they don't like the house can you then contact them as a potential buyer client? YES, however you must obtain a SIGNED Buyer Representation Agreement before you show them any other homes.

1. **PARTIES:** This Agreement is made between Brenton Barnes, Brianna Barnes (Collectively, "Client") and San Jacinto Properties ("Broker").
2. **APPOINTMENT:** Client appoints Broker as Client's real estate agent subject to the terms of this Agreement.
3. **DEFINITIONS:** In this Agreement, "acquire" means to purchase or lease real property. "Market area" means that area in the State of Texas specified as follows (for example, *insert property address, subdivision, city, county, zip code, etc.*): zip codes 77571, 77536, 77505.
4. **TERM:** This Agreement begins on August 30, 2024 and ends at 11:59 p.m. on October 31, 2024.
5. **BROKER OBLIGATIONS:** Broker must comply with minimum duties as required by law. Broker may represent other prospective buyers or tenants who may seek to acquire the same properties as Client. (Check only one box)
 Full Services. Broker will use Broker's best efforts to assist Client in the acquisition of property in the market area.
 Showing Services. Paragraphs 6, 7, and 8 do not apply. Broker will provide Client with access to properties in the market area. Client will pay Broker a fee of \$ N/A due upon execution of this Agreement.
6. **CLIENT OBLIGATIONS:** Client must: (a) work exclusively through Broker in acquiring property in the market area and (b) inform other brokers, sales agents, sellers, and landlords that Broker exclusively represents Client for the purpose of acquiring property in the market area and refer all such persons to Broker.
7. **BROKER COMPENSATION:**

A. **Broker's Fees: When Earned and Payable, Client will pay Broker (Complete all that apply):**
 (1) (Purchases) 3.000 % of the sales price or \$ N/A .
 (2) (Leases) N/A % of one month's rent or N/A % of all rents to be paid over the term of the lease or \$ N/A .

- B. **Earned and Payable:** Broker's fees are Earned when Client enters into a contract to acquire property in the market area during the Term. Broker's fees are Payable, either during the Term or after it ends, upon the earlier of: (1) the closing of a transaction to acquire a property or (2) Client's breach of a contract to acquire a property in the market area. "Closing" means the date legal title to a property is conveyed to Client or the date Client enters a binding lease.
- C. **Source of Payment:** Broker may receive compensation from the seller, landlord, or their agents. Broker will credit any such compensation towards compensation due Broker under this Agreement and Client will pay any remaining balance.
- D. **Escrow Authorization:** Client authorizes, and Broker may instruct, any escrow or closing agent to collect and disburse to Broker all amounts Payable to Broker.
8. **INTERMEDIARY:** Client does or does not authorize Broker to act as an intermediary if Client wishes to acquire one of Broker's listings. If intermediary is not authorized, Client will not be shown or acquire Broker's listings. **In accordance with applicable state law, Broker and Broker's associates: may not disclose to Client that the seller or landlord will accept a price less than the asking price unless otherwise instructed in a separate writing by the seller or landlord; may not disclose to the seller or landlord that Client will pay a price greater than the price submitted in a written offer to the seller or landlord unless otherwise instructed in a separate writing by Client; may not disclose any confidential information or any information a seller or landlord or Client specifically instructs Broker in writing not to disclose unless otherwise instructed in a separate writing by the respective party or required to disclose the information by the Real Estate License Act or a court order or if the information materially relates to the condition of the property; shall treat all parties to the transaction honestly; and shall comply with the Real Estate License Act.**

Broker compensation is not set by law nor fixed, controlled, or recommended by the Association of REALTORS® or MLS, Broker compensation is fully negotiable, Broker is prohibited from receiving compensation for brokerage services from any source that exceeds the amounts stated in this Agreement. This is a legally binding agreement. READ IT CAREFULLY. If you do not understand the effect of this Agreement, consult your attorney BEFORE signing. The parties authorize the use of electronic signatures for the signing of this Agreement.

San Jacinto Properties 469898
 Broker's Printed Name License No.

 Broker's (or Broker's Associate's) Signature Date

Angela Agent 123456
 Broker's Associate's Name, if applicable License No.

Brenton Barnes
 Client's Printed Name

 Client's Signature Date

Brianna Barnes
 Client's Printed Name

 Client's Signature Date

Buyer / Tenant Representation

- 1) You MUST have a signed Buyer/Tenant Representation Agreement BEFORE showing a client any homes. This is a big deal and could get you into serious trouble if you ignore it
- 2) There are 2 versions of the form. The short form is TXR 1507 and is only one page. The long version of the form TXR 1501 is five pages long. I have a video tutorial on how to fill out the forms on YouTube at <https://www.youtube.com/watch?v=2NJqpdCrwE4&t=52s>
- 3) Can a buyer/tenant ask you to be a SHOWING AGENT only and pay a fee for you to show them homes? YES (paragraph 5 on the short form). However, as an agent you are never allowed to accept compensation directly from a client. All compensation must go through the broker. If you have a buyer that wants to hire you as a showing agent only, talk to me first and we will work out how to handle any fee the client pays. I doubt any buyer will want to do this
- 4) Does the buyer have to agree to pay me a commission? Yes, however you will likely try to get the seller to pay your commission, so the buyer doesn't have to pay you anything. If you put ZERO in paragraph 7, technically you cannot ask the seller to pay you a higher commission than zero. Also keep in mind that there is an Amendment to the Buyer/Tenant Representation Agreement where the commission can be changed. No Listing Agent is entitled to see your written agreement, but you must have a written agreement

AMENDMENT TO BUYER/TENANT REPRESENTATION AGREEMENT

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On or about August 22, 2024, Client and Broker entered into a Buyer/Tenant Representation Agreement (the Agreement).

Effective September 9, 2024, Client and Broker amend the Agreement as follows:

A. The "market area" in Paragraph 3 is redefined as N/A

B. The date the Agreement ends specified in Paragraph 4 is changed to N/A.

C. **(For TXR 1507 only)**
(1) Brokers Obligations in Paragraph 5 is changed to Full Services or Showing Services.
(2) Client does or does not authorize Broker to act as an intermediary under Paragraph 8.
Note: To change Broker's Fees, also complete Paragraph D below.

D. **(For TXR 1501 and TXR 1507 only)** Broker's Fees in Paragraph 7A are changed to *(Complete all that apply)*:
(1) (Purchases) 2.000 % of the sales price or \$ N/A.
(2) (Leases) N/A % of one month's rent or N/A % of all rents to be paid over the term of the lease or \$ N/A.

E. **(For TXR 1501 and TXR 1507 only)** **Bonuses and Other Compensation:** In addition to Broker's Fees listed in Paragraph 7A, Broker will receive other compensation from seller, landlord, or their agent in an amount equal to \$ N/A if Client purchases or leases the following property: 5839 Maple Street, Houston, TX 77536 (property address).

F. Client instructs Broker to cease providing services under the Agreement on N/A and to resume providing services on: (1) receipt of further instructions from Client; or (2) N/A.

The Agreement is not terminated and remains in effect for all other purposes.

G. Paragraph(s) N/A are changed as follows:

San Jacinto Properties
Broker's Printed Name 469898 License No.

Broker's or Broker's Associate's) Signature _____ Date _____

Amanda Yaris 469898
Broker's Associate's Printed Name, if applicable License No.

Brenton Barnes
Client's Printed Name _____

Client's Signature _____ Date _____

Brianna Barnes
Client's Printed Name _____

Client's Signature _____ Date _____

Amendment to Buyer/Tenant Representation Agreement

Use this if you need to modify your existing Buyer/Tenant Representation Agreement such as

- 1) Market area change
- 2) Full Service or Showing Service change
- 3) Commission amount change
- 4) Bonuses or other compensation
- 5) Early Termination
- 6) Other change

E. **Owners' Association:** The Property is is not subject to mandatory membership in a property owners' association.

3. **LISTING PRICE:** Seller instructs Broker to market the Property at the following price: \$ 389,000.00 (Listing Price). Seller agrees to sell the Property for the Listing Price or any other price acceptable to Seller. Seller will pay all typical closing costs charged to sellers of residential real estate in Texas (seller's typical closing costs are those set forth in the residential contract forms promulgated by the Texas Real Estate Commission).

4. **TERM:**

- A. This Listing begins on August 22, 2024 and ends at 11:59 p.m. on November 30, 2024.
- B. If Seller enters into a binding written contract to sell the Property before the date this Listing begins and the contract is binding on the date this Listing begins, this Listing will not commence and will be void.

5. **BROKER COMPENSATION:**

Broker compensation or the sharing of compensation between brokers is not set by law nor fixed, controlled, recommended, or suggested by the Association of REALTORS®, MLS, or any listing service. Broker compensation is fully negotiable. Brokers independently determine their fees. (Complete either 5A or 5B only)

A. **Broker's Fee (with compensation for other broker):**

This Paragraph 5A includes payment of compensation to the other broker working with a buyer. Seller authorizes Broker to compensate the other broker as indicated below.

(1) When Eamed and Payable, Seller will pay Broker (insert total amount for Broker and other broker):

- (a) 5.000 % of the sales price or \$ N/A.
- (b) N/A.

(2) From amounts stated in 5A(1) above, Broker will pay the other broker the following fees if the other broker procures a buyer that purchases the Property:

- (a) if the other broker represents the buyer: 2.500 % of the sales price or \$ N/A; and
- (b) if the other broker is a subagent: N/A % of the sales price or \$ N/A.

B. **Broker's Fee (without compensation for other broker):**

(1) When Eamed and Payable, Seller will pay Broker (insert amount to be paid to Broker only):

- (a) N/A % of the sales price or \$ N/A.
- (b) N/A.

Note: Seller Paying Buyer's Expenses. In addition to paying the above Broker's fees, Seller may be asked by a buyer to contribute an amount towards buyer's expenses, such as buyer's broker's fees or other expenses payable by buyer under a sales contract. See Paragraph 11F regarding Broker's authority to disclose possible Seller contributions.

TXR 1101 – Residential Listing Agreement

The new (updated June 2024) listing agreement addresses the commission issue to allow the seller to not offer any commission if they choose. See Paragraph 5



I have a video tutorial on how to complete this form at

<https://www.youtube.com/watch?v=9BbjcAgQBLLI&t=109s>

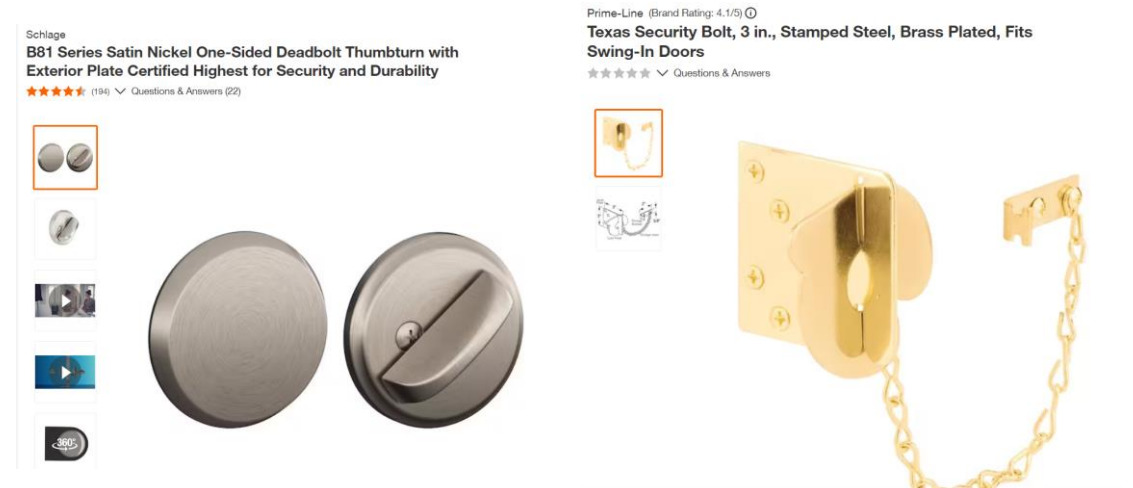
Leases and Property Management

San Jacinto Properties agents are permitted to list and show lease properties, however you are NOT permitted to do any property management, even if it is your own property. The broker will handle all property management and if you have your own property that you want to lease, I will only charge you \$50 for the monthly management fees. There is a lot of accounting, legal issues and liability in property management and that is why I choose to handle all of that myself along with Sylvia's assistance.

If you have a lease property listed OR of you represent a tenant on a lease property, please be sure to verify that the home meets ALL of the required Texas Property Code safety requirements below. There is also a video on our Agent Only web page that shows you all of these things and you can share the link with clients

<https://www.youtube.com/watch?v=Bwr1vtUeS64>

- 1) All doors that lead to outside (including the garage) must have at least one keyed lock and one keyless lock (**Keyless deadbolt or Ring Bolt**) see photos. These doors must also have a **door viewer (peep hole)** unless there is clear glass in the door so the tenant can see who is there.
- 2) All windows must have working latches and open/close
- 3) There must be working smoke detectors in all bedrooms and in the hallway outside of the bedroom areas
- 4) Sliding glass door must have a working lock & either an **arm bar** or a **pin lock**
- 5) You cannot have working surveillance cameras that you have access to on a rental property when it is occupied by tenants



Keyless (one Sided) Deadbolt

Ring Bolt Security Lock



San Jacinto Properties

(713) 894-9436

3222 Somerton Dr,
La Porte, TX. 77571

SanJacintoProperties.com

CDA – Updated August 2024

Because of the NAR lawsuit involving commissions, who is paying the commission could be different on every transaction. The 3 possible scenarios are

TO: Lisa Trevino

email: ltrevino@southlandtitle.net

FROM: Angela Agent

email: angelatherealtor@gmail.com

PROPERTY ADDRESS: 54321 Havard Street, 77536

BUYER: Bill & Betty Buyer

SELLER: Sam Sellerson

COMMISSION DISBURSEMENT AUTHORIZATION FORM

San Jacinto Properties represents the BUYER SELLER
In this transaction. Per the terms of the representation agreement, contract,
and/or the Broker Fees Addendum (TXR 2406) our brokerage has earned a
commission as indicated below

TOTAL COMMISSION: \$ 6,000 . Please disburse the funds as follows

1. \$ 5,700 to Angela Agent paid by Listing Broker/Seller

2. \$ _____ to _____ paid by _____

3. \$ 300 to David Turnquist (Broker) paid by Listing Broker/Seller

Broker Signature (TREC #469898)

Broker Check should be mailed to: 3222 Somerton Dr., La Porte, TX 77571

If not picked up at closing by the agent, the Agent Check should be mailed to: Angela Agent, 515 Bandit Springs Rd., La Porte TX 77571

- 1) **The Listing Broker (through their Listing Agreement) is offering a Co-Op commission to the Buyer’s Agent just as we have done for many years in the past. In this scenario you enter “Listing Broker/Seller” in the Paid By line and be sure to attach TXR 2402**
- 2) **The Seller (either as a FSBO or the Listing Agent isn’t offering a commission) is paying the Buyer’s Agent Commission. Be sure to use TXR 2401 with this. OR, you are the listing agent so the seller is paying your commission. Enter “Seller” in the Paid By line**
- 3) **The BUYER is paying your commission because the seller and listing agent aren’t offering any Co-Op commission. In this scenario you enter “Buyer” in the Paid By line**

*** This form is not fillable. You must use DocuSign, Dotloop or some other digital signature program to fill in the blanks***
Be sure to add your address at the bottom so your checks do not come to my house

David Turnquist
Broker #469898



Dave@SanJacintoProperties.com

SanJacintoProperties.com

Modified August 2024



Scam Alerts

- 1) If you do not know your seller personally, be sure to verify their identity before listing their home. Just because they say they are the owners, does not mean they are the owners. This is especially true for vacant homes and land. If they don't want to give you a copy of the drivers license then there is probably a reason they don't want to. RED FLAG**
- 2) Don't allow a buyer to use their own contracts or forms (unless it is a well known and reputable new home builder). Also, don't allow anyone to add verbiage to SPECIAL PROVISIONS without clearing it with me first. There are scam investors that are locking sellers into contracts and stringing them along for monts and minths and when the seller wants to get out of the contract or sell to someone else, the investor is making them pay a big fee in order to cancel the contract.**
- 3) Remind your buyers and sellers not to reply to any emails or phone calls from the title company with routing instructions for funds. This scam is still happening. Most title companies now have a secure portal for clients. Find out who the closer and the assistant are and get their direct phone number and call them yourself to verify. Have your client only deal with the closer or assistant that you have verified but tell your client it's always safest to just go to the title company in person for \$\$\$ issues**

DOTLOOP: Remember to post all signed documents into Dotloop within 24 hours and ADD ME and SHARE so that I can see them. Do Not wait until you are getting ready to close on a property to upload all the documents. Be sure to complete all the fields too TYPE, STATUS, PRICE and update it when there is a change. Upload a PHOTO of the property too

dot loop | Premium

Loops Tasks People Templates

Default Profile HOUSTON ASSOCI... (circled in red)

Default Profile

HOUSTON ASSOCIATION OF REALTORS®

Activity Log Notifications 99+

+ Add Loop

Search by address, title, MLS#, etc. Filters (off) Sort: Last updated

You have loop invitations that are unassigned. Manage invitations

Property Address	Type	Status	Rent	Updated	Action
2207 Mockingbird Street, Baytown, TX, USA	Lease	Leased	\$2,200	09/23/2024, 9:21 AM	Enter Occupancy
Private Road 602601 Dayton, TX 77535	None			09/23/2024, 9:07 AM	Enter Closing
996 Catania Lane, League City, TX, USA	None			09/23/2024, 9:07 AM	Enter Closing
606 Scenic Drive, Baytown, TX, USA	None			09/23/2024, 9:07 AM	Enter Closing

This is my Default Profile on Dotloop

MY PROFILES

- D David Quist San Jacinto Properties
- Default Profile HOUSTON ASSOCIATION OF REALTORS®** (circled in red)

ADMIN PROFILES

- San Jacinto Properties Company
- David T... (partially visible)

SAMPLE CONTRACTS

Updated October 2024

[Information About Brokerage Services](#)

[1-4 Family Residential Contract](#)

[Third Party Financing Addendum](#)

[Amendment To Contract](#)

[Residential Listing Agreement](#) ✓

[Seller's Disclosure Notice](#)

[Termination of Contract](#)

[Release of Earnest Money](#)

[Seller's Invitation to Submit New Offer](#)

[Seller's Temporary Lease](#)

[Lead Based Paint Addendum](#)

[HOA Addendum](#)

[Residential Lease](#)

[Buyer-Tenant Representation Agreement](#) ✓

[Buyer's Right to Terminate for Appraisal](#)

[Agent Training Videos](#) (Video Tutorials)

~~[Agent Training Slideshows](#)~~ (from our meetings)

[Links to Helpful Articles](#)

<https://www.har.com/education>

[10 Things You Should Do Every Week](#)

[Agent Safety Tips](#)

[TXR 2406 - Addendum Regarding Broker Fees](#) ✓

[TXR 2401 - Compensation Agreement Between Broker & Owner](#) ✓

[TXR 2402 - Compensation Agreement Between Brokers](#) ✓

[Amendment to Buyer Representation Agreement \(TXR 1505\)](#) ✓

[Listing Checklist](#)

[MLS Listing Data Sheet](#)

[Preparing Your Home To Sell](#)

[Market Value Pyramid](#)

[Seller Information for Title Company](#)

[Seller's Additional Info to Buyer](#)

[Selling Your Home - What You Can Expect](#)

[Seller's Checklist](#)

[LEASE CHECKLIST](#)

[Texas Property Code Requirements Video](#) ✓

[Lease Application Instructions](#)

[Referral Agreement \(TXR 2405\)](#)

[SAMPLE CDA Filled Out](#) ✓

**Questions?
Comments?
Concerns?**



<https://www.youtube.com/@CoogDave>