

Understanding and Using RANM Forms

Date prepared: May 29, 2014

8 Hour Continuing Education Credit

COURSE DESCRIPTION

This eight (8) hour class is designed to provide attendees with a professional working knowledge of the RANM Forms which includes the ones most likely to be used in the course of residential real estate. Attendees will learn the importance of using current forms and how to avoid transaction liability related to using out-dated forms.

TEACHING TECHNIQUES

The class will incorporate lecture, PowerPoint slides, and general discussion with questions and answers.

LEARNING LEVELS AND LEARNING OBJECTIVES

1. Knowledge: Licensee will be able to identify and select the current RANM forms for his or her transactions.
2. Understand: Licensee will be able to explain and interpret the current RANM purchase agreement and the reasons for its most significant recent changes.
3. Apply: Licensee will be able to apply the current RANM forms and the most recent changes as he or she prepares transaction documents.
4. Analyze: Licensee will be able to identify and illustrate to his or her customer or client the meaning of the paragraphs in the current RANM forms and distinguish this explanation from the unauthorized practice of law.
5. Evaluate: Licensee will be able to summarize and justify the importance of the verbiage in the current RANM forms.
6. Create: Licensee will be able to prepare professional transaction documents for his or her client or customer, incorporating the current RANM forms.

MEANS OF ASSESSING WHETHER THE LEARNING OBJECTIVES HAVE BEEN MET

Class discussion and group activities

TIMED OUTLINE WITH TEACHING TECHNIQUE AND SEGMENT DESCRIPTION

See attached data.

Course Outline

Subject	Time	Technique
Introduction and Review of Basic Disclosure Requirements	8:00-8:15	Discussion and PowerPoint Level 6
RANM 1104: Listing Agreement	8:15-9:00	Discussion, Demonstration, Group Activity, and PowerPoint Level 3
RANM 2303/2303A/3225/3250: FIRPTA and Estimated Tax Forms	9:00-9:15	Discussion, Demonstration, and PowerPoint Level 3
Break	9:15-9:30	
RANM 5112: Lead Paint Disclosure	9:30-9:45	Discussion, Demonstration, Group Activity, and PowerPoint Level 3
RANM 2301: Property Disclosure Statement	9:45-10:00	Discussion, Demonstration, and PowerPoint Level 4
RANM 5114: Amendment/Termination Listing Agreement	10:00-10:15	Discussion, Demonstration, Group Activity, and PowerPoint Level 3
RANM 1206: Buyer Broker Agreement	10:15-10:45	Discussion, Demonstration, and PowerPoint Level 3
Break	10:45-11:00	
RANM 1207: Limited Service Notice	11:00-11:15	Discussion, Demonstration, and PowerPoint Level 4
Discussion: Transaction Broker/Agency/Transaction /Representation	11:15-11:40	Discussion, Demonstration, and PowerPoint Level 4
RANM 2104: Cover Pages and Disclosures	11:40-12:00	Discussion, Demonstration, and PowerPoint Level 4
Lunch	12:00-1:00	

RANM 2104: Purchase Agreement	1:00-2:15	Discussion, Demonstration, Group Activity, and PowerPoint Level 3
Break	2:15-2:30	
RANM 2104: Purchase Agreement	2:30-3:45	Discussion, Demonstration, Group Activity, and PowerPoint Level 3
Break	3:45-4:00	
RANM 2104: Purchase Agreement (Acknowledgement)	4:00-4:15	Discussion, Demonstration, and PowerPoint Level 4
RANM 5120A: Septic System/ 1530: Back-up Offer/ 5102: Counter Offer/ 5104: Extension Agreement/ 5109:Waivers/Objection /Resolution Amendment 5110: Pre-Closing Walk-Through Statement 5105A/5101/5105B: Termination Process	4:15-5:00 (5 Minutes each)	Discussion, Demonstration, and PowerPoint Level 4