

SHARING MAY NOT BE CARING



At Oregon Real Estate Forms, we know the cost of doing business can be high. It can be a struggle to keep up with memberships, dues, and daily expenses while still providing the best service to your clients.

We have taken several steps over the last few years to prevent an increase in the cost of the OREF library subscription so that all brokers have access to use the forms ethically and responsibility ensuring that all parties to a transaction are best served.

Why is it important for everyone using an OREF form to have a subscription?

- ***Only subscribers have access to the most up-to-date forms.***
Our Forms Committee works diligently each year to ensure the OREF library is accurate, legally up-to-date, and reflective of industry practices and standards. Shared forms or forms downloaded without a subscription may not be the most current version and could put you and your client at risk.
- ***Transaction details may not be accurate.***
With an OREF library subscription, the name of each user prints at the bottom of the form, this identifies the broker responsible for the transaction. Sharing forms may cause confusion or misunderstanding around which broker is responsible.
- ***Working together to build client trust and elevate the transaction process.***
The form version date and name of the responsible broker appears at the bottom of each form for each transaction. This provides reassurance to the other parties that the transaction is completed with the most current requirements and practices
- ***Protects the integrity and validity of the transaction***
Forms that have been altered, manually uploaded, or otherwise tampered with can ultimately lead to questions around the validity of the content and the timing of the modifications to the document. It can be difficult to determine if the modifications were made before or after the document was signed and if any other modifications were made to the content.

What if you are not sure if you (or your company) have an active subscription to the current OREF library?

- **Check with your principal broker.**
We have seen some instances of broker platforms allowing sharing of outdated or incorrect forms with subscribers and non-subscribers of the OREF library. Principle brokers with a multi-user subscription to the OREF library will have renewed the subscription with the total number of users in the agency.
- **Check with OREF.**
Please give us a call and we will be happy to let you know when your subscription expires or if you have an active subscription.
- **Check on zipPlus.**
Even if you do not actively use zipPlus as your primary platform, you can still use your free zipPlus account to verify that you have an active OREF library subscription. If you login and your account does not allow access to the OREF library, contact us and we will verify your subscription status.

How do I know if another agent is using an authentic form?

All forms have the name of the OREF subscriber listed at the bottom of the form. Fill options and signature lines should be consistent with the latest available. Inconsistencies could indicate the form was manually uploaded or scanned. Ask these questions when reviewing a form provided by another agent:

- **Is their name at the bottom of the form?**
- **Does the document look scanned?**
- **Was there any white-out or other mark-over used?**
- **Are the form fill options and signature lines consistent with the latest available in Zip Forms?**
- **Is the copyright date the most current version available?**

NOTE: Effective February 15, 2020 all transactions should be using forms dated 2020.

The image shows the footer of a real estate form with several annotations in red boxes and arrows. The annotations are: 'NAME OF BROKER' pointing to a box above the signature line; 'VERSION YEAR' pointing to the year '2020' in the copyright notice; and 'SIGNATURE' pointing to the signature line. The footer text includes: 'Buyer Initials ____ / ____ Date ____', 'NAME OF BROKER', 'Seller Initials ____ / ____ Date ____', 'This form has been licensed for use solely by [red box] pursuant to a Forms License agreement with Oregon Real Estate Forms, LLC.', 'LINES WITH THIS SYMBOL ← REQUIRE A SIGNATURE OF BUYER AND/OR SELLER AND DATE', 'Copyright Oregon Real Estate Forms, LLC 2020 www.orefonline.com', 'No portion may be reproduced without express permission of Oregon Real Estate Forms, LLC', 'RESIDENTIAL REAL ESTATE SALE AGREEMENT – Page 1 of 11', and 'OREF 001'.

What if you suspect someone is not using the OREF library in the best interest of the transaction or your client?

Contact OREF.

Even if you are not sure, send us an email or give us a call and we will be happy to look into the origination of the form and verify it is the most up-to-date and proper use. We will never share your information or any documentation you provide us.

You can reach us at customerservice@orefonline.com or by phone at (503)912-2569