

## Subscriber Update: July 2016, Issue

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### OAR State Convention: Register now, earn CE and make your lodging reservations

Plan now to register for the OAR State Convention in Sunriver this September 27 – 30, at

<http://oregonrealtors.org/fall-convention>. Please join OREF on September 28, for the 90-minute panel presentation.

**Brokering the Deal: success with solid financing, mastering appraisals/ inspections pitfalls and navigating seller concessions and buyer contingencies** is the topic for the September 28, OREF panel presentation. A big thank you goes to our panel of John Baker, Windermere; Craig Edwards, Bend Law Firm; Jered Helton, Umpqua Bank; Noah Blanton, OREF Forms Committee Title/Escrow representative and facilitator—Phil Querin, Q-Law and OREF, LLC Forms Committee Legal Counsel. Register now for the 2016 OAR State Convention!

### Vacant Land Webinar—Audio Recording Now Posted at [www.orefonline.com](http://www.orefonline.com)

If you missed the Vacant Land webinar, you can still retrieve valuable information and knowledge by logging on to Resources Link Page. A **vacant land checklist** was covered during the webinar. Log on to

<http://orefonline.com/news/> and access checklist; this helpful guide has tips for you with your vacant land

transaction. A big thank you goes to John Hoops, Forms Committee Chairman, and Phil Querin, Q-Law and OREF Forms Committee legal counsel for contributions to this webinar and training module.

### Maximizing Your Annual Subscription—Utilization of Oregon Library and Subscriber Benefits

OREF thanks you for being a subscriber! We are taking the time to encourage you to maximize your annual subscriber benefits:

- Become more familiar with your entire **68 transactional and advisory Oregon Real Estate Forms Library**. Sort forms by alpha, numeric and/or categorical. **Print off Form # 000, your Library Index**, and keep a copy next to your computer for quick access/retrieval of forms. Note that the MLS Library has your listing contract and/or additional MLS forms. You must be in the MLS Library to retrieve; separate library from Oregon Real Estate Forms Library (68 transactional and advisory forms).
- Utilizing **mlsCONNECT®/Push/SSO** in your transaction. This feature is included in your annual subscription.
  - Instructions: OREF website at <http://orefonline.com/news/>. RMLS™ has addition information at NavBar and video instructions for quick access. Other Oregon MLS may also have additional instructions. For more information, contact your MLS.
  - Coming soon—a listing of the 30 RETS fields that auto populate; the list will be posted in the same location of the mlsCONNECT®/Push/SSO information article posted at <http://orefonline.com/news/>.
- **Creating templates**—saving you valuable time with future transactions.
  - Instructions: <http://support.zipform.com/zf6/KBA-01500.asp>
- Understanding the **Collaborate Features**: Instructions: **Collaborate online by sharing forms and documents** through the zipLogix® Community feature within zipForm® Plus. zipLogix® Community establishes collaborative functionality for zipForm® Plus users. Easily bringing clients and agents together online to complete entire transactions efficiently. zipLogix® Community empowers you and your clients to reach the closing table sooner. Step beyond filling out forms and start to collaborating with your clients and peers. Available now to all zipForm® Plus users, log in to get started! View the youtube video for more information: [https://www.youtube.com/watch?v=ate\\_8dOGbyg](https://www.youtube.com/watch?v=ate_8dOGbyg)

- Utilizing **Relay and Vault, features in your zipTMS® program.**
  - Instructions: <http://www.ziplogix.com/ziptms/>
- Use your [www.orefonline.com](http://www.orefonline.com) **website for information, knowledge and training.**
  - Click on the Menu for Articles and Resources links (past webinars, seminars, audio recordings).
- **Participate in Continuing Education:** four CE's provided annually (6 + CE available each year).
  - Next two CE: panel presentation on Sept. 28, and webinar on Nov. 18.
- **FAQs on OREF website:** <http://orefonline.com/resources/frequently-asked-questions/>
- **Customer Service.** Any time you are enrolling, renewing and/or have technical issues, contact OREF, LLC and we'll expedite them.

### **OAR's Technical Support-Member Benefit—Computers, printers and other digital support**

<http://oregonrealtors.org/resources/membership-resources/member-benefits>

With the **Oregon Association of REALTORS® Tech Helpline**, you never need to call your nephew again for tech support. Computers, printers, cell phones, tablets, software, blue screens of death, and just about anything digital - they do it all and it's included in your membership with the Oregon Association of REALTORS®. The Tech Helpline can even remote into your computer to fix it while you sit back and relax. Call and talk with an expert! Also available via email!

### **Sorting Your OREF and NAR Libraries in your Oregon Library/zipForms®**

Have you ever been frustrated in not being able to quickly locate your Oregon Forms Library and associated MLS libraries, as well as sort all other NAR libraries directly below (secondary ranking) your primary two libraries?

<https://support.zipform.com/plus/KBA-01772.asp>

### **Individual vs. Multi-User Accounts vs. Brokerage Accounts**

- A majority of Oregon Forms Library subscribers have **individual accounts (most subscribers utilize the annual zipTMS® Plus electronic subscription)**. **Enrollment instructions** are located at <http://orefonline.com/wp-content/uploads/2015/07/OREF-new-realtor-sign-up-instructions.pdf>
  - Within the zipForm® Program, the "Profile" section (silhouette of a human face) is where brokers can update contact information. Note: Brokers switching firms are responsible to immediately notify both the Oregon Real Estate Agency and local Realtor® Association office of company change.
- If Brokerages opt to set up **Multi-User Accounts:** <http://www.ziplogix.com/brokers/networkversion.asp>
  - \$99 one time administrative set-up fee per each brokerage location + \$89 per broker annual fee.
  - **One administrator has electronic access review of all brokers transactional work** on the Multi-User Account. With a Broker account, zipLogix solutions provide **administrative features** for Brokers which allow seamless management of transactions and forms as well as the ability to generate reports on agent, office, and corporate levels. In addition to executive reporting, **Broker/Administrator** have the ability to track and monitor agents' transactions, set up group templates and clauses and additional management functions designed to help with efficiency and risk management.
  - For more information about Multi-user Licenses, please contact our OREF at 503 459-0195 and/or zipLogix sales team at 866.627.4729.
- If Brokerage opt to set up **Brokerage Accounts:** <http://www.ziplogix.com/brokerteam/index.asp>
  - **zipForm® Plus Broker Team** is the multi-user solution with the flexibility and administrative tools brokerages need. Broker team accounts offer a multitude of versatile options, including management of multiple office locations, teams of agents or individual agents. Streamline office workflows and eliminate the repetitive paperwork with the zipForm® Plus Broker Team.

### **Broker Input—Utilizing the Contact Link Page**

Brokers can submit requests to the Forms Committee via the <http://orefonline.com/contact/> link page. At the bottom of the form submission, MS and/or PDF documents can be attached for back-up information (attachment instructions to the right of the paper clip icon). The Forms Committee appreciates subscriber feedback on any of the 68 transactional and advisory forms, as well as recommendations for new forms creation.

## Did you know?

Your Oregon Forms Library is continually being reviewed throughout the year. A **nine-member Forms Committee** along with title/escrow industry representation, legal counsel and staff participate in **six (6) committee meetings per year**. Broker/subscriber input is highly valued; contact OREF by phone or via the website e-mail portal at <http://orefonline.com/contact/>. For more information regarding the Forms Committee, your annual forms library subscription or any other questions, **contact OREF at 503 459-0195**.

**During the month of December, be sure to prepare for the following year:**

- **December 10:** Click on <http://orefonline.com/forms/form-changes/> for the Sneak Peak, Forms Summary for the following year's Library.
  - Any changes that occur after December 10, will be appended (posted at the end of the Summary). And, yes, in mid-April 2016, there were additional postings.
- **Last Week of December:** Your new annual Oregon Forms Library will be uploaded and appear in your annual subscription on the zipLogix zipTMS®.
- **Schedule** you and your fellow brokers to participate in one of the **January, Forms Changes seminars/webinars**.

## NAR Convention 2016

Register now for NAR Convention: November 4- 7, Orlando.

<http://www.realtor.org/convention.nsf/?opendatabase&cid=CE15011>

## Terms of Service

If you are utilizing OREF forms as powered by zipForms® and you are not the paying subscriber, you are illegally utilizing the electronic forms. Oregon Real Estate Forms, LLC is monitoring the illegal misuse of the real estate transactional forms and as we become aware of any and all appearances and/or actual cases of unlawful use, the associated parties will be issued a demand to cease and desist and further legal action. If you as a subscriber are aware of unlawful use, we encourage you to advise OREF by sending an e-mail to [eo@orefonline.com](mailto:eo@orefonline.com) and/or by calling (503) 459-0195. Per the terms of service as agreed upon by all new and renewing subscribers, as well as posted on OREF, LLC website of <http://orefonline.com/electronicforms.asp>, the grant of license states "Licensor hereby grants you a limited, revocable, nonexclusive, personal and nontransferable license to access and use the Forms via the Internet for your own direct personal use in conducting certain professional real estate activity within the State of Oregon."

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