Agenda

Standard Forms Committee Meeting
Thursday, October 22, 2015
9:30 a.m. – 3:30 p.m.
HawaiiUSA Federal Credit Union Community Room

I. Call to Order	**9:30 a.m.**	**Frank Goodale**
II. Minutes • Any corrections to September 24, 2015 meeting minutes	**9:31 a.m.**	**Frank Goodale**
III. Updates on issues of concern/interest to Committee	**9:32 a.m.**	**Frank Goodale**

A. Forms for November 2015 release
1. RR109 – Seller's Real Property Disclosure Statement
2. RR201 – Purchase Contract
3. RR206 – Plain Language Addendum
4. RR304 – Vacating Instructions (formerly Checklist for Vacating Tenants)
5. RR505 – Commercial Lease (Multi-Tenant Lease)
6. RR510 – Exhibit H Percentage Rent Addendum to Commercial Lease

B. Forms for approval for May 2016 release

IV. Subcommittees' Progress Reports (1 minute each)	**9:40 a.m.**	**Frank Goodale**

A. RR105c – Project Information Form Condo….: Eric
B. RR108 – Receipt of Project Information Form: Eric
C. RR221 – Dual Agency Consent Addendum: Beth/Bridget/Joyce
D. RR401 – Independent Contractor: Roy
E. RR201 – Purchase Contract: Kalama

V. Unfinished Business/New Business

A. Report from Property Management Subcommittee re: Kauai Board of REALTORS® Board of Directors request to create a Rental Application Form	**9:46 a.m.**	**Dusty Woodstock**
B. RR404 – Referral Fee Contract • Discuss #2a and finalize draft	**10:00 a.m.**	**Bridget Arrastia**
C. RR105b – Request for Documents • Review comments from membership	**10:45 a.m.**	**Liz Moore/Patti Ichida**
D. RR101 – Exclusive Right-to-Sell Listing Contract • Continue to review draft from subcommittee (ended on first paragraph of A8)	**11:30 a.m.**	**Liz Moore/Patti Ichida**
LUNCH BREAK	**12:00 p.m.**	**Frank Goodale**
Continue review of Exclusive Right-to-Sell Listing Contract	**12:45 p.m.**	**Liz Moore/Patti Ichida**
E. RR214 – Cooperating Brokerage Firm's Separate Contract • Review subcommittee's draft	**2:30 p.m.**	**Patti Ichida/Joyce Murphy**
F. NEW FORM – Property Management Agreement • Review subcommittee's draft	**3:00 p.m.**	**Dusty Woodstock**
VI. Date of Next Meeting (2016) • January 21, 2016 – face to face	**3:29 p.m.**	**Frank Goodale**
VII. Adjournment	**3:30 p.m.**	**Frank Goodale**