



We all know that one-size solutions do not fit all. With that understanding, MBAI's document preparation (doc prep) service for Maryland Realtors, **mbaiforms™** is built with the flexibility to meet the varying needs of large and small real estate brokers and agents.

mbaiforms™ on the Web provides on-time, anytime, anywhere access to the industry's highest quality, most accurate, and easiest to use doc prep service.

mbaiforms™ provides coherent access to the sometimes dizzying array of documents issued by the Maryland Association of Realtors (MAR), local boards affiliated with the MAR and the Realtor's own in-house documents. REALTORS® can take advantage of **mbaiforms™** product suite to address their needs for listing packages, home sales packages, leases, unimproved land sales packages, exclusive buyer tenant brokerage agreements and other document packages.

This service, available via Internet using only Internet Explorer® and Adobe Reader®, (no additional software to install), allows REALTORS® and agents to manage and prepare all the documents necessary to quickly and successfully close deals.



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**On-Line
Document
Preparation
Systems for
Realtors**
from MBAI

◆ Fast & Easy Contract Documents

The mbaiforms™ service from MB Associates, Inc. provides Real Estate Brokers and agents the fastest and easiest method available for creating contract packages. mbaiforms™ online application is intuitively designed and robustly architected to allow even the most hurried real estate professional to simply and quickly complete and produce the needed documents. You have no need to master the technology of software updates, since there is no software to update.

◆ Contract package Depth & Breadth

MBAI actively maintains awareness of the changes made by boards across the state to keep up with the changing document requirements for contracts. If a document is available from one of the boards or associations whose documents we provide, you can be sure the mbaiforms™ on the Web are up to date. You have no need to master the technology of replacing template forms as the documents are updated. All updates are done by MBAI when updates are made available by the board.

◆ Live Customer Care

MBAI provides technical support during extended business hours. Our highly trained and knowledgeable technical support staff can help you with all your technical product questions. We know what it's like to be left in an On-line Help maze and to be on hold for eternity. We avoid all that with our established attentive and responsive customer service personnel. We'll answer your questions quickly, effectively and efficiently and help you get right back to your business.

◆ Flexible Transaction Package Content

MBAI recognizes that larger real estate firms with multiple offices across Maryland have unique requirements including creating one or two standard sets of approved documents for use in all offices across the state. mbaiforms™ is designed with the flexibility to organize forms packages to meet those needs, providing the REALTOR® the benefits of consistent agent training and reduced complexity and cost.

◆ No Unique Software

Since MBAIFORMS™ DOC PREP SYSTEMS requires no unique software, there is nothing special for a Network Administrator to do to allow the system to work on a local area network. No worries about viruses, phishing, or other problems introduced when installing software.

No forms updates! - MBAI updates forms centrally No software updates! - No unique software to install or update. - Even replace a PC, and continue writing contracts without interruption

Save and re-use your data files to reduce contract preparation time. Need to modify or correct information contract package and you are at a different computer? Open the existing data file, (saved on the mbaiforms server) modify the information and rebuild your document package or any page or pages in it.

Want to use the existing data for another property or another offer? Open the existing data file, save different file name, and make the changes needed. Quick and Easy!

- **Single Entry of Data** - Enter data once and it fills all documents in the package, e.g., buyer name, seller property address, broker name, agent name, etc.
- **Broker/Agent profile library** – save company names, agent names, phone & fax numbers, e-mail addresses, ID's, of yourself and others one time. After that automatically fill all the fields in a contract with the information using a single keystroke.
- **Clause Library** - write your own standard clauses for use in contracts and addenda. Save and reuse as needed with a single keystroke.

- **Auto Complete** - Internet Explorer memorizes data you enter in each field. Start typing and then click you want in the pull down list instead of typing it over again! OR use the mbaiforms™ unique single save and retrieve function!
- **E-Mail completed documents and document packages** – The .pdf (Adobe®) documents generated by mbaiforms™ can be sent as an attachment using your current email software, no matter which email you use. Your document package is a “locked” Adobe® file. The recipient cannot modify the document. Mail for high quality printing and avoid fax “shrinkage”.

OPTIONS:

- add your logo to document packages.
- add a contract summary sheet for internal use and/or for customer presentations.
- integrate mbaiforms™ with your MLS system to automatically fill data fields in the contract packages accessing the data in the MLS database.
- include a Table of Contents with or without automatic page numbers for the document package.
- provide documents in multiple languages. MBAI can work with you to generate the documents

INTEGRATE:

The documents generated by mbaiforms™ can be imported into tablet PC software, such as Real Estate Dashboard™ by VREO®, to allow clients to sign contracts directly on your PC.

Integrate with electronic signature software
Integrate with transaction management systems such as Settlement Express® and other systems

TERMS

Individual or Corporate Annual Subscriptions include;

- All forms available all the time.
- All board issued updates, modifications and deletions
- Telephone and e-mail technical support
- Corporate subscriptions include on-site training for agents

TRAINING AND DOCUMENTATION

Telephone Walk Through - all subscribers can call for a “walk through” to insure that they can use the system... as many times as needed.

- Documentation - Always available on web!
- Fast Start Manual -User Reference Manual
- Frequently Asked Questions - Update Notices

To contact us,
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MBAI has been providing document preparation systems and template forms implementation services for Realtors, Loan Originators, Settlement Offices, Banks, Insurance Companies and others since 1992. Clients range from large firms to individual agents. References available on request.

MB ASSOCIATES, INC. IS A MAR AFFILIATE MEMBER AS WELL AS AN AFFILIATE MEMBER OF SEVERAL LOCAL BOARDS (*)

MAR Local Board On-line Forms Distribution program - Participating Realtor Associations.

Anne Arundel County Association
Carroll County
Cecil County Board
*Frederick County
*Greater Baltimore Board of Realtors
*Greater Capital Area Association of Realtors
Harford County Association of Realtors
Howard County Association of Realtors
Pen-Mar Regional Association
*Prince George's County Association
Southern Maryland Association