



**DENVER METRO**  
ASSOCIATION OF REALTORS®

# Quarterly Member Report

2025 Q2 Report: April 1 - June 30



# Real Estate Broker Advisory: Transaction File Checklist Update

To better assist Colorado licensed real estate brokers and consumers, the Division of Real Estate recently updated the Transaction File Checklist. This important document is posted on the Division's website and can be located at the hyperlink below this article. As noted on the Transaction File Checklist, and as discussed in the Colorado Real Estate Manual, records of licensed brokerage activity must be retained for four (4) years beginning from the consummation date of the transaction or the expiration date of any listing contracts that do not consummate, in accordance with §12-10-217(1)(k), C.R.S. (Failing to Maintain Records), and Commission Rule 6.20 (Transaction File Requirements). Additionally, Commission Rule 5.21 (Production of Documents and Records) requires any licensee to produce for inspection by the Commission any document or record as may be reasonably necessary for investigation or audit in the enforcement of the Commission statutes and rules.

The Transaction File Checklist is a non-exhaustive list of common records to retain in a broker's transaction file, including property management files. Not all of the documents listed in the Transaction File Checklist may be applicable to a particular transaction, but if a document was used during the transaction, it must be maintained in the transaction file. Also, there may be additional documents not included on this list that are appropriate for use in a particular transaction; such documents must be maintained if used.

Changes to the Transaction File Checklist:

In the most recent revision, the following changes were made to the Transaction File Checklist:

- The Transaction File Checklist is now a fillable .pdf
- Several Sales Files checklist items were added:
  - Definitions of Working Relationships
  - Inspection Report
  - Residential Addendum to Contract to Buy and Sell Real Estate
  - Title-Related Objection Notice
  - Appraised Value Objection Notice
  - Appraised Value Objection Notice Withdrawal
  - Personal Property Agreement
  - Extension or Termination of Contract
- Other Sales Files checklist items were removed:
  - Seller Warning (applicable to foreclosures)
  - Seller Authorization (related to short sales – if applicable)
- For Property Management checklist items, the following were added:
  - Tenant Applications for Executed Lease or Rental Occupancy Agreements
  - Radon Disclosures

# Q2 Highlights

## APRIL

- We hosted a DMAR Town Hall Membership Meeting on April 14<sup>th</sup> to give members the opportunity to connect with leadership and get the latest Association updates.
- DMAR hosted its 47<sup>th</sup> Denver Metro Association of Realtors® Excellence Awards event on April 17, 2025, with winners across 16 different categories, including individual, partnerships, teams, office, projects and special recognition.
- DMAR raised \$7,859 for RPAC at this year's Excellence Awards
- On April 29<sup>th</sup>, our YPN hosted an event called "Mastering Your Open House" in Downtown Denver at Mile High Spirits with Jenny Usaj as the presenter.

## MAY

- Starting May 1st, CE courses became FREE year-round for DMAR members with the help of our new PEAK Sponsor, REcolorado.
- Our Realtor® Toolbelt on May 6<sup>th</sup> gave our Realtor® and Industry Partners a chance to network with each other and attend a class on Property Taxes from Jerad Larkin.
- In May, we announced that DMAR HQ rental space is now FREE for gatherings fully comprised of DMAR members, and members booking for mixed-member and non-member events receive a discounted rate.

## JUNE

- DMAR introduced an exciting new benefit on June 5<sup>th</sup>, a Free Financial Hotline to help our members access experts from CC Coaching & Consulting, regardless of whether they're seeking advice for business or personal decisions.
- To celebrate Homeownership Month, DMAR's Diversity Alliance Committee hosted a panel called Stronger Communities Through Attainable Housing to facilitate a discussion on how we can work together to make homeownership more attainable.
- Leaders from DMAR attended the NAR Legislative Meetings in Washington, DC to advocate on behalf of our industry and homeownership.
- DMAR raised \$4,150 for RPAC in an online auction.

# Q2 Highlights (continued)

- DMAR launched our new Association Management System, GrowthZone, which will offer members a better, fully integrated Association experience. The new Member Center will be the place to register and pay for events, register for and track CE credits, download exclusive resources like the Market Trends Report, update your profile and connect with other members, manage your dues payments and more.
- DMAR marched with SMDRA at the Pride Parade on June 29<sup>th</sup>, where we promoted the Realtor® brand and our commitment to fair housing.
- The Board of Directors certified their selection for the 2025-2026 Leadership Council: Lisa Nguyen will be our new DMAR President, with Kate Baldwin Wenzel as President-Elect, Cooper Thayer as Treasurer and of course, Mike Bruce as Immediate Past President.

# Spotlight on DMAR's New Free Financial Hotline

## Expert Advice, One Call Away

DMAR is proud to offer our members an important new benefit, a financial hotline hosted by CC Coaching & Consulting. Whether you're seeking advice for business or personal decisions, these experts are a phone call away. Realtors® know a thing or two about the importance of consulting an expert when it comes to important financial matters, so make sure you check out this amazing new tool in your DMAR toolkit.

## Hotline Phone Number: 303-535-3004

Hours of Operation: Monday - Thursday, 8 AM - 3 PM

## Your Financial Confidence Starts Now.

You help your clients make big decisions every day. Now it's your turn to have an expert in your corner. Whether you're growing your business, planning for the future or simply looking for peace of mind, the DMAR Financial Hotline is here to help.

## Examples of Questions You Can Ask

- Are there gaps in my insurance coverage that could put my finances at risk?
- What impact would a major life event (e.g., buying a home, having a child) have on my long-term financial plan?
- How can I make sure my estate plan reflects my current wishes and financial situation?
- What are the potential risks to my financial plan, and how can I prepare for them?
- What strategies can I use to reduce debt while still saving for the future?
- How can I better align my financial goals with my current income and expenses?
- Am I making the most of my employee benefits and retirement plan options?
- How will inflation and market volatility affect my retirement savings over time?
- What steps can I take now to improve my financial security in retirement?
- Do I need to adjust my savings or investment strategy based on changing economic conditions?
- Is my business structured in the most tax-efficient way?
- How can I smooth out cash flow during slow months and still save consistently?
- Am I taking full advantage of tax deductions available to self-employed professionals?
- What retirement plan options make the most sense for a business owner like me — SEP IRA, Solo 401(k), or defined benefit plan?
- and much more!



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