



Southwest Riverside County Association of REALTORS®

presents:

## Transaction Management Secrets for the Real Estate Professional

Outstanding agents and assistants do more than push paperwork-They lead, encourage teamwork, use efficient systems, and understand ALL areas of an escrow. Diana Turnbloom, author of *Escrow Coordination Secrets*, a Coordinator for over 13 years and popular instructor to hundreds of new/experienced agents, brokers and assistants will give information and tools YOU MUST HAVE to efficiently manage escrows with more control and less hassle! This 4 hour power packed class is like no other seminar you have attended! Diana addresses specific issues that will help you with your day-to-day management of pending sales, including:

- ✓ Locate the “meat and potatoes” of contracts, title, tax and termite reports
- ✓ Identify and prevent deal-killer issues
- ✓ The best time to remove contingencies
- ✓ Understand who the team is and effectively participate in problem solving
- ✓ Create bullet-proof systems that ensure each transaction is smooth and hassle-free
- ✓ REO & Short Sale Transactions-Trends and what to look for in the REO contract

### YOU RECEIVE

Outline of class discussion ... Terms Template ... Custom Escrow Letters ... Team Players Template  
Custom Email Forms ... Action Worksheet ... Missing Doc Sheet ... Discounted educational products

**Bonus:** DRE approved for 4 hours Continuing Education credits for licensed agents in attendance  
Category: **Consumer Service Sponsor #4129** (you must take a test at the end of the class and pass with a 70% or better grade to receive a certificate)

\* **No prerequisite to attend this class! Open to both licensed and unlicensed real estate professionals!**

**Cost:** \$50.00 REALTORS®; \$75.00 all others (Less than 1/2 the cost others charge)

**When:** Wednesday, September 15, 2010 8:30am – 12:30pm

**Where:** SRCAR (new location) 26529 Jefferson Ave.; Murrieta, CA 92562

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### REGISTRATION FORM for SRCAR Escrow Seminar

Complete this form & FAX to: 951-894-2584 or call: 951-894-2571 with payment. Please **print** legibly.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Account Number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Exp. Date: \_\_\_\_\_ (Sec. Code \_\_\_\_\_) Signature: \_\_\_\_\_