

## RISK MANAGEMENT

## Confirmation Letters

(HELD AT LA JOLLA REBA - **FREE** FOR REBA MEMBERS!)

## COURSES

LA JOLLA REAL ESTATE  
BROKERS' ASSOCIATION908 Kline Street  
La Jolla, CA 92037Instructor:  
**JACQUELINE OLIVER**

ESQ.

Jacqueline Oliver has been a licensed REALTOR® and educator for more than 30 years. She is an attorney-at-law and a member of the State Bars of California, Nevada, Arizona, and Hawaii. Oliver is a sought-after instructor in real estate law and risk management, as well as a Better Business Bureau certified arbitrator.

This Course Qualifies for Your



See Back Side

BREAKFAST PROVIDED  
COMPLIMENTS OF**RMS ELECTIVE**

## SINGLE SESSION

Thursday, June 26, 2014  
9:00 am - 11:00 am

Real estate professionals must treat all conversations as serious and relevant because certain conversations could later become a critical factor if a dispute arises. This class provides a hands-on experience to assist REALTORS® in preparing confirmation letters to supplement to the communications log which all professionals should maintain in each and every file.

## TOPICS COVERED

- **WHO:** From agents, brokers, and managers to clients and staff
- **WHAT:** Create written evidence of oral communications
- **WHEN:** As often as necessary
- **WHERE:** Conversations at the property, the office, and by phone
- **WHY:** To avoid confusion and avoid "he said/she said" situations
- **HOW:** Customize the SDAR Confirmation Letter template

**REGISTER: [www.SDAR.com/education](http://www.SDAR.com/education)****FREE for REBA Members!**

## CONTACT INFORMATION

NAME \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ ☐ HOME ☐ OFFICE

CITY/STATE/ZIP \_\_\_\_\_ E-MAIL \_\_\_\_\_

## PAYMENT INFORMATION

  \$ 
☐ CHECK ☐ VISA ☐ M/C ☐ DISCOVER ☐ AMEX  EXP. DATE  AMOUNT
**\$15**  
RMS Members**\$17**  
REALTOR® Plus**\$20**  
SDAR MEMBERS**\$25**  
ALL OTHERSCLASS ID:  
140626CSMEMBER # 

## RETURN TO:

Greater San Diego Association of REALTORS®  
4845 Ronson Court, San Diego, CA 92111  
Education@sdar.com  
Fax: (858) 715-8088 | Phone: (858) 715-8040



By signing, you are confirming that you have read, understand, and agree with our cancellation policy below.

**Cancellation Policy:** Reservations for programs requiring payment will not be processed until payment is received. If you must cancel your reservation, a full refund will be issued if cancellation is received, in writing, three (3) business days prior. SDAR reserves the right to cancel or reschedule any program. If cancellation occurs, SDAR will issue a full refund. In the event of rescheduling, SDAR will send immediate notification and transfer all reservations (including payments) to the new date.



# SAVE ON CLASSES ALL YEAR LONG!

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## Agent Essentials

**Kick-start your real estate career! This program is perfect for new and seasoned agents to sharpen their skills.**

- Includes 5 agent classes (\$200 value)
- Learn the fundamentals of:
  - Business Planning & Goal Setting
  - Building a Successful Business Model
  - Real Estate Sales Techniques
  - Effective Communication
  - Escrow, Title and Lending

**SDAR Members: \$150 Save \$50**  
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**Are you up for license renewal? Earn all of the continuing education (CE) units you need.**

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**Protect yourself and your transactions by becoming a Risk Management Specialist.**

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  - Conquering Contracts
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- Earn up to 49 CE Units

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## Designations & Certifications

**Earn any of the following designations or certifications:**

- ABR- Accredited Buyer Representative
- CID- Certified Condominium Specialist
- MRP- Military Relocation Specialist
- SRES- Seniors Real Estate Specialist
- SRS- Seller Representative Specialist
- SFR- Short Sale & Foreclosure Resource
- Earn up to 52 CE units

**SDAR Members: \$1,000 Save \$265**  
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☐ **Yes, sign me up for the Prepaid Professional Development Pass**

**Choose Your Pass:**

☐ **Agent Essentials**

☐ **Continuing Education**

☐ **Risk Management Specialist**

☐ **Designations & Certifications**

Name: \_\_\_\_\_ Member #: \_\_\_\_\_ Phone: \_\_\_\_\_

Address : \_\_\_\_\_ E-mail: \_\_\_\_\_

**Payment Information:** ☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx ☐ Check # \_\_\_\_\_

Card#: \_\_\_\_\_ Exp: \_\_\_\_\_

Amount: \_\_\_\_\_ Signature: \_\_\_\_\_

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**Disclaimer:** Not all classes qualify. Check with member services for class eligibility. Please note: some CE units are pending approval.