

# Day 1

## Session One - REALTOR® Association 101

*Troi Bachmann, NVRA CEO*

### **Key Questions:**

What is the purpose of a REALTOR® Association?

What benefits do you get from the local, state, and national associations?

How do I access these benefits?

How do I get involved at the Association?

### **Key Terms:**

REALTOR®: A branded term that refers to real estate agents who are members of NAR.

Member Portal: Online system through which NVRA members register for events and classes, pay dues, and update their contact information. *\*VAR has its own Member Portal accessible through their website.\**

PrimeMLS/NEREN: PrimeMLS, formerly known as the New England Real Estate Network; the multiple listing service that serves Vermont. All questions on lockboxes, Supra, Paragon, etc. should be directed to NEREN.

M1 ID: 8-digit member number that allows you to login to the NVRA, VAR, and NAR websites and access various benefits. This is also referred to as a NRDS ID.

*Member Benefits: These lists are not exhaustive!*

NVRA (Local)	Discounted access to PrimeMLS (~\$360 in savings per year) Forewarn – Safety App (~\$240 per year without NVRA membership) Monthly Market Stats from ShowingTime In-Person Continuing Education Courses Discounts on Courses through the CE Shop (Online) Free Lunch and Learns (Monthly) Annual Free Headshot Day Networking and Social Opportunities Low-cost Dispute Resolution (peer-to-peer and REALTOR® -to-Consumer) Leadership Development through Committee Engagement and Board Service Community Service Opportunities Recognition – Annual Awards given to outstanding practitioners Advocacy at the local level
VAR (State)	Dotloop and Remine VT Real Estate Forms Networking and Social Opportunities Continuing Education Courses Advocacy at the state level
NAR (National)	Customizable Data Reports through REALTORS® Property Resource (RPR) Discounts on various national brands Professional Designations and Certifications Exhaustive library of resources for you and your clients Access to REALTOR® brand name and branding materials Advocacy at the national level

## **Session Two– Working with Real Estate Attorneys and Legal Issues to be Aware Of**

*Lisa Gale, Gale & McAllister PLLC*

### **Key Questions:**

What are real estate attorneys responsible for in Vermont?

What information will your attorney need from you and the client?

What is the REALTOR®'s role in the attorney/client relationship during a transaction?

Why do you need a buyer's attorney and a seller's attorney?

What are the essential legal documents involved in a real estate transaction?

What are the special considerations that might arise in a real estate transaction?

### **Key Terms:**

Contract

Addendum

Title Search

Conveyance Documents: Warranty Deed, Limited/Special Warranty Deed, Quit Claim Deed, Administrator/Executor Deed, Trustee Deed, Judicial Decrees, Powers of Attorney, Trust Certificates, License to Sell

Financing Documents: Buyer Closing Disclosure, Seller Closing Disclosure, ALTA Settlement Statement, Promissory Note, Mortgage Deed and Riders

Tax Forms: Vermont Property Transfer Tax Return, Vermont State Withholding Tax, Vermont Land Gains Tax, Homestead Declaration, Property Tax Adjustments

Proration

Act 250

Zoning

EMP Filings

Vermont Housing Finance Agency (VHFA)

Escrow Agreements

### **Session Three - Vermont Real Estate Commission**

*Mikhail Stein, RE/MAX North Professionals*

#### **Key Questions:**

What is the Vermont Real Estate Commission and what does it do?  
What does the Office of Professional Regulation (OPR) do?  
Why do real estate agents need to be licensed?  
What disputes are handled by VREC vs. REALTOR® Associations?  
What are the key provisions of current Real Estate Commission rules?  
What are the Continuing Education Requirements for license renewal?  
What does the VREC Complaint Process look like?  
What questions should be directed toward a broker?

#### **Key Terms:**

Vermont Real Estate Commission (VREC)  
Office of Professional Regulation (OPR)

# Day 2

## Session One - Working with Sellers

*Andrea Champagne, Champagne Real Estate*

### Key Questions:

What are the key responsibilities of a REALTOR® when working with a seller client? (What do you do when you are hired?)

What are the key documents to use in a transaction with sellers and who is responsible for their completion?

How do you help a seller prepare their home for listing/sale?

How do you ensure safety when working with clients?

What information will you need to gather from municipal governments? (Town Clerks, etc.)

How do you manage your commission after closing?

What questions will you need to ask your broker about regarding seller clients?

How do you keep yourself and sellers from getting scammed or defrauded?

### Key Terms:

Exclusive Right to Market (ERTM)

Listing Agreement

Mandatory Disclosure

Seller's Property Information Report (SPIR)

Independent Contractor

Forewarn

### Resources

1. REALTOR.com
2. Coaching sites
3. Zillow - know your competition
4. Real all Websites of local agents

## **Session Two - Working with Buyers**

*Carolyn Weaver, KW Vermont*

### **Key Questions:**

How do you use the Consumer Information Disclosure?

What are the different types of agencies and what are their duties?

What are the key responsibilities of a REALTOR® when working with a buyer client?

How does the Fair Housing Act apply when working with buyers?

What are the key documents to use in a transaction with buyers and who is responsible for their completion?

What are the best practices for communication with buyers?

What questions will you need to ask your broker about regarding buyer clients?

### **Key Terms:**

Consumer Information Disclosure

MLS

Designated Agency

Non-Designated Agency

Love Letters

Fair Housing Act

### **Session Three - Pathways to Professionalism: The REALTOR® Difference**

*Robbi Handy Holmes, Berkshire Hathaway HomeServices Vermont Realty Group*

#### **Key Questions:**

What distinguishes a REALTOR® from a non-member?

What are the best practices of an elite REALTOR®?

What are the courtesies expected as a professional agent outside of the provisions of the REALTOR® Code of Ethics?

#### **Key Terms:**

**NAR Code of Ethics:** Code adopted in 1913 that outlines the ethical duties of a member of the National Association of REALTORS®. Members of NAR are required to take specific training on the Code of Ethics every three years.

**Pathways to Professionalism:** A document to be used in conjunction with the Code of Ethics that outlines issues of professional courtesy and etiquette. These guidelines cover common issues in respect for the public, respect for property, and respect for peers.

