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PARTNERS IN EDUCATION

## Disclose! Disclose!! Disclose!!! #68565

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(www.garealtor.com)

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### **STUDENT NOTICE**

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The Georgia Real Estate Commission has approved this course for three (3) hours of continuing education credit and three (3) hours instructor education credit. GAR school policy defines an instructional hour as 50 minutes.

To receive continuing education (CE) credit for this in-classroom course, the student must:

- ✓ be on time
- $\checkmark$  sign in with the course facilitator <u>before</u> the course begins
- $\checkmark$  be present in the course during all instruction periods
- $\checkmark$  return a completed evaluation to facilitator at the end of course
- $\checkmark$  not have taken this course for continuing education credit within the past 366 days.

There is no make-up session for this course.

Cell phones and other electronic devices can be distracting. Use of communication methods such as text messaging, E-mailing, web surfing, etc. is prohibited while class is in session if it poses a distraction to other attendees and shall be grounds for dismissal. Taking pictures of PowerPoint slides requires the permission of the instructor.

Entrance qualifications and standards of completion will not be based on race, color, sex, religion, national origin, familial status, handicap, sexual orientation, or gender identity.

No recruiting for employment opportunities for any real estate brokerage firm is allowed during this course or on the premises while this course is in session. Any effort to recruit by anyone should be promptly reported to the Director of Professional Development; Georgia Association of REALTORS®; 770-451-1831; 6065 Barfield Road; Sandy Springs, GA 30328; or to the Georgia Real Estate Commission; 404-656-3916; International Tower; 229 Peachtree Street, NW; Suite 1000; Atlanta, GA 30303-1605.

# DISCLOSE! DISCLOSE!! DISCLOSE!!

## **Reducing Risk and Increasing Production**



This course is approved for 3 hours of real estate continuing education by the Georgia Real Estate Commission

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#### Course Description

From disclosing knowledge of latent defect, to disclosing situations mandated by government, such as lead based paint, to disclosing knowledge to protect a client, disclosure is at the heart of a professional real estate agents routine. This course brings to the surface not just the common, but the less common circumstances that should or must be disclosed.

#### Course Objectives

Though the use of lecture, town hall, and quizzes, at the end of the presentation, the student will be able to:

1. Explain the different types of misrepresentation

2. Identify circumstances which must be disclosed by law

3. Demonstrate proper procedures to document decisions of disclosure which will protect all parties involved

#### PRETEST-True or False?

1.		<u> </u>		11	
2.		7.		12	
3.		8.		13	
4.		9.		14.	
5.		10		4 -	
I.	Definition	S			
		-			
	Latent	Defect			
	_	A flaw which is_			, or cannot
		be readily obser			
	Patent	Defect			
	-	A flaw which is r	ot		and a person
		does not need to	have special tr	aining to	as a
		flaw			
	-	presentation			
	-	A false represen	tation of a		
			OR		
		A failure to discl	ose a known pro	operty	
	_	Which causes a	party to suffer '	، 	"
	<ul> <li>Materi</li> </ul>	al Fact			
	-	Information a			_ would consider in
		determining whe	ther to purchase	e and, if so, how	much to offer
	A				
	Active	Fraud			
	_	Having		to deceive	

Passive Fraud	
<ul> <li>Staying</li> </ul>	_ or failing to
Negligent Nondisclosure	
<ul> <li>Failure to share</li> </ul>	which should be within the
base of knowledge of a	trained person
Negligent Misrepresentation	
– Lack of	
<ul> <li>Failure to</li> </ul>	
<ul> <li>Does not require knowledge</li> </ul>	or intent
Negligent Advice	
	not
under the circumstances for	
Fiduciary Duties	
<ul> <li>Obligations typically reserve</li> </ul>	
	skill, knowledge, and care
<ul> <li>Duties to a client in Georgia</li> <li> rather</li> </ul>	than
Dual Capacity	
<ul> <li>Licensee and</li> </ul>	in the same
transaction	
<ul> <li>Must disclose licensed st</li> </ul>	atus. even if
Material Relationship	

Could be familial, business, or \_\_\_\_\_\_

<ul> <li>Must if it would (or could be reasonal interpreted) to the ability of the ag fairly the client</li> </ul>		-
fascinating – Must have a basis in truth – An obvious	but making the	sound
Penalties		
Actual Damages –	loss due to actions	
Punitive Damages – Enough pain to keep the duplicating the effort	pa	arty from
Rescission of Transaction – Putting everything back t	O "	
	cense by the GREC	
Fines by the GREC – Up to hearing	_ per violation;	per

- Reprimand

II.

- Education
- Expulsion from \_\_\_\_\_\_
- Suspension from \_\_\_\_\_
- Up to \_\_\_\_\_\_ fine

#### III. Limiting Liability

Buffer your answers

- "To the best of my knowledge..."
- "If it were me, I would not be concerned, however..."
- "I am not a surveyor, but..."
- "You may want to contact an attorney. If it were me,..."

#### Recommend experts

- Recommend the use of, rather than \_\_\_\_\_\_
- If providing names, do so in writing and use \_\_\_\_\_\_
   language (F301)

Use the Seller Disclosure form

- Form not \_\_\_\_\_
- Should be used even if the seller has no \_\_\_\_\_\_

\_\_\_\_\_.

- As a licensee, \_\_\_\_\_ complete or even act as a

Disclose! Disclose!! Disclose!!!

- Miss on the side of \_\_\_\_\_\_
- Treat all defect as \_\_\_\_\_
- Rather be accused of \_\_\_\_\_\_ than failure to disclose

Document! Document!! Document!!!

- Use forms in \_\_\_\_\_ package
- Create your own forms as needed and get
- Send email to \_\_\_\_\_\_ conversations

Counsel your client/customer

- Spending time at beginning saves time and money later
- Use forms
- Control with \_\_\_\_\_\_

Be vigilant and aware

- Listen to \_\_\_\_\_\_ as much as to \_\_\_\_\_\_
- Read!

Don't make claims about the future

- May", "Could", "Hope" rather than "Will"
- Speak in the present and past, not the \_\_\_\_\_\_
- Don't predict life of item

Recommend use of inspectors

- No \_\_\_\_\_\_ or minimum standards for an inspector in Georgia
- Recommend \_\_\_\_\_\_ rather than a specific person or company

IV. Defects.....or not?

Physical

- Knowledge of latent defects \_\_\_\_\_ be disclosed
- If not sure, treat as \_\_\_\_\_\_

Psychological

- i.e. \_\_\_\_\_ on the property
- 1988 Property Act
  - No liability to disclose but must answer questions truthfully

Major repairs

- A \_\_\_\_\_\_ is not a defect; the defect has been fixed
- \_\_\_\_\_\_ be disclosed because of \_\_\_\_\_\_
   damage

#### Cosmetic repairs

While not \_\_\_\_\_\_, should be disclosed to \_\_\_\_\_\_ claims of concealing defect

Neighborhood crime

- Public knowledge
- Recommend buyer/tenant research whatever is a concern
- Provide \_\_\_\_\_\_

#### Lead

- Lead has not been used in paint since \_\_\_\_\_\_
- ALWAYS use Lead Based Paint Exhibit?
- Contaminated \_\_\_\_\_

#### Mold

- Caused by \_\_\_\_\_\_
- The South is moist
- Some people have toxic reactions

#### Asbestos

- Common construction material in the past
- Carcinogenic
- Must be \_\_\_\_\_

#### Radon

- Forms from decaying \_\_\_\_\_\_
- Can be carcinogenic if concentrated levels are reached
- Can typically be mitigated by \_\_\_\_\_\_

Underground tanks

- Former service stations
- Farms
- If contents leach into the soil, may cause

Transaction facts

- Divorce?
- Financing by buyer?
- Article \_\_\_\_\_ of REALTOR® Code of Ethics

Burglary during contract period

- Should buyer be made \_\_\_\_\_?
- What are \_\_\_\_\_\_ and \_\_\_\_\_?

#### VI. Must Disclose

- \_\_\_\_\_ Rate Commission (VRC)
- VRC differential (\_\_\_\_\_\_
- Listing is \_\_\_\_\_
- Knowledge of \_\_\_\_\_\_ defect.
- If you wrote an offer in a multiple offer scenario (if presence of multiple offers has been disclosed (\_\_\_\_\_\_) and asked)

Adverse facts about \_\_\_\_\_ or

– Material

#### VII. Should Disclose

- \_\_\_\_\_ repair
- \_\_\_\_\_ repair
- \_\_\_\_\_ lead disclosure
- \_\_\_\_\_ brochures available
- Any property \_\_\_\_\_\_
- Neighborhood crime (links for databases)

#### VIII. Limiting liability

- Document \_\_\_\_\_ in writing
- Use GAR and company forms
- Conduct \_\_\_\_\_ sessions
- Control \_\_\_\_\_\_
  Be the \_\_\_\_\_\_ of the \_\_\_\_\_\_ but never the
- Disclose! Disclose!! Disclose!!!

#### POST TEST – True or False?

1	6.	11
2.	7	12
3.	8.	13.
4.	9.	14.
5.	10.	15.

## TOM GILLETT

thomasgillett@bellsouth.net 404-372-1969 www.iret.info

#### SELLER'S PROPERTY DISCLOSURE STATEMENT EXHIBIT " "



2020 Printing

This Seller's Property Disclosure Statement ("Statement") is an exhibit to the Purchase and Sale Agreement with an Offer Date of \_\_\_\_\_\_ for the Property (known as or located at: \_\_\_\_\_\_\_

\_\_\_\_\_\_, Georgia, \_\_\_\_\_). This Statement is intended to make it easier for Seller to fulfill Seller's legal duty to disclose hidden defects in the Property of which Seller is aware. Seller is obligated to disclose such defects even when the Property is being sold "as-is."

#### A. INSTRUCTIONS TO SELLER IN COMPLETING THIS STATEMENT.

In completing this Statement, Seller agrees to:

- (1) answer all questions in reference to the Property and the improvements thereon;
- (2) answer all questions fully, accurately and to the actual knowledge and belief of all Sellers;
- (3) provide additional explanations to all "yes" answers in the corresponding Explanation section below each group of questions, unless the "yes" answer is self-evident;
- (4) promptly revise the Statement if there are any material changes in the answers to any of the questions prior to closing and provide a copy of the same to the Buyer and any Broker involved in the transaction.
- B. HOW THIS STATEMENT SHOULD BE USED BY BUYER. Caveat emptor or "buyer beware" is the law in Georgia. Buyer should conduct a thorough inspection of the Property. If Seller has not occupied the Property recently, Seller's knowledge of the Property's condition may be limited. Buyer is expected to use reasonable care to inspect the Property and confirm that is suitable for Buyer's purposes. If an inspection of the Property reveals problems or areas of concern that would cause a reasonable Buyer to investigate further, Buyer should investigate further. A "yes" or "no" answer to a question means "yes" or "no" to the actual knowledge and belief of all Sellers of the Property.

#### C. SELLER DISCLOSURES.

1.	GEI	NERAL:	YES	NO		
_	(a)	What year was the main residential dwelling constructed?				
-	(b)	Is the Property vacant?				
-		If yes, how long has it been since the Property has been occupied?				
-	(c)	Is the Property or any portion thereof leased?				
-	(d)	Has the Property been designated as historic or in a historic district where permission must be received to make modifications and additions?				
EXPLANATION:						

2	CO	/ENANTS, FEES, and ASSESSMENTS:	YES	NO			
	(a)	Is the Property subject to a recorded Declaration of Covenants, Conditions, and Restrictions ("CC&Rs") or other similar restrictions?					
	(b)	Is the Property part of a condominium or community in which there is a community association? IF YES, SELLER TO COMPLETE AND PROVIDE BUYER WITH A "COMMUNITY ASSOCIATION DISCLOSURE EXHIBIT" GAR F322.					
Е	XPLAN	ATION:					

3. LEAD-BASED PAINT:	YES	NO
(a) Was any part of the residential dwelling on the Property or any painted component, fixture, or material used therein constructed or manufacture prior to 1978? IF YES, THE "LEAD-BASED PAINT EXHIBIT" GAR F316 MUST BE EXECUTED BY THE PARTIES AND THE "LEAD- BASED PAINT PAMPHLET" GAR CB04 MUST BE PROVIDED TO THE BUYER.		

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4.	STR	RUCTURAL ITEMS, ADDITIONS AND ALTERATIONS:	YES	NO
	(a)	Has there been any settling, movement, cracking or breakage of the foundations or structural supports of the improvements?		
	(b)	Have any structural reinforcements or supports been added?		
	(c)	Have there been any additions, structural changes, or any other major alterations to the original improvements or Property, including without limitation pools, carports or storage buildings?		
	(d)	Has any work been done where a required building permit was not obtained?		
	(e)	Are there violations of building codes, housing codes, or zoning regulations (not otherwise grandfathered)?		
	(f)	Have any notices alleging such violations been received?		
	(g)	Is any portion of the main dwelling a mobile, modular or manufactured home?		
	(h)	Was any dwelling or portion thereof (excluding mobile, modular and manufactured dwelling) moved to the site from another location?		
EX	PLAN	IATION:		
R				

5.	SYS	STEMS and COMPONENTS:	YES	NO		
	(a)	Approximate age of HVAC system(s): years				
	(b)	Is any heated and cooled portion of the main dwelling not served by a central heating and cooling system?				
	(c)	Is any portion of the heating and cooling system in need of repair or replacement?				
	(d)	Does any dwelling or garage have aluminum wiring other than in the primary service line?				
	(e)	Are any fireplaces decorative only or in need of repair?				
	(f)	Have there been any reports of damaging moisture behind exterior walls constructed of synthetic stucco?				
	(g)	Are any systems/components subject to a lease or rental payment plan (i.e. HVAC, security system, appliances, solar systems, etc.)?				
EX	PLAN	IATION:				

6.	SE\	NER/PLUMBING RELATED ITEMS:	YES	NO
	(a)	What is the drinking water source: $\Box$ public $\Box$ private $\Box$ well		
	(b)	If the drinking water is from a well, has there ever been a test the results of which indicate that the water is not safe to drink?		
	(c)	What is the sewer system:  public private septic tank		
	(d)	If the Property is served by a septic system, how many bedrooms was the septic system approved for by local government authorities?		
	(e)	Is the main dwelling served by a sewage pump?		
	(f)	Has any septic tank or cesspool on Property ever been professionally serviced?		
		If yes, please give the date of last service:		
	(g)	Are there any leaks, backups, or other similar problems with any portion of the plumbing, water, or sewage systems or damage therefrom?		
	(h)	Is there presently any polybutylene plumbing, other than the primary service line?		
	(i)	Has there ever been any damage from a frozen water line, spigot, or fixture?		
EX	PLAN	ATION:		

7.	ROOFS, GUTTERS, and DOWNSPOUTS:	YES	NO
	(a) Approximate age of roof on main dwelling: years.		
	(b) Has any part of the roof been repaired during Seller's ownership?		
	(c) Are there any roof leaks or other problems with the roof, roof flashing, gutters, or downspouts?		
EX	PLANATION:		
3.	FLOODING, DRAINING, MOISTURE, and SPRINGS:	YES	NO
	<ul> <li>(a) Is there now or has there been any water intrusion in the basement, crawl space or other parts of any dwelling or garage or damage therefrom?</li> </ul>		
	<ul> <li>(b) Have any repairs been made to control water intrusion in the basement, crawl space, or other parts of any dwelling or garage?</li> </ul>		
	(c) Is any part of the Property or any improvements thereon presently located in a Special Flood Hazard Area?		
	(d) Has there ever been any flooding?		
	(e) Are there any streams that do not flow year round or underground springs?		
	(f) Are there any dams, retention ponds, storm water detention basins, or other similar facilities?		
EX	PLANATION:		
).	SOIL AND BOUNDARIES:	YES	NO
	(a) Are there any landfills (other than foundation backfill), graves, burial pits, caves, mine shafts, trash dumps or wells (in use or abandoned)?		
	(b) Is there now or has there ever been any visible soil settlement or movement?		
	(c) Are there presently any encroachments, unrecorded easements or boundary line disputes with a neighboring property owner?		
	(d) Do any of the improvements encroach onto a neighboring property?		
EX			

10	).	TER	MITES, DRY ROT, PESTS, and WOOD DESTROYING ORGANISMS:	YES	NO
		(a)	Is there any damage resulting from animals (such as squirrels, mice, possum or raccoons); insects (such as termites, bees and ants); or by fungi or dry rot?		
		(b)	Is there presently a bond, warranty or service contract for termites or other wood destroying organisms by a licensed pest control company?		
			If yes, is it transferable? What is the cost? \$		
			If yes, company name/contact:		
			Coverage: Coverage: re-treatment and repair re-treatment periodic inspections only		
			Expiration Date Renewal Date		
		(c)	Is there a cost to maintain the bond, warranty or service contract?		
			If yes, what is the annual cost? \$		
E	XPL	AN/	ATION:	•	

11.	EN	YES	NO	
	(a)			
	(b)			
	(c)	Have there ever been adverse test results for radon, lead, mold or any other potentially toxic or environmentally hazardous substances?		
EXP	LAN	ATION:		

12.	LIT	IGATION and INSURANCE:	YES	NO			
	(a) Is there now or has there been any litigation therein alleging negligent construction or defective building products?						
	<ul> <li>(b) Has there been any award or payment of money in lieu of repairs for defective building products or poor construction?</li> <li>(c) Has any release been signed regarding defective products or poor construction that would limit a future owner from making any claims?</li> <li>(d) During Seller's ownership have there been any insurance claims for more than 10% of the value of the Property?</li> </ul>						
	(e) Is the Property subject to a threatened or pending condemnation action?						
	(f) How many insurance claims have been filed during Seller's ownership?						
EXP	LAN	ATION:					

13.	OTHER HIDDEN DEFECTS:	YES	NO			
	(a) Are there any other hidden defects that have not otherwise been disclosed?					
EXP	LANATION:					

14.	14. AGRICULTURAL DISCLOSURE:		
	(a) Is Property within, partially within, or adjacent to any property zoned or identified on an approved		
	county land use plan as agricultural or forestry use?		
	It is the policy of this state and this community to conserve, protect, and encourage the developmen farm and forest land for the production of food, fiber, and other products, and also for its natural and This notice is to inform prospective property owners or other persons or entities leasing or acquirin property that property in which they are about to acquire an interest lies within, partially within, or zoned, used, or identified for farm and forest activities and that farm and forest activities occur in the forest activities may include intensive operations that cause discomfort and inconveniences that invol to, noises, odors, fumes, dust, smoke, insects, operations of machinery during any 24-hour period, st manure, and the application by spraying or otherwise of chemical fertilizers, soil amendments, herbid One or more of these inconveniences may occur as the result of farm or forest activities which are existing laws and regulations and accepted customs and standards.	environm ng an inte adjacent area. Suc ve, but are orage and cides, and	ental value. erest in real to an area ch farm and e not limited disposal of pesticides.
<			

ADDITIONAL E	XPLANATIONS (If ne	eded):		
			·	
<b>K</b>				
	2			

#### D. FIXTURES CHECKLIST

**Directions on HOW TO USE:** It is often unclear what constitutes a fixture which remains with the Property versus personal property which does not remain with the Property. **To avoid disputes, Seller shall have the right to remove all items on the checklist below that are left blank. THE ITEMS ON THE CHECKLIST BELOW THAT ARE CHECKED OR MARKED SHALL REMAIN WITH THE PROPERTY.** All items remaining with Property shall include remotes and/or all accessories necessary for use. Unless otherwise indicated, if an item is left blank, the Seller may remove all of that item from the Property. For example, if "Refrigerator" is left blank, Seller may remove all Refrigerators on the Property. This checklist is intended to supersede the common law of fixtures with regard to the items below. The common law of fixtures shall apply to all items not on this checklist. Seller shall remove all items not timely removed but shall remain liable for the cost of Buyer having to dispose of such items provided that Buyer disposes of them within 30 days after Closing. In removing items, Seller shall use reasonable care to prevent and repair damage to the area where the item was removed.

Items identified as remaining with the Property shall mean those specific items as they existed in the Property as of the Offer Date. No such item shall be removed from the Property unless it is broken or destroyed. In the event such item is removed, it shall be replaced with a substantially identical item, if reasonably available. If not reasonably available, it shall be replaced with a substantially similar item of equal quality and value, or better. The same or newer model of the item being replaced in the same color and size and with the same functions or better shall be considered substantially identical. This section entitled "Fixtures Checklist" shall survive Closing.

#### Appliances □ Television (TV) □ Birdhouses Fire Sprinkler System Clothes Dryer TV Antenna Boat Dock Gate Gate Clothes Washing TV Mounts/Brackets □ Fence - Invisible □ Safe (Built-In) Machine TV Wiring Dog House Smoke Detector Dishwasher □ Flag Pole Window Screens Garage Door Interior Fixtures Gazebo Opener Ceiling Fan □ Irrigation System Systems Garbage Disposal □ Chandelier □ A/C Window Unit □ Landscaping Lights □ Ice Maker Closet System □ Air Purifier □ Mailbox □ Microwave Oven □ Whole House Fan □ Fireplace (FP) □ Out/Storage Building Oven □ FP Gas Logs □ Porch Swing Attic Ventilator Fan Refrigerator w/o Freezer □ FP Screen/Door Ventilator Fan ☐ Statuary □ Refrigerator/Freezer □ FP Wood Burning Insert □ Car Charging Station □ Stepping Stones □ Free Standing Freezer Dehumidifier Light Bulbs Swing Set □ Stove Light Fixtures □ Generator Tree House □ Surface Cook Top □ Mirrors □ Humidifier Trellis Trash Compactor □ Wall Mirrors Propane Tank Weather Vane □ Vacuum Svstem Vanity (hanging) Propane Fuel in Tank □ Vent Hood Mirrors Recreation □ Fuel Oil Tank □ Shelving Unit & System □ Warming Drawer □ Aboveground Pool □ Fuel Oil in Tank U Wine Cooler □ Shower Head/Sprayer Gas Grill □ Sewage Pump □ Storage Unit/System Hot Tub Solar Panel Home Media □ Window Blinds (and □ Outdoor Furniture Sump Pump □ Amplifier Hardware) Outdoor Playhouse □ Thermostat Cable Jacks Window Shutters (and Pool Equipment □ Water Purification Cable Receiver Hardware) □ Pool Chemicals System Window Draperies (and Cable Remotes □ Water Softener □ Sauna Hardware) □ Intercom System Svstem Unused Paint □ Internet HUB Safetv U Well Pump □ Internet Wiring □ Alarm System (Burglar) Landscaping / Yard □ Satellite Dish Other □ Alarm System (Smoke/Fire) □ Arbor □ Satellite Receiver □ Security Camera □ Awning □ Speakers Carbon Monoxide Detector Basketball Post Speaker Wiring Doorbell and Goal Switch Plate Covers Door & Window Hardware

**<u>Clarification Regarding Multiple Items</u>**. Items identified above as remaining with Property where Seller is actually taking one or more of such items shall be identified below. For example, if "Refrigerator" is marked as staying with the Property, but Seller is taking the extra refrigerator in the basement, the extra refrigerator and its location shall be described below. This section shall control over any conflicting or inconsistent provisions contained elsewhere herein.

Items Needing Repair. The following items remaining with Property are in need of repair or replacement:

SELLER'S REPRESENTATION REGARDING THIS STATEMENT
Seller represents that the questions in this Statement have been answered to the actual knowledge and belief of all Sellers of the Property
1 Seller's Signature
Print or Type Name
Date
2 Seller's Signature
Print or Type Name
Date
Additional Signature Page (F267) is attached.

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Georgia Association	<b>REALTORS®</b> -	Partners in	Education
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Student Course / Instructor Evaluation

Course Name \_\_\_\_\_

Instructor \_\_\_\_\_

Date			

#### PLEASE FILL IN THE BUBBLES COMPLETELY SO ANSWERS ARE SCANABLE.

#### Please do NOT use check marks, x's or any other type of mark.

The instructor encouraged my participation through questions and answers or exercises.

⊖ Strongly Disagree

Obisagree ONeutral

OAgree

\_ 

\_

\_

-

- O Strongly Agree

#### The instructor presented ideas clearly and made the subject matter interesting.

- O Strongly Disagree
- Obisagree Neutral
- Agree
- O Strongly Agree

#### The use of the outline / handouts for study and / or reference was helpful.

- Strongly Disagree
   Disagree
   Neutral
- ÕAgree
- O Strongly Agree

#### The topic is relevant / helpful to my real estate activities.

- ⊖ Strongly Disagree Olisagree
- ONeutral
- OAgree
- **Ostrongly Agree**

#### I would want this instructor back.

- O Strongly Disagree
- Olisagree
- ONeutral
- OAgree
- O Strongly Agree

#### **Additional Comments:**