

The Real Estate Journal

A quarterly publication of the Real Estate Board/Commission of Strata Corporations



Valuations and Appraisals Committee Established to Guide Board



“My historic experience is that end users of valuation services, including banks are usually unwilling to make written complaints, so what the industry hears of are anecdotal

Eric Allen
Director of Land Valuation,
The National Land Agency

The Real Estate Board has established a Valuations and Appraisals Committee, to, among other things, review and investigate complaints against valuers licenced by the Board. Its objective is to restore and assist in preserving the integrity, professional standards, and ethics of the appraisal industry. It will also meet to hear complaints in determining whether or not the conduct of a valuation exercise was in keeping with international best practices, and determine the appropriate remedies to be taken.

The five-member committee is chaired by Eric Allen, Director of Land Valuation at the National Land Agency. It also includes the Chairman of the Board of the Directors, the Chief Executive Officer, a representative of the Real Estate Board and at least two

executive members of the Association of Land Economy and Valuation Surveyors (ALEVS).

Mr. Allen noted that the need for such a Committee did not arise out of any raft of complaints against valuers. “My historic experience is that end users of valuation services, including banks are usually unwilling to make written complaints, so what the industry hears of, are anecdotal offences,” the Committee Chairman asserted. For their part, valuers contend that they are often subjected to unsolicited requests from end users, to alter valuations to suit prospective purchasers.

In speaking to the kind of impact or long-term vision for the committee, Mr. Allen said, “I think [our] efforts should have a long-term goal of improving the competence and ethics of valuers. This can be

achieved by employing a multi-pronged strategy, focusing on encouraging the use and adoption of international standards, through Continuous Professional Development courses and workshops. The regulatory component can focus on recommending appropriate actions against valuers who have failed to uphold professional and/or ethical standards.”

Banks and lending agencies are required by law to use the services of a valuer licenced with the Real Estate Board, where the property is located in Jamaica. Valuation is one of six specialized areas in which real dealers may be licenced to provide services, the dealer having acquired the necessary academic and professional qualifications in the area.

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REAL ESTATE Could be this funny!



Sandra Garrick

CEO's MESSAGE

We are a little over a year into a global Pandemic. This time last year, we were in a similar position as an organisation, but what is different is that at this point I believe we have adjusted to remote and contact-less operations. In the midst of a government-mandated work-from-home Order, our services remained very much accessible, even where the mode of delivery had been altered. We thank you for your patience and cooperation that allowed us to evolve and improve our processes.

As most of you are well aware, we are in the midst of one of the busiest periods for the organisation, with renewal fees due for practitioners as well as Annual Returns for Strata Corporations. We therefore continue to thank those who have adjusted and adopted to our new *modus operandi*, especially with regard to the use of our Client Portal. This has undoubtedly made a marked difference to your ability to meet the deadline in a safe and efficient manner. You are reminded that the Portal should also be used for the registration of Continuing Professional Development (CPD) Courses. We have set new dates for the month of April for a slate of CPD courses for those practitioners who were not able to participate in them before. The

dates can be seen on page 4 of this publication.

Come next month, we will be reminding the general public and our stakeholders to be mindful of only engaging the services of real estate practitioners who are duly registered and licensed by the Board. We will further encourage persons to check our website to verify a practitioner's status accordingly. Therefore, please ensure that you have completed all required CPDs, submitted a current employment letter, and/or paid the relevant licence fee in full or for the half-year. This will avoid any potential embarrassment or anxiety at that time.

Our strata corporations are reminded that they are now legally able to hold General Meetings virtually, as indicated via email and in the print media. As such, corporations have no reason for not holding its meetings, as this is an important part of the management and administration of the corporation. It will also ensure that proprietors have an opportunity to vote on important issues and be a part of the process of effective management.

As usual, I use this platform to thank you for your continued support and cooperation during the course of the financial year. We also remind you that we welcome your direct feedback on any issues or concerns so we may address them promptly.

Valuations and Appraisals Committee Established

- Continued from page 1 -

Mr. Allen also believes that the committee will assist in raising and maintaining public confidence in valuers, both among the general public and in the secured lending space, as a critical part of a properly functioning property market.

The Real Estate Board has very broad powers under various sections of the Real Estate (Dealers and Developers) Act and its accompanying Code of Ethics (Regulations), to mete out discipline for a range of offences by the persons it licences.

According to its Terms of Reference, the Chairman of the Valuations and Appraisals Committee is to provide the Board with an annual summary report of the Committee's activities during the year, and a written summation of the findings as well as the decisions and recommendations arising from a hearing.

The Committee held its first meeting on March 10 and is expected to meet as often as necessary to deal with matters before it.



The Real Estate Journal

TIMESHARE

JAMAICA

...own a small piece of paradise



The Real Estate Board has responsibility for determining all applications for Timeshare licences in Jamaica.

Contact us to be licenced today.

info@reb.gov.jm | 876-926-9748/9 | <http://timeshare.reb.gov.jm>

New CONTINUING PROFESSIONAL DEVELOPMENT (CPD) Course Dates APRIL 2021



GoAML (for Dealers)

Wed. April 21

GoAML (for Salesmen)

**Thurs. April 29
10:00-11:30am**



**The Real Estate
(Dealers & Developers) Act**

**Tues. April 27
4:00-6:00pm**



**Common Issues in the
Real Estate Industry**

**Thurs. April 28
5:00-7:00pm**



**The Terrorism
Prevention Act**

**Thurs. April 29
5:00-7:00pm**

 **zoom**
Courses facilitated via Zoom



Registration done via the Client Portal at clientportal.reb.gov.jm/
Each course provides two hours towards CPD requirements
All Courses are **mandatory** for both Dealers & Salesmen

Hard Deadline of April 1 for Licence Fees



With the April 1 deadline here, the Real Estate Board is once again reminding persons that the date is in fact a hard deadline for the payment of licence fees. This means that anyone who practices thereafter without a renewal, is practicing without a licence.

It has become standard practice for a number of practitioners to take the entire months of April and September as the payment or licencing period, while still practicing during those months and making payment at some point therein.

The Real Estate Board allows dealers and salesmen to pay the annual licence fee in two instalments, by April 1 and September 1. The April 1 fee covers the period April 1 to August 31, with the second half due September 1, covering the period September 1 - March 31.

"The fact is the full licencing period runs for one (financial) year and expires on March 31. As per Section 10 (1) of the Real Estate Dealers and Developers Act, anyone who conducts business without a valid licence does so illegally. If someone practices after that deadline, prior to having paid for a new licence, any transaction done in that period, would be considered illegal, Mrs Garrick noted.

The Board currently allows practitioners a 30-day (grace) period within which to pay their licence fee in the months of April and September, without attracting a penalty. That penalty is 50 percent of the half year

licence fee or \$5,500 in the case of salesmen, and \$11,000 for Dealers. Developers and required to pay the full amount by April 30th.

Mrs Garrick warned that if a transaction becomes a legal issue, which would bring that practitioner or transaction under scrutiny, the fact that that the salesman or dealer may not have renewed his or her licence at the time, may result in criminal charges being brought for practicing without a licence, in addition to the risks related to the transaction itself.

This was seen in a high-profile real estate fraud case, a couple years ago, involving a long standing real estate dealer, when upon further investigation, the transaction at the heart of the case was found to have taken place during a period where she was not licenced to practice.

Commenting on the issue Mrs. Garrick pointed out "Recent indications are that our practitioners are still not aware of this fact, despite our best efforts. While the Board would not be against extending leniency in such a situation (where someone practices within that 30 days window without payment), we cannot guarantee that the courts or prosecutors will be as lenient in their approach".

She also noted that the use of the online Client Portal, where transactions can be done using any Visa or MasterCard card, should also make payment much simpler for practitioners and it has made processing of said payments easier for the Board.



DO NOT ENGAGE WITH UNLICENSED REAL ESTATE PROFESSIONALS!

The public is reminded to only engage the services of real estate professionals (Dealers, Developers and Salesman) duly licensed with the Real Estate Board. By law, a person shall not engage in the practice of real estate business or in any branch of such practice, unless he or she is the holder of a valid license issued by the Board - **The Real Estate (Dealers and Developers) Act, S. 10 (1).**

BENEFITS

- Confidence in knowing that the particular dealer or salesman has the necessary training and qualification from the Board (or a Board approved institution), and therefore has the skills and competence to offer professional and competent service.
- Licenced real estate professionals are bound by and monitored according to, an explicit set of legislative requirements, as well as a strict Code of Ethics (Regulations)
- The Board has an established complaints mechanism for reporting (alleged) cases of professional misconduct. The Board also has the legislative power to take punitive measures where it deems necessary,
- including suspension or cancellation of a license, or reporting a matter to the police.
- Clients have the peace of mind in knowing that their investment is (partially) protected in cases of advanced or pre-payment contracts to Developers for land or units. The Board also monitors such payments by virtue of its Trust Account requirements, and by lodging an interest on a title where necessary.
- Licenced professionals are monitored according to Anti-Money Laundering requirements to eliminate/limit the likelihood that the industry become tainted by illicit money laundering activity.

Before entering into a business relationship with a real estate professional:

- Ask to see a current licence provided by the Real Estate Board
- Visit and conduct a query on the Member Search section of the Board's website
- Contact the Board by phone or email and provide the name of any professional



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SUPREME COURT GRANTS APPROVAL FOR VIRTUAL MEETINGS BY STRATA CORPORATIONS



The Order further holds that the use of online video conference application is practicable and allows proprietors access to see and hear proceedings, ask questions and to vote electronically similar to the traditional means of voting at a General Meeting.

The Supreme Court has granted approval for strata corporations to hold their General Meetings online via video conferencing, in light of the prevailing restriction on physical attendance to events brought about by the COVID-19 Pandemic.

This is a further interpretation of By-Law number 10 in the First Schedule of the Registration (Strata Titles) Act, with the requirement to vote “present in person” to include participating “in person” by electronic means. The Supreme Court made its Order on February 16, after an application on the matter by the Commission of Strata Corporations.

The Order further holds that the use of online video conference application is practicable and allows proprietors access to see and hear proceedings, ask questions and to vote electronically similar to the traditional means of voting at a General Meeting. Online Meeting platforms such as Zoom, have become popular meeting platforms since the onset of pandemic in March last year.

A combination of persons physically present and persons appearing by online video conference is also acceptable and corporations may proceed once a quorum has been attained. The Application was first made by the Commission late last year. The Commission of Strata Corporations is the government regulator of strata corporations in Jamaica. Its duties include, to: monitor, regulate and supervise corporations; maintain a register of such corporations, facilitate the resolution of disputes, and enforce by-laws.

Strata Corporations, commonly apartments and townhouses, are so registered at the Office of Titles under the Registration of Titles Act. In this arrangement

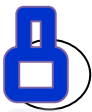
owners or proprietors will own the inner portion of their units while everything outside of these units is considered common property, with a monthly maintenance fee applied for its upkeep.

Each proprietor is entitled to vote at an Annual General Meeting (AGM) or Extra Ordinary General Meeting (EGM) providing all fees are paid up. Two important decisions which are usually taken at Annual General meetings include:

1. The setting of the amount of maintenance contribution which is determined by the budgeted expenses of the corporation and passed at the Meeting; and
2. The election of the Executive Committee of the corporation (three to nine proprietors) to oversee the management and administration of the property.

A proprietor may also exercise his or her right to vote if absent from the meeting by the appointment of a proxy.

Chief Executive Officer of the Commission of Strata Corporations, Sandra Garrick, praised the decision, saying it was a logical and practical path forward. “The Commission sees this as a good decision for the administration of the affairs of strata corporations. It will allow corporations to continue to manage their affairs in a timely manner, as these meetings are key to the collaborative efforts of proprietors and the effective management by executive committees.”



Growth In Construction Industry

The Planning Institute of Jamaica (PIOJ) said growth of 6.2 per cent is expected in the construction industry for the October to December 2020 quarter.

Finance and Public Service Minister, Dr. the Hon. Nigel Clarke, who opened the 2021/22 Budget Debate in the House of Representatives, on March 9, said during April to June 2020, construction declined by 14.5 per cent, but grew by seven per cent in the July to September 2020 quarter.

"The construction sector is growing despite the COVID-19 pandemic. This growth is a reflection of the belief of those builders and developers that this, too, shall pass, and that there is a brighter future ahead for Jamaica," he said.

Dr. Clarke said central bank modernisation, inclusive of the policy shift to inflation targeting, provided the space for interest rates to be reduced 10 times to record lows.

This, he said, allowed builders and developers the ability to access the capital needed, at attractive prices, to fuel construction.

In addition, the reduction and abolishment of transaction taxes on real estate provided a further boost to development.

Dr. Clarke said with the exception of the construction sector, which showed modest growth for 2020/21, all sectors of the economy have declined during the 2020/21 fiscal year.

The Finance Minister said the PIOJ expects the economy to contract by approximately 12 per cent this fiscal year ending March 31, 2021.

For calendar year 2020 – January to December – the economy is expected to contract by 10 per cent, as compared with the prior period of January to December 2019.

"The economic decline in 2020/21 was driven by a massive 70 per cent contraction in the tourist industry," he said.



Minister of Finance and the Public Service, Dr. the Hon. Nigel Clarke, opens the 2021/22 Budget Debate in the House of Representatives on March 9.

NHT Plans To Invest \$57.7 Billion On Housing Solutions

The National Housing Trust (NHT) plans to invest \$57.7 billion to facilitate commencement of 8,513 housing solutions and completion of 7,043 units by March 31, 2022.

The information is contained in the Jamaica Public Bodies Estimates of Revenue and Expenditure for the year ending March 2022.

The NHT's plans include, the commencement of construction on units in Albion, St. Thomas and Point, Hanover under the Guaranteed Purchase Programme, as well as solutions at Mount Nelson, Manchester; Fontabelle, Westmoreland; and Rasta City, Kingston.

Additionally, the solutions scheduled to be completed include, Colbeck Castle Phase one and two, St. Catherine; Friendship Phase one, St. Elizabeth; and Ruthven Road Phase one, Kingston.

The planned level of capital expenditure includes the disbursement of 12,083 mortgage loans under different programmes, including build on own land, open market, construction, joint mortgage finance and house lot loans.

Meanwhile, the NHT will continue to provide special subsidies and grants amounting to \$1.6 billion. This allocation will include provision for community renewal projects and mortgage subsidy aimed at increasing access to benefits by contributors in the lower income bands.

Also included is the refurbishing of 10 police stations at a cost of \$485 million.

Google doubles down on office space despite the rise in remote work



Google is the latest tech company to commit to more office space despite the ongoing pandemic and the rise of remote work.

Google said it plans to invest more than \$7 billion in offices and data centers in the United States and create at least 10,000 additional full-time jobs this year.

"Coming together in person to collaborate and build community is core to Google's culture, and it will be an important part of our future," CEO Sundar Pichai said in a blog post. "So we continue to make significant investments in our offices around the country."

Google said it will invest more than \$1 billion this year in its home state of California. The company also plans to expand its other offices, including adding thousands of roles in Atlanta, Washington, DC, Chicago and New York.

Google plans to invest \$250 million in New York City this year and will grow its headcount in the city to 14,000 over the next few years, up from 11,000 currently.

Silicon Valley's biggest companies were among the first businesses to tell their employees to work remotely as the coronavirus began spreading in the United States. Now, some of these companies are among the most aggressive in expanding their office footprint.

Last year, Facebook said it would buy a

previously unused corporate headquarters from outdoor retailer REI, even though it plans to shift more of its employees to working from home in the coming years. Facebook CEO Mark Zuckerberg has said that he could see half of Facebook's employees permanently working remotely within the next five to 10 years.

Amazon announced plans to hire 3,500 more workers in various US cities last fall. It said it will expand offices in New York, Dallas, Detroit, Denver, Phoenix and San Diego, resulting in more than 905,000 square feet of additional office space.

Many tech companies have thrived during the pandemic and are adding thousands of workers at a time when other companies are undergoing layoffs or even shutting down. These tech giants can also afford to be more opportunistic in picking up commercial real estate regardless of whether they have longer-term plans for transitioning to more remote work in the future.

Unlike some startups and smaller tech firms that have promised permanent remote work options, Big Tech has spent billions on elaborate offices over the years and may be more reluctant to abandon in-person work after the pandemic ends.



New TV Commercial pushes Client Portal amidst Online Payment drive

The Real Estate Board has launched a new TV spot across local television stations, promoting the use of its online Client Portal payment platform. The advert which started running early March, comes in the midst of the move toward online payment as a means of limiting physical interaction from in-office contact.

The 46-second video clip which was shot in the offices of the Board, encourages persons to avoid long lines, or the need to await payment verification when using third party payment options such as bank transfers, by using this singular one-stop platform. It further explains that in addition to paying annual licence's fees, clients can use the portal to register and pay for Continuing Professional Development courses, and receive immediate approval with the relevant course link.

"We thought the information was best communicated directly and succinctly, which is why we used this format of speaking directly to our audience," explained Marketing Manager, Damian Wilson, in discussing the treatment of the commercial. "The value of using the Portal as the primary payment method for clients is undeniable so we thought it best to just say what it is and what it can do, in a very simple way," he emphasized.

The organization mandated online payments between March 4-22, when the government instituted a work-from-home Order for the public sector. While other methods of online payments such as direct deposits are still accepted, the Board is recommending use of its Client Portal for the payment of annual licence fees and penalties - using any (debit or credit) Visa or MasterCard. Real Estate dealers and salesmen are required to pay annual licensing fees in full, or in half-year instalments: the first half by April 30 and second by September 30.

In addition to airing on local TV stations CVM and TVJ from early March and throughout April, viewers may also see the video popping into their YouTube in-video streams. The video can also be seen on the organization's various social media platforms.

Chief Executive Officer, Sandra Garrick, explained that the organization anticipated a significant increase in the use of the Portal, as a result of the campaign. "We believe that once clients hear about it, they will be convinced of its value and convenience, and have no trouble adopting it as their payment option of choice," Mrs. Garrick opined. "There is an increased emphasis on contactless service during the pandemic and this is one way of achieving this. We do expect to see a significant increase in its use between now and April 30" Mrs. Garrick concluded.



Payment Portal

☐ Remember Me

[Forgot Your Password?](#)

[Create an Account!](#)

THINGS TO REMEMBER ABOUT USING THE CLIENT PORTAL

- ✓ If you have not yet done so, you will need to begin by clicking the "Create an Account" link at the landing page.
- ✓ You can make multiple payments; including payments for other persons, in a single check-out process.
- ✓ Your licence number will be required for processing in most cases.
- ✓ Even when paying via a third party method i.e. bank transfer, bank deposit, Scotia or NCB Bill Payment, you should upload the proof of payment to the Portal
- ✓ Proof of payment may include a pdf or image (JPEG, PNG etc) of bank stubs and screen-shot of online confirmation.
- ✓ There will be a set time for the completion of a course registration. This will be indicated in red, at the beginning of the form. On time-out, the registration will be removed and you will be required to start again.
- ✓ If your payment is declined, and you are still inside your timer window, you will not be required to make a new registration, simply re-attempt payment on the order.
- ✓ After the completing of a transaction, you will receive a confirmation email.
- ✓ You do not have to email with proof of payment or submit anything further to the Board when using the Portal (only) to make a transaction



CRESFROID BROWN
Manager (Acting)
Real Estate Board Inspectorate

Who was your favourite teacher in high school and why?

Sir Keith Noel, former principal and English literature teacher at the most prestigious high school in Jamaica, the incomparable St. Jago High School. Mr. Noel is one who believes that you should strive to be # 1 in every sense of the word, in all your endeavours and approach life from a balanced perspective in the arts, sports and the academia. He epitomized the mantra that no man is an island and that we should all strive to work together as one.

What was your favourite subject in school?

Geography, as I was always fascinated with meteorology, geology, environmental management, volcanoes, earthquakes, tsunamis, twisters, hurricanes, geysers and canyons.

Explain your job and what the average work day looks like?

I have been the Acting Manager of The Inspectorate of the Real Estate Board for about a year and a half now while being involved in the real estate industry for approximately fifteen years. I work with a very dynamic

team in an industry that's always evolving. The Inspectorate Department plays a pivotal role in the registration process of applicants, providing general information to our clients (dealers, developers, salesman, financiers, purchasers, proprietors, attorneys, architect, quantity surveyors, land surveyors other approval and regulatory agencies, statutory bodies, ministries and departments , vetting of applications for waivers, dormancy, attachment, discharge/consent of mortgage, amendments, cancellation, monitoring of real estate practitioners (dealers, salesman) for AML and TPA compliance and real estate developers, conducting investigations and addressing complaints, ensuring purchasers interests are protected. An average workday would involve liaising with the public, providing direction and assistance within our department in executing our functions and working with other MDA and statutory bodies.

What's your favourite fast food chain or restaurant?

Once you have good curry, I am right there instantly, even before you can finish saying the word. I do not have one favourite curry spot as there are too many to choose from islandwide and consistency is a key factor. So I tend to fluctuate between curry restaurants specifically in Clarendon, Manchester, St. Catherine and St. Andrew.

What is your favourite movie?

Star Wars - all the episodes. As these movies transcends what we thought we knew of how the world, galaxy or the frontier should look like and operate.

What three items would you take with you on a deserted island?

I will walk with my iPod to play a few gospel and reggae songs that reminds me of home and the good "ole" days. Although the battery life is limited every ounce would have to count A few books to remind me of sweet Jamaica that I would miss dearly such as Escape to Last Man Peak, Old Story Time and Smile Orange, as no place no nice like "yaad". Last but certainly not the least some good curry - as much as I can carry.

Who is the most intelligent person you know?

My mother, as she is my first teacher and I am still learning from her. Her areas of expertise are limitless and a true jill of all trades. I would never be able to repay her within and beyond this lifetime.

What are your hobbies or how do you like to spend your free time?

Listening to live retro music between 1960's to the 1990's namely rock steady, lovers rock, souls, disco

[cont'd from previous page]

and going to watch classic movies such as Star Wars, Lord of the Rings, Moses, Terminator, Harder They Come and Ben Hur.

If you were a superhero what superpowers would you have?

Easily Superman's hands down. Superhuman strength, capability and the ability to fly would be a plus in trying to protect this world especially in these difficult times.

Where or what country have you not yet visited that you are most looking forward to?

Fiji Islands. True definition of beauty in its natural state.

What kind of music do you listen to and who is your favorite artist or artists?

Where should I start. I have a very large collection of music across different genres. If we are keeping it local: rocksteady and lovers rock is high priority on the list with Hugh Beresford Hammond, Alton Ellis and Dennis Emmanuel Brown. Internationally, souls and R&B is the way to go and the singers would have to be Whitney Houston, Celine Dion, Patti LaBelle, Aretha Franklin, Tom Jones, Peabo Bryson, Ben E. King, Teddy Prendergast, Barry White, Luther Vandross and Marvin Gaye.

What is something that a lot of people are interested in that you don't get the point of?

Attaining material wealth at the any expense and not willing to share their wealth.

What are your favourite childhood memories?

Going to the Rio Cobre river in the summers as a child as it was much safer to do so. Also, protection of our youth was of the utmost importance and all the elders in the community could correct any child in the community once they are doing something that is wrong.

What lifestyle change have you been meaning to make for some time now?

A complete change to my health regime as this is synonymous with true wealth. More regular medical check ups, sticking to my nutrition plan, exercising and resting.

Which websites do you visit most often and why?

YouTube. As it is one of the most educational sites to visit to get information in wide cross-section of areas.

What is the best piece of advice you've ever gotten?

Ensure that you are driven by your passion in whatever you are doing as it is more rewarding in the long term. This should apply to both your professional and personal life.



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Landing Your Dream Job



Gail Dandy Newell
Human Resource Specialist

Throughout my years doing recruitment, I have milled through thousands of resumes and seen countless candidates. In the process of doing so, I have found some gaps in either the application or interview process which negatively affects candidates' likelihood of being selected. I hereby share some advice based on my experience, which I believe will be helpful at improving the changes of job-seekers.

Show conscientiousness in preparing your application by ensuring that your cover letter and resume looks professional. It usually helps if you call ahead and ask for the name and position of the person to receive the application so you may address it appropriately.

As a part of professionalism, you should ensure that you check your spelling and grammar. If you are not the best writer, ask someone who writes well to assist you. Grammatical errors show as poor communication skills, or lack of effort to ensure you cross check your application.

It is very important to get the name of the company right in your application, and apply for the correct job. Countless candidates sometimes use a generic letter and copy and paste, forgetting to make amendments.

Follow the instructions in the job advertisement. If they say submit in person or via e-mail, follow this strictly. Deviating from the requirements communicates to a recruiter that you do not follow basic instructions.

Ensure that you include your contact number and e-mail address. This may seem simplistic but there are some candidates who are in a rush, and they forget to put include their necessary contact details. You should also put a number for a family member or close friend in the event that you are unreachable by phone.

Once you have made your application, follow-up with a friendly phone call or e-mail to enquire whether it was received. It is a good time to make contact with the

recruiter and express your interest in the job. Recruiters remember pleasant people who called to enquire – your call shows that you are an interested candidate.

Once you have landed your job interview, you should prepare yourself fully. Ask for a job description for the post so you can know exactly what the job requirements are. Again, asking for a job description shows that you are interested. Not all companies will disclose a job description, but they may be able to point you to resource material for your research.

Be prepared – ask the recruiter if there are any assessments or psychometrics tests which you will be required to undergo. Always bring an updated copy of your resume with you, and also your pencil and pen as you may be required to complete forms prior to your interview.

The most important thing you can do for your interview is **'know the background of the company'**. You must know their mission, vision and what their products and services are. You can look for newspaper articles or annual reports online to learn about their current projects, strategies, competitive advantage, and their leadership team – and you should actually speak about this in your interview. It is always impressive when a candidate has an awareness of the organization.

If during the interview you realize that the job you applied for is not a good fit for you, tell the truth. The interview panel is looking for the best fit and may be able to offer you something else in the future more in keeping with your abilities. Do not take a job you know you are not going to be happy in. Eventually, you will become depressed/disengaged and your new organization will see the effects and become frustrated.

If you are a person that has trouble doing interviews, practice mock interviews before the real interview. Ask a friend to help you simulate the interview exercise. You will find that the practice eases your nerves.

Continued on the next page



The Real Estate Training Institute 2021 Pre-Licensing Course Schedule

The Real Estate Training Institute
1 Surbiton Road, Kingston 10
876-633-1292, 876-350-6761

Pre-Licensing Course for Salesmen

February 1 - March 5
FULL TIME
Mondays-Fridays
9:00 am-6:00 pm

February 8 - April 9
EVENINGS & 3 FULL DAYS
Mondays-Thursdays
5:30 pm-8:45 pm
Full days: Feb 26, Mar 12 &
April 9

April 6 - May 7
FULL TIME
Mondays-Fridays
9:00 am-6:00 pm

May 3 - June 25
EVENINGS & 3 FULL DAYS
Mondays-Thursdays
5:30 pm-8:45 pm
Full days: May 7,
June 4 & 25

July 5 - August 5
FULL TIME
Mondays-Fridays
9:00 am-6:00 pm

September 1 - November 26
DAY RELEASE
Every Wednesday
9:00 am-6:00 pm
Four Full Tuesdays
Full days: Sept 7, 21,

October 19 - December 17
EVENINGS & 3 FULL DAYS
Mondays-Thursdays
5:30pm-8:45pm
Full days: Oct 29, Nov 12 & 26

Pre-Licensing Course for Property Management

March 18 - May 14
Every Thursday (Mar 18-May 6)
Full Week May 10-14
9:00am-6:00pm

Courses are contingent on receiving the minimum number of applicants to proceed.
Applicants are processed on a first come, first serve basis

For additional information including: Application Deadline, Interview Dates, Registration Deadline
& Exam Dates Visit the Courses section of our website @ www.reb.gov.jm

DREAM JOB....Continued from previous page

Most importantly, remember that the panelists are just like you. They are interested in meeting you and were impressed enough to contact you based on your resume and they are in need of a good candidate.

Interviews will take a tone depending on that the panel is looking for. If you feel stressed, do not lose focus. It is possible that you are being asked thought provoking questions because the panel is testing your stress response and critical thinking. Do not lose your composure - remain focused and show them how

poised you are for that job.

Once you have completed your interview, ensure to follow up with a thank you note to the interviewers. This is a sure way to be remembered.

In closing, let us talk about your mindset in the application and interview process. **You must begin with the premise that you are confident and capable of doing the job.** See yourself doing well in the interview and cultivate a "winner" mentality. Go to your interview with the expressed intention of being your best self. yourself and be open to growth.

Who Knew REAL ESTATE Could Be this Funny??

Celebrities: "guys, we're all in this together, if I can stay home so can you"

Their home:

@official.agnew



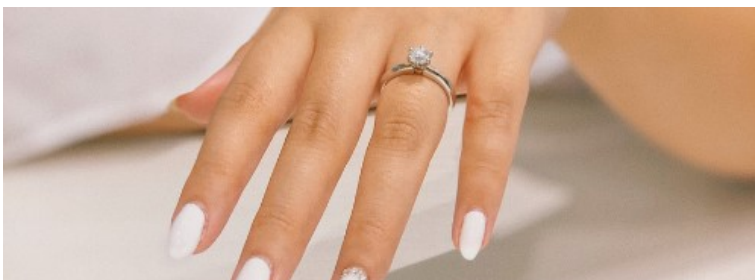
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glasbergen.com



'We're always on the go, so we don't need a fancy kitchen.
Do you have anything with a food court?'

ENGAGEMENT RING

I'm getting married to a top producing Realtor tomorrow. He's so dreamy. Check out the diamond engagement ring he sold me.



You can't trust real estate developers. *They're always busy with plots and schemes.*

I want to get my real estate license and never ever ever tell anyone...*That way I can be a secret agent.*

Why did the real estate agent buy a skateboard?
So they could flip it.

OLD HOUSE

A man wants to buy an old house, but is unsure whether he should. *He says to the real estate agent "My friend said that people have died here many times... is this true?"*
The real estate agent replies "no. people here only die once. not many times."

