



SAN FRANCISCO  
ASSOCIATION of REALTORS®

# The Member's Edge

The Newsletter of the San Francisco Association of REALTORS®

## October 11, 2019 Issue

### Forms Update - October 2019: One New COPA Form and Four Updated Forms

To address an issue brought to the attention of SFAR's Standard Forms Committee since the initial release of forms to implement the COPA legislation, one new form has been created and four forms have been updated. These forms are available for membership use now in the San Francisco zipForm SFCA library.

#### **NEW FORM**

***A simplified form has been created to satisfy the Ordinance requirement to provide rental unit identification and the rent paid when notifying the Qualified Nonprofit Organizations (QNP) that a building with 3+ residential units is listed for sale. The form name is COPA - Required Rental Information. Its code is COPA3-REQ.***

This form allows for up to 4 units to be described and is therefore ideal for 3- and 4-unit buildings, which the QNPs are not expected to be interested in anyway. Fields in the rent paid column are text, i.e. they allow entries such as 'Vacant' or 'Owner-occupied', not just dollar amounts. In the event an agent wishes to use this form for 5 or more units, the Page n of n at the bottom left allows agent control over the page numbering and the form can be re-used (after creating a .pdf of the first use) for units above 4.

#### **REVISED FORMS**

***The original Property Description form has been renamed as COPA - Optional Property Description with a code of COPA3-OPT.*** This form provides not just for the minimally required rental information, but

allows an asking price and expense information to be entered, as well as more detail on the (up to) 18 units that the form handles. If a price is entered, the form will calculate the GRM and CAP rate of the offering. A 19th line allows for the total income from units in excess of 18 to be entered and a box at the foot of the form gives the ability to explain or disclose additional information about the Property. Note that only one of the two COPA3 forms are required to be submitted along with the COPA - Intent to Sell Notification (COPA4), although they could be used together for, say, a 22-unit building. The default Property Tax rate on the Expense side of COPA3-OPT has been updated to the 2019-20 rate of 1.1801%.

**FORMS UPDATE-OCTOBER 2019:** The release of COPA3-REQ triggered some minor wording changes in COPA1, COPA4 and COPA7, and COPA6 was revised to make it clear that the expression of interest by a QNP in a Property has to result in an actual offer being made for that QNP to benefit from the right of first refusal. All changed forms bear a revision date of 10/19. To get the current version of the forms in a Template or Transaction, delete them, and then re-add them from the SFCA library. Any data you have already entered on a form will be saved.



## Welcome Home Project 2019 Video





Today's **Harvest of Hope** fundraiser to benefit the Welcome Home Project was a huge success. We are grateful to all of the San Francisco Association of REALTORS® members who joined us, as well as elected-officials including Mayor London Breed. Photos from the event will be coming soon. In the meantime, please watch our Welcome Home Project 2019 video which we debuted at the event.

**[LEARN MORE AND DONATE TO THE WELCOME HOME PROJECT HERE](#)**

## **Join a 2020 SFAR Committee!**

SFAR committee participation is an excellent way to use your real estate experience to shape the future of SFAR and the real estate industry in San Francisco.

Participating on a committee provides you with the opportunity to test and expand your leadership skills as well as increase your professional contacts.

NOTE: In order to start the new year off with a bang, committee participation applications are due by October 25, 2019. The Board of Directors will review applications, and committee assignment notices will be emailed the first week of November.

Available committees include:

- Education/Event Planning
- Global Business Council
- Governmental Relations
- Managers Council
- MLS and Technology
- Standard Forms
- Young Professionals Network

All REALTOR® and Affiliate members in good standing are invited to submit their names for consideration as a member on any committee.

**[Click Here to Access the 2020 Committee Application](#)**

## **Photos from the October 3rd SFAR EXPO Event**







Hundreds of members joined us on Thursday, October 3 for the 2019 SFAR EXPO event to hear from inspiring speakers and vendors who support the real estate business, as well as network with other members and have fun! Photos from the event have been posted to the SFAR Facebook page [here](#). We hope this was a valuable day for all of you!

## Ethics Classes on Video

**Video classes are held each Friday | 1:15 to 3:45 p.m.**

**San Francisco Association of REALTORS®  
301 Grove Street, San Francisco**



In accordance with the Association's bylaws, new members of the San Francisco Association of REALTORS® are required to complete an NAR Code of Ethics orientation course within 25 days of their acceptance as a REALTOR® member. If a new member fails to take the course within the 25-day time frame, he or she will have their membership placed on inactive status until the requirement is filled.

The National Association of REALTORS® also requires continuing members to complete the NAR Code of Ethics course once in every 2-year biennial period. The current biennial period is from January 1, 2019 to December 31, 2020.

The two and a half hour DVD course is presented at the Association's offices every Friday afternoon at 1:15 p.m. The cost is \$15 for all SFAR members. Payment is required at the time a reservation is made. To register, please click [here](#) and you will be prompted to provide your credit card information. Or, you may call (415) 431-8500, extension 1130.

**Please note that the \$15 fee is non-refundable and non-transferable to future courses.**

Parking is available across the street at the Performing Arts Garage.

FYI: If you would like to take the ethics class online for free instead, you can do so by visiting [www.realtor.org](http://www.realtor.org), selecting the "Education" tab, and then clicking on the "Code of Ethics Training" button.

You can also submit a completed [Ethics Self-Certification Form](#).

## Need Tech Support? Use the Free Tech Helpline

Slow computer? Printing issues? Browser headaches? Smartphone questions?



An SFAR Member Benefit -- The Tech Helpline

As a member of the San Francisco Association of REALTORS®, you have access to free US-based tech support. Call (866) 610-8941 or go to the Tech Helpline website [here](#). The home page has been updated for SFAR members and the new design is optimized for mobile use.