



Volume **2012 - #01** – January 2012 **All***
Publication dates – only as required

Professionalism & Dedication Knowledge

Ethics

Integrity

Enthusiasm



Hi Everyone:

I sincerely hope everyone had a great holiday and you are all geared up and ready for a fantastic 2012. Happy New Year. This is a whole new positive start for all of us and let's make the very most of it. Do you remember your first sale? I do, I was so excited that it was unbelievable – I stood beside the for sale sign putting 'sold' on it and was jumping up and down. Taking photos and so proud of myself. What a fantastic feeling and we all should still have that emotion today. That's what it is all about – enjoying, loving and doing what you thrive on --- helping people and then the money just flows from your dedication, helpfulness, guidance and knowledge.

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I always tell you that *I have never worked a day in my life since entering the real estate profession and today that is still true.* I love our industry, the people, hopefully helping everyone and just being part of an industry that really is one of the best. Yes, I do admit, there have been a few days when it wasn't quite so great – that's usually when there is a complaint or problem and then I worry myself sick about the Real Estate Agent involved and want to help them resolve the concern.

I think back to all the times I too should have been in *Real Estate Jail* but someone was looking after me and I just plain didn't get caught – that is why I write my courses, instruct them and send you *Barb's Buzz on Business*. I want you to be perfect, help your Clients/Customers and be **fiercely proud** to be a REALTOR® - **I AM**.

As you know, I have such an exciting life that I have had some time over the holidays to think about just what is so very special and exciting about our profession. I think I finally know It is being dedicated, caring and loving what you are doing. I absolutely thrive on **your** feedback, support and your reference letters that I have helped even in just a very small way. Sure there are bumps on the way, but heck, they will go away and you cannot let them deter you. Just learn from them and move on. It's that feeling we get when everything works out perfectly – it's an intense feeling of loving what you do, an emotion so strong that it drives you to success, to be the best, to have esteem and honor in what you say and do with everyone [Colleagues and Clients/Customers, business associates, friends, family].

Wouldn't it be awful to go to a job you hated, punch in and out on that clock, take home only x amount of dollars and then do the very same thing again tomorrow? Real Estate isn't like that – it is different every minute of the day and it can be what you choose to make it. Choose to make it your love – make it your passion – your prosperity, happiness, peace and success. Just do it and do it quickly and efficiently and have fun doing it. Remember too if you say you are going to do something – then make sure everyone knows they can '*consider it done*' – you do keep your word and you always deliver more than you promise.

If you love what you do you will find ways to excel beyond even your own hopes and dreams – your intense passion will guide you wherever you choose. Do have to have a plan for your future?



5 D's to get into action and to deliver!

- * Decide
- * Do it
- * Delegate if needed
- * Date it
- * Deserve a reward and visualize the reward you want [I often cut out a picture of what I deserve as my reward when [not *if*] I reach my aspirations and goals. It does work. Visualize and look at it every day.]

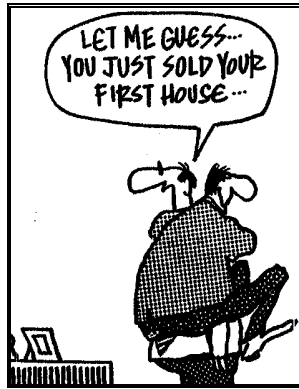
Decide what you want to do – what do you want to accomplish – break it down into small individual steps and then just do it. If you need some help with it then get it – it could be support staff, your family etc. and then make a date for you to accomplish it. Remember too; always have a reward for when you achieve the goal. You deserve it. Most people are just too vague on their goal setting – break it down into small, simple easy to do steps and become dedicated to following your plan. If you just say I want to make \$100,000.00, or I want to be #1 then that's way too vague – you have to break it down into how many deals that is, how many contacts you need to connect with, what steps you have to take, and then you **MUST** implement them. It really is very easy but only if you keep it simple and if you set aside the time with yourself to do the items on your list. That is one of our biggest down falls in our profession, we are our own boss and some of us just don't know what to do with all this so called 'free' time. It isn't free time – it is time for you to go for it – reach for the moon – and schedule the time with yourself in your day planners. You **WILL** succeed if you truly are passionate about it and truly care with that intense motivating emotion. You can be and do anything you want.

Be proud of who you are and what you do. Be the very best you can be. Just plain care and keep updated and on top of all the changes but most importantly be secure in your own knowledge and esteem. The public need us. Stay away from all the negative people – you don't need them and neither do I. Stay positive and driven for **your future**. Be seriously honest with yourself, there is absolutely nothing stopping you – *just you can stop you*. Make plans right now for your future and visualize what it will be like. **WOW!**

Be specific | Make them attainable | Make them real | Don't keep it a secret! | Get help and use resources

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The cartoon below is how I felt every time I sold a property – I hope you still feel like that – ...have that passion, have that pride, have that esteem and have that satisfaction that you truly have helped others fulfill and live their dreams and goals. Don't ever lose this emotion – it will carry you any where you want to go.



Here is to a passionate and thrilling new road in 2012!

- Goals should be **SMART**:

- Specific
- Measurable
- Attainable
- Relevant
- Time specific

- Establish a clear action plan to achieve each goal:

- Action plans should include specific expected results and a target date for completion.

Prospecting is the lifeblood of any successful real estate career. It's that simple. The more people you come in contact with, the more listing and sales you can achieve. All it takes is a plan and some persistence.

You can google any goal setting worksheets etc. that will help you – I just put a really simple outline below to give you an idea. There are millions of them so one will be perfect for you.

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INCOME-PLANNING WORKSHEET

Before you start prospecting, determine what you want to get out of it income wise. Use this handy worksheet to determine your goals. Then you'll know how much prospecting you need to do.

Yearly Income Goal:

Monthly Income Goal:

Weekly Income Goal:

Target Average Sale Price:

Target Average Commission per Sale:

Transactions Goal for the Year:

Total Transactions per Month:

Total Transactions per Week :

Listings Needed per Year:

Listings Needed per Month:

Listings Needed per Week:

Buyers Needed per Year:

Buyers Needed per Month:

Buyers Needed per Week:

In using this form, be sure to determine your average closing rate and factor that into the equation. For example, if 85 percent of your transactions closed last year, you need 15 percent



If this ever happens to you – which we hope it never does – but there was a recent situation where the Buyers had put up a deposit of \$50,000 and then disappeared off the face of the earth after the Contract was subject free and firm. They just vanished. In order to mitigate damages which the Courts always require, the seller had instructions sent to the Brokerage to go ahead and try to re-sell the property with the condition that when an offer came in the Contract was subject for a day or so for the Sellers to obtain the necessary approval that they could in fact sell the property. In order to proceed though when the original vanishing buyers closing date arrived the lawyer demanded the Sellers come into his office and sign everything necessary to proceed with the closing and registration. The lawyer said that the Sellers **MUST** be able to show [literally] that they were ready, willing and able to complete even though the buyers had flown the coop and the Brokerage was still holding the \$50,000.00 deposit. Can you imagine someone walking away from \$50,000.00? The point of this though, is to make sure if ever the Sellers or Buyers have a firm contract they **MUST** still execute all the necessary documents etc. in order to prove they were ready, willing and able – it is important you remember this if this should, heaven help us, happen to you.



When you first meet a client/customer

1. Get the FINTRAC information
2. Have them sign the Working with a REALTOR® Brochure
3. Have them sign the Buyer Agency Acknowledgement



[Subject clauses]

If you don't discuss 5 items when preparing your Contracts you know you have forgotten something.

3

- 3** Will be subjects
1. Financing
 2. Insurance
 3. Inspection

2

- 2** Should be statements – get these up front and if it is your listing hand them out to everyone
1. PDS and
 2. Title search

If it is your listing hand these 2 documents out to everyone in advance and if you are showing a property ask for them up front and in advance. Make your jobs so much easier.



FORMS

ORDER NOW – STILL AVAILABLE \$20.00 TAX DEDUCTIBLE
Just e-mail me that you want them – barbarabellolsen@shaw.ca

Thank you

to everyone who ordered my forms in word so you can edit and paste them as you see fit. Also, many thanks to those of you who e-mailed me and thanked me saying they were fantastic and now you have them all set up on your computer for whenever you need them.

Remember the cost is only **\$20.00** including HST for over 200 pages of info and forms in WORD – *Not PDF*.

If you are interested just e-mail that you would like to order them and I will send you the info etc.

The **\$20.00** is tax deductible as well. [\$17.86 plus 2.14 tax = \$20.00]

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Seriously, those that have ordered them have sent me *huge thank you notes* and stated how valuable they are.

WHY?

But, now I'm curious – why didn't you order them? Truthfully? \$20.00 ?

Is it that we REALTORS® are a funny breed – we don't spend money? It can't be the cost because it seems like such a small cost and you can deduct it from your income. So, please let me know what it is?

Why didn't some of you order them? I really want to know? Thanks.

Just think what it would cost if I actually sold all my *Barb's Buzz on Business Reports* since I began them in 2006 – I think you know how long the research, the follow up and the e-mailing takes of my time and I do it to help you and I do it for free. I do it because I really want to help everyone [and I have no life!]

I honestly thought that more of you would order the forms even if just to help contribute to my time and dedication to keeping you up to date with the *Buzz* plus remember, I made up all the forms which took a great deal of time, thought and effort.

Okay, now that I have laid a guilt trip on you I apologize but I really am serious – I do want to know what held you back from making your job do much easier and more professional? Please tell me the truth. Thanks a million and enough of this negative garbage from me. I guess I was feeling that for all I try to do to help you – you would reciprocate.

Truthfully, what is \$20.00 in the overall spectrum of our professionalism? These will save you hours and hours of work and I truly thought you would want anything that would help you and save you time.

This is how it started – you asked me for them |

A number of you are asking to buy the forms I have created so you don't have to photo copy them and white out my info etc. -- so now I have compiled them all in **2 WORD documents** that I will e-mail to you if you want to order them. [200 + pages] You can highlight them and copy and paste them into a separate document. This way you can add your Brokerage name/logo, your name and contact info and alter the forms as you see fit. You can then use them anytime they are needed and they are on your computer for easy access.

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You can edit them, make them smaller or larger etc. – whatever you want. The second part of ***Barb's Forms and Information*** consists of info regarding the Privacy Act and Tenants and also the one on Strata's along with some contact info for the municipalities and info on secondary suites, etc.

Obviously my forms are ***copy written*** as you know - so I am relying on your integrity that you will use them ***only for yourself***. If colleagues want copies please have them e-mail me and I will send the invoice and then their own originals in word format. **The cost is only \$20.00 including HST and if you want these just send me your email address.** If you want to preview the contents/index for both sections just e-mail me. There are approximately 200 + pages. As you already know I do not charge for *Barb's Buzz on Business* or any other info or my time to enter each e-mail etc. so I hope you will understand that this cost is just to help with some of my time creating the Forms etc.

Again my apologies for pushing on this

but

I really do want to know the answer. Thanks so very much.



CONDO SMARTS Tony Gioventu 8 Jan 2012 The Province **FORM B**

CLEARING UP FORM B CONFUSION |

DEPRECIATION REPORT DUE MARCH 1;

PARKING, STORAGE DETAIL NOT UNTIL 2014

QUESTION: Our strata corporation received a request for a Form B Information Certificate over the holidays. We provided the copy within three days and the agent for the owner is advising that the form is incomplete. We have been advised that as of Dec. 13, we must use the new form that includes parking stalls and storage lockers.

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While we do have specifically assigned storage lockers, that is easy information to provide; however, our development is only three years old and we don't have the parking allocations that were issued by the owner developer, so we cannot, at this time, provide that information. Obviously, we can only provide information that we have, so what do we do when we cannot provide the information allocated in the new requirements?

ANSWER: The regulations that were passed by an Order in Council on Dec. 13 did include amendments to the Form B, information certificate, but there are two amendments that have time delays.

The first amendment is for the requirement of providing the most recent depreciation report, if any, that has been obtained by the strata corporation. The requirement to provide a copy of the depreciation report comes into effect on March 1.

While many strata corporations are now affected by the requirement to commission a depreciation report, they have a two-year window, until Dec. 13, 2013, to meet the requirement if they are not exempted.

Until they have met the requirement of a depreciation report, or have been exempted, strata corporations will have an obligation to disclose the status of the depreciation report on the Form B as of March 1 of this year.

The second part of the Form B amendment relates to the disclosure of the allocation and use of parking stalls and storage lockers. This part of the regulations on Schedule 3 does not come into effect until Jan. 1, 2014.

At this time, there is no requirement for the disclosure on a Form B of the allocation of a parking stall(s) or storage locker(s); however, this requirement will be mandatory within two years, and this is a good opportunity for strata corporations to create their parking and storage locker plans in preparation.

Because of the variety of parking stall licenses and agreements that have been created by developers, this may not be a simple task for many strata councils. The parking and storage allocations are not registered on the Land Title Registry unless they are a strata lot, form part of a strata lot, or they are designated as registered limited common property.

As a result, it is going to involve considerable research for many strata corporations trying to establish who is legally allocated what parking and storage.

A good example of this is a recent high rise strata in Burnaby involved in a research study on parking allocations. Through their investigation they discovered one owner with five parking spaces, although there is no evidence to verify these were ever properly allocated, and several owners claiming use of specific parking spaces where no such allocations existed.

A good starting place for many strata corporations is to look at the transfer documents provided by the owner developer at the first AGM. Any parking allocations, including any assignments or licenses, must be provided to the strata corporation at the first AGM. There may be some valuable information in these documents if the owner developer provided this information. You may also want to canvass your owners for their recent knowledge and try to establish if the strata corporation retained any historic parking or storage plans.

It is important for buyers to understand that just because a vendor lists a specific parking or storage space in the sales agreement that does not necessarily mean that these are your allocated parking spaces. In any event, we have two years for our strata communities to organize parking plans and storage allocations.

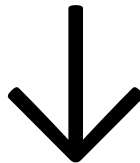
Tony Gioventu is executive director of the Condominium Home Owners Association. Email tony@choa.bc.ca

If a Buyer appears after a property has been sold firm, but prior to the closing date, and wants to submit an offer what must the listing Representative do?





The listing Representative must notify the Seller and present the offer unless the Seller has waived the obligation in writing.

Note: This second offer must contain a clause making the acceptance of the offer conditional upon the Seller being released from the original offer. This condition would extend until the closing date and in the event that the original Buyer did not complete, the Seller would have a back-up offer in place.



SAMPLE ONLY – Please check with your Managing Broker. Barbara Bell-Olsen [Instructor]

NO SHOWINGS OR OFFER PRESENTATIONS AFTER THE PROPERTY IS SOLD				
We _____ Name of Seller[s]				
Owner[s] of _____ [Property Address]				
Legal _____				
Authorize my Real Estate Brokerage _____ [Brokerage name]				
Address	City	Province	Postal Code	Phone Number
and _____ Representative[s] Contact Numbers				
Not to show or present any offers after a firm sale has been entered into.				
You have fully informed us of the pros and cons of these instructions to you and advised us to obtain independent legal/professional advice prior to authorizing these instructions.				
In Witness Whereof I have hereunder set my hand and seal		Signed, Sealed and Delivered in the Presence of		
	_____	_____		
	Seller's Signature	Witness		
Date _____				
	_____	_____		
	Seller's Signature	Witness		
Date _____				

SAMPLE ONLY – Barbara Bell-Olsen [Instructor]

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Contract Changes

I am working with a lawyer on an amendment that we may hopefully be able to use that if the other party refused to sign then it will not have opened up your already accepted Contract. I will get this to you as soon as it is finalized.

Any gossip out there, what's happening, where is the market at in your area, any problems, concerns? Please keep me up to date as well.

I have re-done all my courses – all on power point – crazy isn't it – me and power point. Oh well, at least I try.

Remember with the *Writing Enforceable Contracts* courses you can take them in any order and I am really quite proud of how they have matured and grown thanks to your input, advice and guidance. I think they are better than ever thanks to your help and assistance.

Multiple Offers has now been updated and includes 4 case studies and a situation where we receive 4 offers and figure out what we would be advising our Sellers etc. These are all different and not easy Contracts that you receive but it makes the course far more interesting and fun hearing what everyone thinks and as you know, there is no right or wrong answer – we just guide our clients with our professional advice and then leave the final legal lawful decision to them. You can go to *REALTORLink* or check with you Board in your area and see when courses are coming up and do remember it is cheaper to register on line.

I hope you are going to attend the **FVREB's Education week** – there is a **huge bonus now too** - the cost is peanuts \$99.00 as you know but now you also get **3 PDP credits**. That's perfect. As you know my *Writing Enforceable Contracts 103 – REDMA/Strata* is only ½ day so it too is 3 PDP credits so you could combine the two seminars for a total of 6 PDP credits. The *Strata* course I have re done is fantastic and I truly believe you will be thrilled with the info, the seminar and the reference manual. I personally believe the Conference alone without considering the cost and/or 3 PDP credits is well worth it.

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NEW! Attendees at the 2012 Conference & Trade Show will receive 3 PDP credits! As part of BCREA's 3-Year Transformative Education Plan, FVREB has been selected as a pilot organization to grant 3 PDP credits for attendance at the 2012 Conference. Even more reason to register today!



FVREB Conference & Trade Show ***February 1, 2 & 3, 2012***

***Coast Hotel & Convention Centre, 20393 Fraser Highway,
Langley***

(\$99 + HST effective January 1, 2012)

As I said in my last *Barb's Buzz on Business* – I have been to the FVREB's Conference and Trade Show and it is fantastic. Only \$99.00 **plus 3 PDP** points.

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Conference Trade Show

Wednesday, February 1 from 12:00 pm to 6:00 pm

- Visit over 40 exhibitors' booths and displays.
- Check out special exhibitor break-out sessions.
- Drop by our tip tables and learn the latest from the experts on Touchbase, Technology FAQs, WEBForms™, Mobile Computing, Statistics and the Resource Centre.
Complete your Passport for the chance to win an iPad2 or a digital HD camera!
- Over 50 draw prizes to be won!
- Join your peers for a wine & cheese networking session. Enjoy a glass of wine as you mingle with colleagues and listen to Sinatra favourites by Bryant Olender. Cash bar with one complimentary beverage.

Conference Speakers

Thursday, February 2 & Friday, February 3

Learn from well-respected industry experts:

- **Tod Maffin** - Digital Technology & Marketing Guru
- **Krish Dhanam** - Expert in Human Engineering and Human Development
- **David Eaves** - Public Policy Entrepreneur, Open Government Activist & Negotiation Expert
- **Bill Rancic** - Celebrity Entrepreneur & Real Estate Developer and **Donald Trump's original Apprentice.**

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More about the Trade Show...

Need help with your website, blog or branding? There are booths devoted to that. There are law and notary firms and companies that provide home inspections, well testing, foundation repairs and building envelope inspections.

Several exhibitors offer virtual tour expertise. Find information on real estate assistant training programs; contact management software; client retention newsletters, calendars and closing gifts; plus accounting and conveyance software.

Add to that, financial service companies for both you and your clients. **Great value for your time spent!**

Exhibitors include:

- A Buyer's Choice™ Home Inspections
- Advance Commission Company of Canada
- A-Z Home Inspection
- Basement Systems Vancouver
- BMO Bank of Montreal
- British Columbia Real Estate Association
- Centum Mortgage Partners Inc.
- Cotala™ Marketing
- Cutco Closing Gifts
- Downtown Surrey Business Improvement Association
- EconoPro Moving and Storage
- EDS Pumps & Water Treatment Ltd.
- Exova Canada Inc.
- Expand Media Group Ltd.
- Fraser Valley Real Estate Board
- FVREB Commercial Division/Business Fraser Valley
- Hamilton Duncan Armstrong & Stewart Law Corporation
- Investors Group Financial Services
- Irina Bartnik - Notary Public
- It's Your Move
- Jamie Moi Mortgage Team (Dominion Lending Centres - West Coast Mortgage)
- Kearns & Company
- Lone Wolf Real Estate Technologies
- Measure Masters (Surrey/Langley)
- MyRealPage.com
- Odotrack
- Polygon Homes
- Positive Space Staging & Design Inc.
- PRA Professional Real Estate Assistant Training
- ProRealEstateWebsites.com
- RBC Royal Bank
- RealSign Technologies Inc.
- Realty Promoter Software Ltd.
- RealtyNinja
- Realtyreport® Newsletter
- SeeVirtual Marketing & Photography Inc.
- Sentrilock, LLC
- TD Canada Trust - Mobile Mortgage Specialist
- Teldon Marketing
- The Canadian Real Estate Association
- Tsawwassen Springs
- Weststone Properties

UPCOMING SEMINARS

Please spread the word to your friends, Associates and colleagues – it is lots more fun to take seminars with friends/associates. The seminars are informal but hopefully you will find them informative. *I hope I will see some you of soon so please register early!*



Please note new people do not have to take the courses in order - you are welcome to take them in any order that works with your schedule.



"MULTIPLE OFFERS"

6 PDP

REBGV Thursday, Jan 12th

REBGV 604.730.3090 | memberservices@rebgv.org

FVREB Thursday, Feb 16th

FVREB 604.930.7644 | registration@fvreb.bc.ca

*REBGV Thursday, Feb 23rd

held at the **Best Western 319 N. Road, Coquitlam** – register

REBGV 604.730.3090 | memberservices@rebgv.org

REBGV Thursday, Apr 26th

REBGV 604.730.3090 | memberservices@rebgv.org

REBGV Thursday, May 10th

REBGV 604.730.3090 | memberservices@rebgv.org

REBGV Thursday, June 21st

REBGV 604.730.3090 | memberservices@rebgv.org



"WRITING ENFORCEABLE CONTRACTS 101, 102 AND 103" 6 PDP 103 IS 3 PDP ½ Day

CONTRACTS 101

CONTRACTS 102

CONTRACTS 103

Please check with your local Board as to when these will be scheduled.



Have you deleted your e-mail lately?

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I am really sorry but I can't possibly return all the calls I am getting so please, if you want to talk to me use my e-mail – at least that way I can answer you when I have time. Thanks

I hope this edition of Barb's Buzz on Business is of some help to you and look forward to hearing from you anytime by e-mail. Stay positive, be pro-active, think outside the box and be very passionate about your career and life. Love what you do. If I can be of any assistance or help, just let me know.

Please remember –



ERR ON THE SIDE OF CAUTION



SHIFT THE RISK



AND STAY OUT OF REAL ESTATE JAIL!

BARB



If you do not want to receive *Barb's Buzz on Business* please e-mail me and I will remove your name immediately. barbarabellolsen@shaw.ca

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UPCOMING SEMINARS
"WRITING ENFORCEABLE CONTRACTS 101, 102, 103, 104"
and "MULTIPLE OFFERS"

BARBARA BELL-OLSEN [INSTRUCTOR]

"WRITING ENFORCEABLE CONTRACTS 101"

6 PDP CREDITS [Full Day]

Deposits, Material Latent Defects, Residential Tenancy Information, Unauthorized Accommodation, Statements in most contracts, Famous Five

BARBARA BELL-OLSEN [INSTRUCTOR]

"WRITING ENFORCEABLE CONTRACTS 102"

6 PDP CREDITS [Full Day]

Title Searches, Referential Offers, Revocation, Buying or Selling for yourself/family

BARBARA BELL-OLSEN [INSTRUCTOR]

"WRITING ENFORCEABLE CONTRACTS 103"

3 PDP CREDITS [½ Day]

Strata's, Non-Conforming Strata's, REDMA, Pre-sales, Developers, Deposit Protection

BARBARA BELL-OLSEN [INSTRUCTOR]

"WRITING ENFORCEABLE CONTRACTS 104"

3 PDP CREDITS [½ Day]

YOU ASKED FOR IT

Hands on case study and writing a Contract of Purchase and Sale

Together we will write and review a very complicated Contract.

This is for the very experienced Licensee.

BARBARA BELL-OLSEN [INSTRUCTOR]

"MULTIPLE OFFERS"

6 PDP CREDITS [Full Day]

Working with a Buyer, Working with a Seller and then how to put it all together in a Contract

BARBARA BELL-OLSEN [INSTRUCTOR]

Notes to students

Please bring a set of different coloured pens, stickies & highlighters in case you want to mark areas of your book.

If you would like to be on my e-mail list after the course, please bring a business card for me to the course.

Full details and an outline of each seminar are on the following pages.



“WRITING ENFORCEABLE CONTRACTS 101” 6 PDP CREDITS [Full Day]

Deposits, Material Latent Defects, Residential Tenancy Information, Unauthorized Accommodation, Statements in most contracts, Famous Five

BARBARA BELL-OLSEN [INSTRUCTOR]

One of the **most critical areas of your job** is **“Writing Enforceable Contracts”**. You will receive a very comprehensive manual including handouts of sample Contracts which will be reviewed during the course. You will also receive free; **‘Barb’s Buzz on Business’** throughout the year with any changes or new requirements by any of our authorities. The Course has been split into **“Writing Enforceable Contracts 101, 102, 103, 104”** and **“Multiple Offers”**.

Each of the Contract Sessions focuses **in depth** on certain topics and these are highlighted below with a *****. Please look at the ***** to see if you want the updated information on that topic.

“WRITING ENFORCEABLE CONTRACTS 101” 6 PDP CREDITS [Full Day]

Fiduciary Duties	Competency in Practice Areas a Must
General requirements of RESA	*Deposits
What is the Consideration of a Contract?	What the Contract really says
Limited Dual Agency – Developer and Family	Guide to Buyer Agency Acknowledgement
Statements and clauses that should in your Contract	Famous Five – subject clauses
*Holdback Clause	Prepare/review Contract on 3569 West 39 th
Subject Clauses in general	To remove a subject or to waive a subject
Back up offers	Dovetailing Completion Dates
Same day completions	*Material Latent Defects
Unauthorized Accommodation	*Stigmatized Properties
*Residential Tenancy Information	Clauses to put in the Contract
Who can serve the notice	Methods of asking the tenants to vacate
Can I help the Buyer rent out the property?	Prepare/review Contract on 2676 West 41 st
Building Lines – Vancouver area	‘Barb’s Buzz on Business’
Appendix A Deposits	B Dual, Buying from your Client
*Appendix C Back-up Offers	D Residential Tenancy Information

“WRITING ENFORCEABLE CONTRACTS 101”

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“WRITING ENFORCEABLE CONTRACTS 102” 6 PDP CREDITS [Full Day]

Title Searches, Referential Offers, Revocation, Buying or Selling for yourself/family

BARBARA BELL-OLSEN [INSTRUCTOR]

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“WRITING ENFORCEABLE CONTRACTS 102” 6 PDP CREDITS [Full Day]

Fiduciary Duties	Competency in Practice Areas a Must
General requirements of RESA	Buying from an Estate
Powers of Attorney	Acting on behalf of your Clients
*Title Searches	Over asking price
Building Lines	*Builder’s Liens
*Oil Tanks	*Referential Offers, Sharp Bids
Messy or hard to read Contracts	Turning documents into your Brokerage
The Buyers wants you to present 2 offers	Multiple Offers – brief outline only
Confidentiality	*Revocation
Prepare/review Contract on 2615-1617 West 5 th Avenue	*Buying or selling for yourself/family
Prepare/review Contract on 2607-2609 MacKenzie Street	Changing an accepted Contract
*Referral fees	Intrusion
Trading homes	And lots more



“WRITING ENFORCEABLE CONTRACTS 102”

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“WRITING ENFORCEABLE CONTRACTS 103” 3 PDP CREDITS [½ Day]

Strata’s, Non-Conforming Strata’s, REDMA, Pre-sales, Developers, Deposit Protection

BARBARA BELL-OLSEN [INSTRUCTOR]

One of the **most critical areas of your job** is **“Writing Enforceable Contracts”**. You will receive a very comprehensive manual including handouts of sample Contracts which will be reviewed during the course. You will also receive free; **‘Barb’s Buzz on Business’** throughout the year with any changes or new requirements by any of our authorities. The Course has been split into **“Writing Enforceable Contracts 101, 102, 103, 104”** and **“Multiple Offers”**.

Each of the Contract Sessions focuses **in depth** on certain topics and these are highlighted below with a *****. Please look at the ***** to see if you want the updated information on that topic.

“WRITING ENFORCEABLE CONTRACTS 103” 3 PDP CREDITS [½ Day]

Fiduciary Duties	Competency in Practice Areas a Must
General requirements of RESA	*Strata Properties [in depth re a Contract]
*Non conforming Stratas	*Operations of a small duplex or triplex
Strata Guidelines from FICOM	Prepare/review Drake Street
*REDMA	*Pre-sales and Developers
*Deposit Protection	*Sample forms
Reports from Council Index and Contents from 2005	*Copy of REDMA [ACT] for your reference



“WRITING ENFORCEABLE CONTRACTS 103”

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Barbara Bell-Olsen [Instructor]
2011

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"WRITING ENFORCEABLE CONTRACTS 104" 3 PDP CREDITS [½ Day]

YOU ASKED FOR IT

Hands on case study and writing a Contract of Purchase and Sale

BARBARA BELL-OLSEN [INSTRUCTOR]

One of the **most critical areas of your job is "Writing Enforceable Contracts"**. You will receive a very comprehensive manual including handouts of sample Contracts which will be reviewed during the course. **Contracts 104** is for those **EXPERIENCED** Licensees who asked me to find an **extremely difficult Contract for them to prepare in class**.

***** New people may find this Contract Session very difficult. *****

You will also receive free; **'Barb's Buzz on Business'** throughout the year with any changes or new requirements by any of our authorities. The Course has been split into **"Writing Enforceable Contracts 101, 102, 103, 104"** and **"Multiple Offers"**.

Each of the Contract Sessions focuses **in depth** on certain topics and these are highlighted below with a *****. Please look at the ***** to see if you want the updated information on that topic.

"WRITING ENFORCEABLE CONTRACTS 104" 3 PDP CREDITS [½ Day]

Fiduciary Duties

Competency in Practice Areas a Must

General requirements of RESA

This session includes a review of many of the items in Contracts 101, 102 and 103 and is called:

YOU ASKED FOR IT

Hands on case study and writing a Contract of Purchase and Sale

Together we will write and review a very complicated Contract.

This is for the very experienced Licensee.



"WRITING ENFORCEABLE CONTRACTS 104"

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"MULTIPLE OFFERS" 6 PDP CREDITS [Full Day]

Working with a Buyer, Working with a Seller and then how to put it all together in a Contract.

BARBARA BELL-OLSEN [INSTRUCTOR]

How many times has your Listing had no action and then finally in comes an offer and then you hear that a second offer may be coming in and maybe you can get your own offer? This is a MULTIPLE OFFER SITUATION and do you know exactly what to do?

Only 1 offer wins and other parties will be disappointed and sometimes even angry.

Multiple Offers are stressful and can turn into a nightmare if they are not handled properly. Multiple Offers can occur at any time, no matter what type of market we are in. Only one offer can win, and the other parties will be disappointed, maybe even angry. This course is divided into three parts: working with a Seller, working with a Buyer, and how to put it all together in a Contract. All attendees will receive a comprehensive reference manual.

"MULTIPLE OFFERS" 6 PDP CREDITS [Full Day]

Delaying presentation time	Negotiating for the Buyer, Seller or both
Order of presentation	No agency
Only one offer arrives	Over asking price
Dual Agency	Pre-planning
Back up offers	Referential purchase price or sharp bids
Countering	Referring
Commission including cutting your commission	Restrictive Covenants
Disclosure	Subject sales
Do's and Dont's	Under pricing a property
Eliminating subjects	What if you have 2 Buyers
Identical offers	Material Latent Defects

And much much more!!!

"MULTIPLE OFFERS"

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