

Anatomy of a Listing Contract

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4 Hour Course Outline

Course Title: Anatomy of a Listing Contract

Course Description: This four-hour course is designed to provide attendees with a professional working knowledge of the RANM Listing Agreement and the disclosures required to be completed prior to acceptance of an offer to purchase.

Learning Objectives:

Learning Level	Learning Objective
1 – Knowledge	Licensee will be able to identify and select the current RANM Listing Agreement and required disclosures for his or her listing transactions.
2 - Comprehension	Licensee will be able to explain and interpret the current RANM Listing Agreement and required disclosures and the reasons for the most significant changes.
3 – Application	Licensee will be able to apply the current RANM forms and the most recent changes as he or she prepares transaction documents.
4 - Analysis	Licensee will be able to identify and illustrate to his or her client the meaning of the paragraphs in the current RANM Listing Agreement and required disclosures and distinguish the explanation of the paragraphs from the unauthorized practice of law.
5 - Syntheses	Licensee will be able to organize and create listing documents for their transactions.
6 - Evaluate	Licensee will be able to summarize and justify the importance of the verbiage in the current RANM Listing Agreement and required disclosures to their customer/client.

The following will be the means used in assessing whether the Learning Objectives have been met:

Classroom discussion and course review.

Course Outline:

Length in Time	Teaching Technique	Subject Matter Segment and Description
00:00 – 00:15	Lecture	Introduction/Course Objectives/Roadmap
00:15 – 00:30	Lecture/Discussion	Disclosures– Lead Based Paint/LBP Renovation and Repair
00:30 – 00:45	Lecture/Discussion	Disclosures – Public Improvement District/Estimated Property Tax Levy
00:45 – 01:00	Lecture/Discussion	Disclosures – Seller’s Disclosure/FIRPTA
01:00 – 01:15	Lecture/Discussion	New Mexico Uniform Owner-Resident Relations Act/RANM tenant-related forms
01:15 – 01:30	Lecture/Discussion	Listing Agreement Cover Pages/Brokerage Relationship Options
01:30 – 01:45		BREAK
01:45 – 02:00	Lecture/Discussion	RANM Listing Agreement Part One
02:00 – 02:15	Lecture/Discussion	RANM Listing Agreement Part Two
02:15 – 02:30	Lecture/Discussion	RANM Listing Agreement Part Three
02:30 – 02:45	Lecture/Discussion	RANM Listing Agreement Part Four
02:45 – 03:00		BREAK
03:00 – 03:15	Lecture/Discussion	Listing Agreement Amendment/Termination Amendment
03:15 – 03:30	Lecture/Discussion	Disclosures – Homeowners Association
03:30 – 03:45	Lecture/Discussion	Restrictions on Seller Financing/Real Estate Contracts/Mortgage
03:45 – 04:00	Activity	Course Review