



ANNOUNCEMENTS | CLASSES & EVENTS

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Requesting Changes to an MLS Listing

When requesting that SFARMLS staff make a change to a listing (that you are unable to do yourself) please keep in mind that the request needs to come in writing** from the listing agent. Please email any listing changes to mls@sfirealtors.com. It is not necessary to follow up with a phone call to SFARMLS about the change request and requests MUST be handled in the order they are received. We will call or email you to confirm completion of the issue. If there are any questions about the change, we will always reach out to you for clarification.

**Please include your member number, the address and listing number for the listing, and be specific about the changes that need to be made or we will not be able to act quickly on your behalf.

MLS Staff must document all changes they make to a listing and cannot accept listing changed over the phone or voicemail.

SF's New Short-Term Rental Ordinance in Effect

Property owners and tenants who plan to rent their unit (or portion of their unit) on sites like Airbnb will need to have their property added to SF's Short-Term Rental Registry. For more information on the ordinance, including access to the application and how to schedule an appointment, [click here](#).

New and Revised SFAR Standard Forms are Available

The new and revised forms are now available via Instanet, zipForms, and

my.sfrealtors.com, including a new "Mixed Use" / 1-4 Residential Unit Property Disclosure Advisory and a Tenant Buyout Legislation Advisory and Seller's Supplemental Disclosure re: Buyouts. [Click here](#) for more information on these new forms and how to access them.

NEW! SFAA Releases Revised Residential Lease Agreement

The San Francisco Apartment Association (SFAA) recently released a revised Residential Tenancy Agreement, specific to rent laws in San Francisco. For more information on the changes, including how to access the forms, [click here](#).

NEW! 2014 Gross Receipts and Payroll Tax Return

The San Francisco Tax Collector's office is now accepting submissions and payment for the 2014 Gross Receipts and Payroll Tax Return. Agents and brokers who sold property in the last year are encouraged to visit www.sftreasurer.org to file online and find more information. SFAR members who have any questions about their specific filing should consult a professional tax accountant.

NEW! Need a Key or a Lockbox?

Make an appointment between the hours of 9:00 am and 3:30 pm by calling (415) 431-8500. If you're an agent, you must have your broker sign the key lease agreement to be able to receive a key. To download the agreement, go to my.sfrealtors.com → Documents → MLS Forms & SFAR Information.

Interest on Security Deposits - A Reminder

According to San Francisco Administrative Code, a landlord must pay interest on each tenant's security deposit every year on the tenant's "annual due date." For tenancies beginning after September 1, 1983, the annual due date is the same day and month the landlord received the deposit from the tenant. If the tenant moved in and paid a deposit before September 1, 1983, interest was due on September 1, 1984 and every September 1st thereafter. [Click here](#) to download the current form from the Residential Rent Stabilization Board.

Annual Rent Increases Allowable Under Rent Control

Under rent control, landlords get an annual rent increase which can be imposed on tenants without the landlord having to petition the Rent Board. The landlord must give 30 days written notice (or 60 days if this increase as well as any other increases in the past 12 months result in a rent increase of more than 10%). Effective March 1, 2014 through

February 28, 2015, the annual allowable increase amount is 1.0%. Effective March 1, 2015 through February 29, 2016, the annual allowable increase is 1.9%. For more information, [click here](#).

Market Focus Reports

Curious how many condos sold in District 4 last month? Free to download for SFAR members, Market Focus reports provide you with key metrics like new listings, pending sales, percentage of properties sold over list price, and more. Download the newest Market Focus report (and all past Market Focus reports) by logging into SFAR's member website and clicking on Documents --> Market Statistics.

Do You Work Expired Listings?

Make sure you understand the ins-and-outs of the Do Not Call rule. Check out [this article](#) with links to helpful resources.

Remembering REALTOR® Chris Siow

This year, we lost one of our most active and engaged REALTORS® to cancer. Those who knew Chris [are invited to contribute](#) to the American Cancer Society on his behalf.

UPCOMING CLASSES & EVENTS

CREAA Presents Secrets to Real Estate Success

Wednesday, February 18, 2015 from 12:00 to 2:00 p.m.

The Event Center at St. Mary's Cathedral, St. Francis Hall, 1111 Gough Street, San Francisco, 94109

Join real estate leaders from McGuire Real Estate, Pacific Union, and Better Homes & Gardens Real Estate as they share their secrets to success in the real estate business. The cost to attend is \$10 for CREAA Members and \$25 for Non-members and includes lunch. [Register here](#).

MLS Power Features (Advanced)

Thursday, February 19, 2015 from 10:30 to 11:45 a.m.

SFAR Member Office, 301 Grove Street, San Francisco, 94102

This class will cover more advanced navigation of SFARMLS, including entering contacts and prospects, using interactive maps, and understanding IDX, and special custom features. [Register here](#).

California Real Estate Market Update with CAR's Chief Economist

Thursday, February 19, 2015 from 11:30 a.m. to 1:00 p.m.

The Event Center at St. Mary's Cathedral, St. Francis Hall, 1111 Gough Street, San Francisco, 94109

Women's Council of REALTORS® and SFAR team up to provide you an in-depth look into California's real estate market in 2015. Don't miss the chance to hear Leslie Appleton-Young, Vice President and Chief Economist with the California Association of REALTORS®, share her forecast for homes sales, prices, interest rates, and more. Cost to attend: \$20 (includes a boxed lunch). [Register Now!](#)

MLS Mobile Basics

Thursday, February 19, 2015 from 12 noon to 1:00 p.m.

SFAR Member Office, 301 Grove Street, San Francisco, 94102

Find out how to make the most of SFAR's mobile tools, Theo and Goomzee. [Register here.](#)

Pre-Brokers Tour Soiree

Monday, February 23, 2015 from 5:00 to 8:00 p.m.

Sabrosa, 3200 Fillmore Street, San Francisco, 94123

Mix and mingle with your real estate colleagues at a Pre-Brokers Tour Soiree at Sabrosa. [RSVP here.](#)

YPN SF Presents 8 Mega-Trends in Real Estate

Wednesday, February 25, 2015 from 6:00 to 8:00 p.m.

Coldwell Banker Previews International, 1560 Van Ness Avenue, San Francisco, 94109

Join YPN SF and one of the Bay Area's most prominent luxury agents for an inside look at the top trends for 2015. [Register here.](#)

Upcoming Ethics Video Classes

Every Friday at 1:15 p.m.

SFAR Member Office, 301 Grove Street, San Francisco, CA 94102

New members of the San Francisco Association of REALTORS® are required to complete an orientation course on the Code of Ethics within 25 days of their acceptance as a REALTOR® member in accordance with the Association's bylaws. The National Association of REALTORS® also requires continuing members to complete the NAR

Code of Ethics course once every 4-year Quadrennial period. The deadline for continuing members to complete this course is 24 months.

The three-hour course is presented at the Association's headquarter offices every Friday afternoon at 1:15 p.m. The cost is free of charge for new members and \$15 dollars for continuing members. [Click here](#) for dates and more information.

2015 AREAA Global & Luxury Summit

Sunday - Tuesday, April 19 - 21, 2015

Trump International Towers, Chicago, IL

AREAA's 2015 Global & Luxury Summit in Chicago, IL, focuses on teaching you the necessary skills to position yourself as the cross-border transaction leader in your market. Take part in powerful workshops to hone your skills as a luxury professional, listen to international investment experts to gain the insight and knowledge necessary for dealing in these complex transactions, and connect your business to a network of thousands of like-minded professionals at this event. For more details on the event [click here](#).

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