New TREC Requirements For Electronically Providing The IABS

<u>TREC:</u>
CHANGES TO THE CONSUMER INFORMATION FORM
Brokers are currently required by law to display the Consumer Information Form in a prominent location in each place of business maintained by the broker, to inform consumers of their ability to file a complaint with TREC and the availability of the real estate recovery fund.

Effective February 1, 2016, <u>brokers will also be required to include a link to that form on the homepage of their business website</u>. The link must be in at least 10 point font, a readily noticeable place on the home page and must be labeled "Texas Real Estate Commission Consumer Protection Notice."

CHANGES TO THE IABS
A new mandatory form was adopted (TREC No. IABS 1-0). The new form is organized to be easier to read and understand. Additionally, the new form requires the sales agent or broker to fill in relevant contact information before providing the form.

NOTE: This contact information is required to be filled in at all times. **It is a violation to provide a blank IABS without the contact information.**

<u>License holders must provide a link to the IABS form in a readily noticeable place</u>, in at least 10 point font and labeled "Texas Real Estate Commission Information About Brokerage Services". A sales agent or broker must also provide the form at the first substantive communication with a prospective client by one of following four methods: (1) by personal delivery; (2) by first class mail or overnight common carrier delivery service; (3) in the body of an email (; or (4) as an attachment to an email, or a link within the body of an email, with a specific reference to the IABS Form in the body of the email.

NOTE: You are not allowed to include a link to the IABS in the signature line or footnote of an email.

<u>Procedure:</u>
This may be a simple procedure to create a "hyperlink" to your filled out IABS form now required by TREC. First, you need a PDF copy of the IABS, filled out with your information. Zipform may be the easiest method to do this step.
Once you have a PDF file of your IABS you need to create the "hyperlink" that will be used in your emails, website pages and social media sites.
There are two easy methods to accomplish this.
One is with a free Dropbox account, the second is with a free Google account.

Using Dropbox:

Files or folders in your Dropbox folder can be shared instantly with a Dropbox link. You can send the link to anyone over email, instant message, or text message, or a hyperlink on your website pages, email or social media pages. People who click the link will see a preview of the file or folder on the dropbox.com.
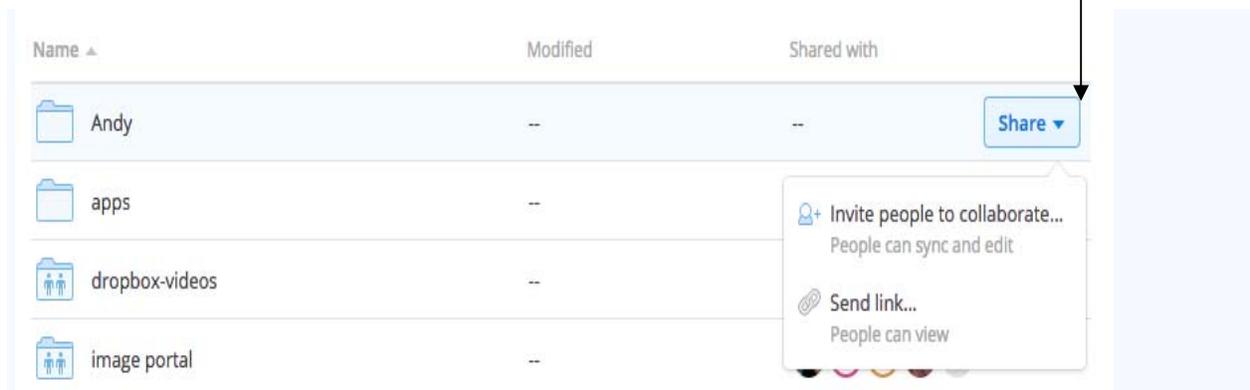
They'll also have the option to download a copy of the file or print a copy of the document.

Share link on Windows

1. Install the Dropbox desktop application on your computer (if you haven't already).
2. Upload the PDF file of the IABS you have created.
3. Right-click the file to open its contextual menu and select **Copy Dropbox link**. The link will be copied and you can immediately paste it anywhere.

Share links using the website

1. Sign in to dropbox.com and find the file or folder you'd like to create a Dropbox link to,
2. Hover your cursor over the file or folder and click the blue **Share** button that appears. ⟶
3. A pop-up window will appear with the link. Copy and paste the link in your email, instant message, blog post, webpage or wherever you'd like people to access it.

| Name ▲	Modified	Shared with	
📁 Andy	--	--	Share ▼
📁 apps	--		👤+ Invite people to collaborate... People can sync and edit
👥 dropbox-videos	--		🔗 Send link... People can view
👥 image portal	--		

In your email message, type the wording:
"in at least 10 point font and labeled "Texas Real Estate Commission Information About Brokerage Services" - then highlight the text just typed and click on the "create hyperlink" tool in Outlook, Gmail etc. For the hyperlink destination, "paste" the copied link from Dropbox.

Google Drive offers you the ability to publicly share files stored on your personal cloud space, on the web. Documents shared publicly can be accessed using their web address (URL) or through a simple search on Google. (Using Google is very similar to the steps in using DropBox)

Connect to Google Drive > My Drive. Right-click on the document or folder you want to make public and click on **Share**:
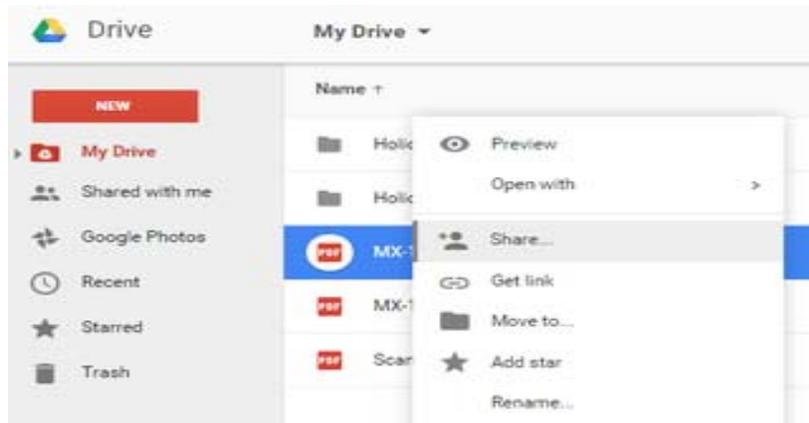
In the menu that opens, click on **Advanced**:
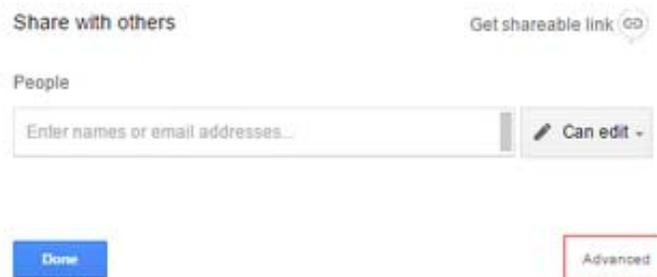
Click on the **Change** button located next to **Anyone** who has the link can view:

Select **Public on the web** - *Anyone on the Internet can find and access. No sign-in required*:

If you want to allow users to edit or add comments to the document, simply click on the **Access** menu and choose between **Can edit** or **Can comment**:

Click on **Save** > **Done**. That's it - the file is now available on the web!