

9<sup>th</sup> March 2010

### **RE: 'EAC Easy Forms' Update**

Further to previous communications, as from 21 March 2010, EAC is back in the business of producing and selling its own suite of printed and electronic real estate forms and agreements. From this date, REINSW forms will not be available through EAC.

As was the case in the past, you can be confident that EAC Easy Forms will provide your office with easy to use quality shortened forms, which are backed by the Co-operative at a cost that easily competes with existing forms in the market. Most importantly, to ensure legal compliance, our forms have undergone legal scrutiny and review by some of the industry's best legal practitioners whom many of you would know.

### **Making the right decision**

In response to numerous inquiries that we have received, to assist you in making the right decision, we have made a simple comparison of the features and benefits of EAC's new eForms and the REINSW service (from published REINSW information), details of which appear on the last page.

In summary, the EAC solution provides:

- Several forms that are not available under the REINSW service
- Ability to brand many of the forms with your logo
- Several features that will greatly reduce the time required to complete forms
- Reduced risk of error through the ability to setup and use several sets of default information in the forms
- More flexibility with subscription options, including a new pay per form model, ideal for small offices.

Be assured that EAC has responded to member and industry feedback and has returned to the market delivering forms and agreements with the features that agents are looking for. For example:

- Simple to use and in some cases half the length of other existing forms in the market
- The simplicity is an added bonus when explaining and completing agreements with clients
- The Co-operative legally backs the EAC Easy Forms (not all providers give this backing)
- EAC Easy Forms include all of the popular residential, rural, business and commercial sales, leasing and property management agreements
- Many other new forms and documents now sourced in the one place for your convenience
- Free product support on our customer service line 1300 137 161 during business hours.

### **Making the eForms change from REINSW**

If you have subscribed to eForms through REINSW and wish to switch to **EAC eForms** and retain your forms data, EAC will, upon proof of your subscription and the take up of a new EAC subscription (prior to the 31st May 2010), honour your subscription with the REINSW up until the date it expires, at no cost. You will be billed for the new EAC subscription on the expiry of your existing REINSW subscription.

Therefore, as an example, if you signed up with the REINSW in December 2009, we will provide you with access at no cost to our new solution for the same term.

To view the new EAC Easy Printed Forms, visit [www.eac.com.au](http://www.eac.com.au) and select the Printed Real Estate Forms option under the Forms and Stationery Menu.

To view the new EAC Easy Online Forms, visit [www.eac.com.au](http://www.eac.com.au) and select the Online Real Estate Forms option under the Forms and Stationery Menu.

If you have any questions concerning the above please do not hesitate to contact us at EAC on 1300 137 161.

Yours sincerely



Dale Whittaker  
Chairman



David Crombie  
Chief Executive Officer

The table below outlines some of the main differences between the two electronic forms solutions based on a review of the two solutions performed on 1<sup>st</sup> March 2010.

Feature	EAC eForms	REI Forms Live
Retention of existing forms information for forms created prior to the 20 <sup>th</sup> March 2010 <sup>i</sup>	Yes	No
Ability to use existing forms information in new forms <sup>ii</sup>	Yes	No
Automatic Population of Office and Licence Information	Yes	Yes
Ability to setup and utilise two sets of Office information under the one account, i.e. one for Sales and one for Property Management	Yes	No
Ability to display your office logo on completed forms	Yes	No
Ability to enter and save default information for each form which is then used for all subsequent versions of that form that are created.	Yes	No
Individual login's for the office and tracking by user.	Yes	No
Ability to transfer forms to another person if the original person leaves	Yes	No
Ability to generate a report on Form Usage by Office	Yes	No
Ability to generate a report on Form Usage by Salesperson	Yes	No
Ability to setup and insert into forms where appropriate saved Co-Agent information and details	Yes	No
Ability to setup and insert into forms where appropriate saved Purchasers Solicitor information and details	Yes	No
Ability to setup and insert into forms where appropriate saved Solicitor information	Yes	No
Ability to setup and insert into forms where appropriate saved Vendor information	Yes	No
Ability to setup and insert into forms where appropriate saved Vendors Solicitor information	Yes	No
Ability to setup and insert into forms where appropriate saved standard clauses	Yes	No
Ability to purchase forms used on a per form basis	Yes	Yes
Ability to purchase forms on an annual subscription basis with a choice of packages	Yes	No
Ability to have eForms packaged into a monthly membership package	Yes	No
Ability to have Form purchases billed to your monthly account <sup>iii</sup>	Yes	No

<sup>i</sup> This includes forms information from prior completed forms, clauses and other sections such as Solicitors, Vendors, etc.

<sup>ii</sup> Where possible, due to differences in the new EAC Forms vs. the existing REINSW forms.

<sup>iii</sup> Where the office is an EAC Member or holds an account with EAC.