

Agenda



Standard Forms Committee Meeting
Thursday, January 21, 2016
9:00 a.m. – 4:00 p.m.
HawaiiUSA Federal Credit Union Community Room

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|--|-------------------|----------------------------------|
| I. Call to Order | 9:00 a.m. | Kalama Kim |
| II. SFC Procedures/Guidelines and Work Made for Hire | 9:01 a.m. | Nathan Aipa/Kalama Kim |
| III. Minutes | 10:00 a.m. | Kalama Kim |
| • Any corrections to October 22, 2015 meeting minutes | | |
| IV. Updates on issues of concern/interest to Committee | 10:02 a.m. | Kalama Kim |
| A. Executive Committee approved the following forms. They will be in the May release | | |
| • RR104 – Buyer Representation Contract | | |
| • RR105b – Request for Documents | | |
| • RR404 – Referral Fee Contract | | |
| B. Executive Committee approved SFC request to create a Rental Application Form | | |
| V. Subcommittees' Progress Reports (1 minute each) | 10:10 a.m. | Kalama Kim |
| A. RR108 – Receipt of Project Information Form: Eric | | |
| B. RR221 – Dual Agency Consent Addendum: Beth/Bridget/Joyce/Patti | | |
| C. RR401 – Independent Contractor: Roy | | |
| D. RR201 – Purchase Contract: Kalama | | |
| VI. New Assignments | | |
| A. RR204 – Counter Offer | | |
| B. RR202 – Early Occupancy Agreement | | |
| C. RR210 – Residential Leasehold Property Addendum – <i>Liz</i> | | |
| D. RR211 - Receipt for Residential Leasehold Property – <i>Liz?</i> | | |
| E. RR212 – Action on Residential Leasehold Property Disclosure – <i>Liz</i> | | |
| F. RR303 – Option Addendum – <i>Frank/Lori</i> | | |
| G. RR110 – Short Sale Addendum to Exclusive Right-to-Sell Listing Contract | | |
| H. RR111 – Distressed Property Addendum to Exclusive Right-to-Sell Listing Contract | | |
| I. RR222 – Distressed Property Addendum to Purchase Contract | | |
| J. RR223 – Short Sale Addendum to Purchase Contract | | |
| K. RR226 – Document Receipt | | |
| VII. Unfinished Business/New Business | | |
| A. RR214 – Cooperating Brokerage Firm's Separate Contract | 10:20 a.m. | Patti Ichida/Joyce Murphy |
| • Review comments from membership | | |
| B. RR101 – Exclusive Right-to-Sell Listing Contract | 11:20 a.m. | Liz Moore/Patti Ichida |
| • Continue to review draft from subcommittee (ended on C-7) | | |
| | 12:00 p.m. | Kalama Kim |
| LUNCH BREAK | | |
| Continue review of Exclusive Right-to-Sell Listing Contract | 12:45 p.m. | Liz Moore/Patti Ichida |
| C. NEW FORM – Property Management Agreement | 2:30 p.m. | Dusty Woodstock |
| • Review subcommittee's draft | | |

D. RR105c – Project Information Form.....

- Review subcommittee's draft

3:15 p.m. Eric Yama

VIII. Date of Next Meeting

- February 18, 2016 – face to face

3:59 p.m. Kalama Kim

IX. Adjournment

4:00 p.m. Kalama Kim