

Golden Real Estate & Investment

4425 W. Spring Mountain
Rd. Suit #300
Las Vegas NV, 89102

August 2010

September 2010 Newsletter

Special Mentions

Agents:

Two special notes for the month of September.

1. A class on Mastering Farming Leads is scheduled for Thursday September 16th at 2pm. Please Sign-up by sending an email to golden@goldennv.com or calling the office (702) 651-8886.
2. The office will be closed September 6th for Labor Day.

News & Announcements

Want to work in a team?

Michael Ring, our office manager/broker assistant is looking for anyone interested in working on a team. Please contact Michael for more information.

Earn Referrals for Property Management

We want to remind everyone that our office offers full service property management support, and we welcome all agents to refer their clients/owners to us and participate in our rental referral program. For details, please contact the office manager, Michael Ring

Golden's Website

Download Forms

Ever leave the office and realize you forgot to pick up a Purchase Checklist form, but don't want to drive all the way back to get it? Now you don't have to! Download office forms from our website, www.goldenrealestatelv.com. Just follow the Community link on the left hand side and click on Forms. There you will find all the forms we have in the office for download.

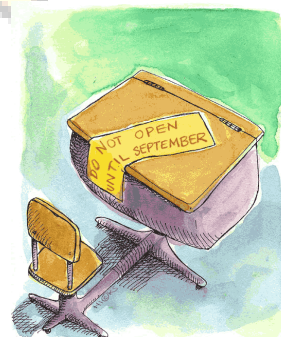
Previous Newsletters

Want to read last month's newsletter? All of our newsletters are available for download off the Golden Real Estate Website. Expand the Community tab on the left and follow the Monthly Newsletter link.

Did you know...

Listing Agreements

- A listing agreement needs to be signed by all parties before a file is opened.
- A fully executable listing agreement must be given to the seller to be valid.



Paperless Files/Electronic Files

Creation

If you would like to create a paperless file, please scan the documents and email them to golden@goldenv.com. This service doesn't have any fees, unlike the previous planetRE system. ☺

Format

When sending files electronically please scan and send them in a checklist format. This will speed up the file review process and ensure you get your commission sooner. In addition, this will allow you to keep a copy at home for your records.

For example attachments would show:
8-tax star.pdf
9-Purchase Agreement.pdf
32-Warranty waiver.pdf
42-Golden RE Bank Owned Disclosure.pdf

Timeline for Submitting Files

Listing Timeline

A fully executable listing agreement includes a broker's signature. This should be in a file within 3 days. Escrow instructions and prelim have 7 days from the week of contract.

Purchase Timeline

Please follow the same procedure as listing timeline. A file needs to be open at the office within 3 days; Escrow and prelim have 7 days.

Issues That Need Your Attention

Office Files

Once a file has been turned into the office it must stay in the office. If you need to update or work on your files please do so in the office and sign them back in the same day. These are the broker's files and need to be in the office. We do encourage agents to make copies for their own convenience.

Unlicensed Assistants

All assistants should be registered with the office by filling out the unlicensed assistant new hire packet. The agent then needs to sign the packet, confirming the assistant knows the Do's and Don'ts of being unlicensed.

MLS Changes on Listing Withdraw

Once a listing is input into the MLS system, only your broker can withdraw the listing unconditionally before it expires. Please submit a withdraw form filled out with the reason for withdraw along with any supporting documents

See you next time!!!



Please contact the office at (702)651-8886 and look for MELODY OR ALEX if there are any changes on your contact information. It is very important to update us.