



**ANNOUNCEMENTS | CLASSES & EVENTS**

## **ANNOUNCEMENTS**

### **NEW ONLINE FORM! Certification for Listing Exemption (and Comparable Sale Information) - Correction**

In an effort to simplify our exemption process and expedite the process, SFARMLS has created an easy online form. Several steps have been removed for your convenience, including the need for seller signatures. We have also streamlined the [Comp Sale Form](#).

In order to help our members with this change, we have created a [training video](#) that shows step-by-step instructions on using the web form to submit an exemption.

**We will continue to accept FAX or email notifications for 30 days; after which point use of the webform will be required.**

If you have any questions, please email us: [mls@sfirealtors.com](mailto:mls@sfirealtors.com).

### **NEW! Have You Completed the Mandated NAR Code of Ethics Requirement?**

Between January 1, 2013, and December 31, 2016, and for successive four-year periods thereafter, every SFAR member, as a condition of membership, is required to complete a 2 1/2 hour REALTORS® Code of Ethics training course prescribed by the National Association of REALTORS®. If the requirement is not met, SFAR, CAR and

NAR membership will be suspended on January 1, 2017 and a special dues assessment of \$640 will be billed to your Broker. For more details on the requirement and how to complete it, [click here](#).

## **NEW! Apply to Be a CAR Director**

Are you interested in becoming a CAR Director? You're in luck, there's an open spot! [Click here](#) to find out what's required and how to apply.

## **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](mailto: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.sfirealtors.com](http://my.sfirealtors.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.

## **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](#).

## **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](http://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.

## **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](http://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.

## UPCOMING CLASSES & EVENTS

### MLS Essentials

Thursday, March 19 / 9:00 to 10:30 a.m.

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

This class will cover the basics of navigating in SFARMLS, including property searching, inputting a listing, and profile management. [Register here](#).

### MLS Power Features (Advanced)

Thursday, March 19 / 10:45 a.m. to 12:30 p.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](#).

### CloudCMA Demo

Thursday, March 19 / 1:00 to 2:30 p.m.

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

This live demo will cover the many aspects of creating a winning CMA as well as detailed buyer tour reports, property reports and flyers. In this demo you'll learn to generate custom listing presentations in seconds, broadcast listing content on social media, obtain instant buyer response and lead generation, and more. [Register here](#).

## Upcoming Ethics Video Classes

Every Friday / 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.

## **Legal Seminar with Daniel Bornstein**

**Wednesday, March 25, 2015 / 3:00 to 4:30 p.m.**

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

SFAR's Education and Member Services committee presents a legal seminar with prominent attorney Daniel Bornstein. From SF's rent control ordinance to new rules related to tenant buyout agreements, this 90-minute seminar will cover everything you need to know to represent clients in San Francisco. [Register here.](#)

\*\*Please note: The material covered in this seminar is identical to the March 19 seminar. A second date was added to enable more people to attend.

## **[WEBINAR] Learn How to Expedite the Home Showing Process!**

**Wednesday, March 25 / 10:00 to 11:00 a.m.**

Join C.A.R. for a free webinar on Wednesday, March 25th at 10:00 a.m. and explore a new tool that will make your life easier, called Showing Suite. This all-in-one, cloud-based tool is designed to help you easily manage and gather feedback on your home showings to help improve the pricing of your listings. [Register here.](#)

## **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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