

## Avoid Fines from Violating the Telephone Consumer Protection Act (TCPA)

### Why the TCPA matters to you:



You will be **personally liable** for any violations of the TCPA.



Fines can be as much as **\$500 per call or text**, and add up quickly.

### Before making your next call or text:



**DO NOT** use an automated platform vendor to call or text potential customers.

**DO NOT** leave pre-recorded messages.



**Check phone numbers against Do Not Call Lists** prior to making any calls or texting.



**Get prior written consent** before calling or texting a number on the **Do Not Call Lists**.

### TCPA Myths Dispelled

#### Myth 1:

"The TCPA applies to calls, not texts."

**NOT TRUE.** *The TCPA covers both calls and texts.*

#### Myth 2:

"I checked the Do Not Call (DNC) Lists when I got the number; I'm covered."

**NOT TRUE.** *Numbers are added to the DNC Lists all the time. If you haven't recently checked the number against the DNC Lists, you must do so before calling or texting.*

#### Myth 3:

"A friend gave me this person's number, so I don't need to check the DNC Lists."

**NOT TRUE.** *If the person you are going to call or text did not give you the number, you must check the DNC Lists.*

# CENTURY 21<sup>®</sup>

Once you have created your new presentation (see **Presentation Quick Start Guide** for a recap), add multiple comparable properties to your presentation using MoxiPresent®.

HOME | Test\_AH

SUBJECT PROPERTY SEARCH LISTINGS 0 ESTIMATE PAGES 12 VIEW SEND SETTINGS MORE

Presentation Name  
Test\_AH

Copy data from MLS Number (optional)  
Enter MLS number to copy data (Data will not auto-update)  
TIP: Copied MLS data is static and will not automatically update.  
TIP: Use copied MLS data for a quick start and customize it as needed.

Location  
Address Unit #  
City State Zip Code

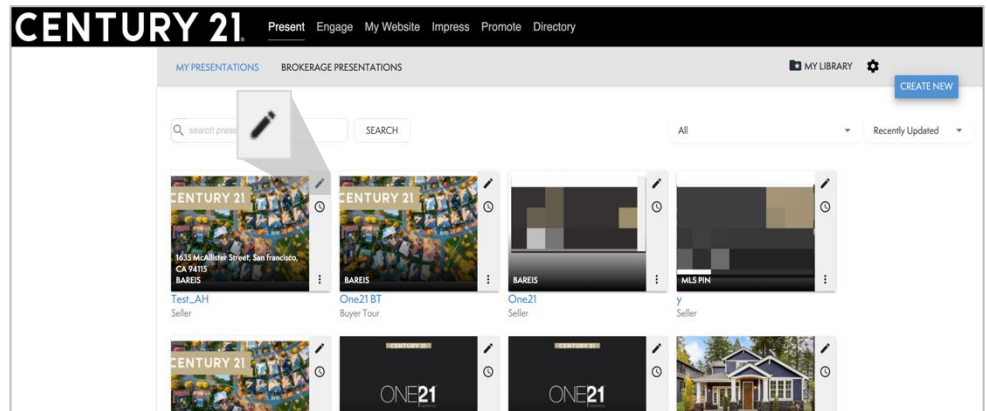
Community Information  
MLS Area Community  
Senior Community Subdivision  
Building Name  
School District  
Elementary School Middle School High School

Subject Property Information  
Property Type Bedrooms Bath SQFT [Total Combined] Lot Size Lot Size Units Lot Dimensions  
Select Property Type Select Property Image  
BROWSE  
Replace with Default Image

If you are in the presentation, you'll start with the **Subject Property** tab.

If you have already exited the presentation, you'll need to access the **Edit** function.

This can be found by clicking the **pencil icon** next to the presentation that you wish to edit, while on the MoxiPresent homepage.



From the **Subject Property** page, you will enter information about your property.

If the subject property has been in the MLS previously, you can enter the historical MLS number to save time. This is a one-time import of information.

Otherwise, fill in the following fields:

- Address
- City
- State
- Zip code

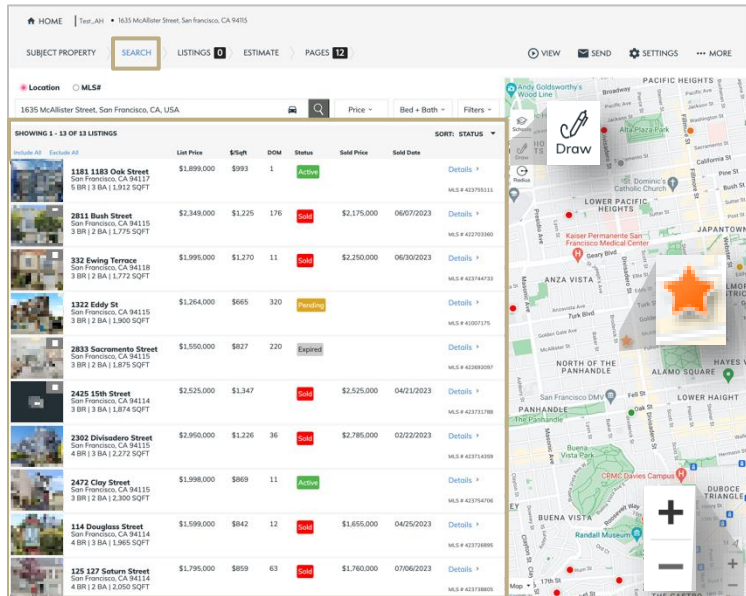
All other fields are optional, but it is recommended to fill in the subject property information to get better property comps. MoxiPresent will automatically perform a search to assist in locating similar properties based on the information entered on this page.

Click **Continue** at the bottom of the screen.

**\*If you choose to make contact by phone or text (i) check phone numbers against the federal DNC registry, any state DNC list and your company DNC list (ii) do NOT use autodialers and (iii) do NOT use artificial voice or pre-recorded messages.**

**\*\*Emails must follow CAN-SPAM rules. You should also check to make sure you follow the Do Not Email/Unsubscribe Requests.**

You will now be on the **Search** tab.



Your subject's property will be at the center of the map, indicated by a star. All comparable properties will be represented with a colored dot on the map. The property details will be listed on the left-hand side of the screen.

- Green: Active Listing
- Red: Sold Listing
- Gold: Pending Listing
- Gray: Canceled Listing

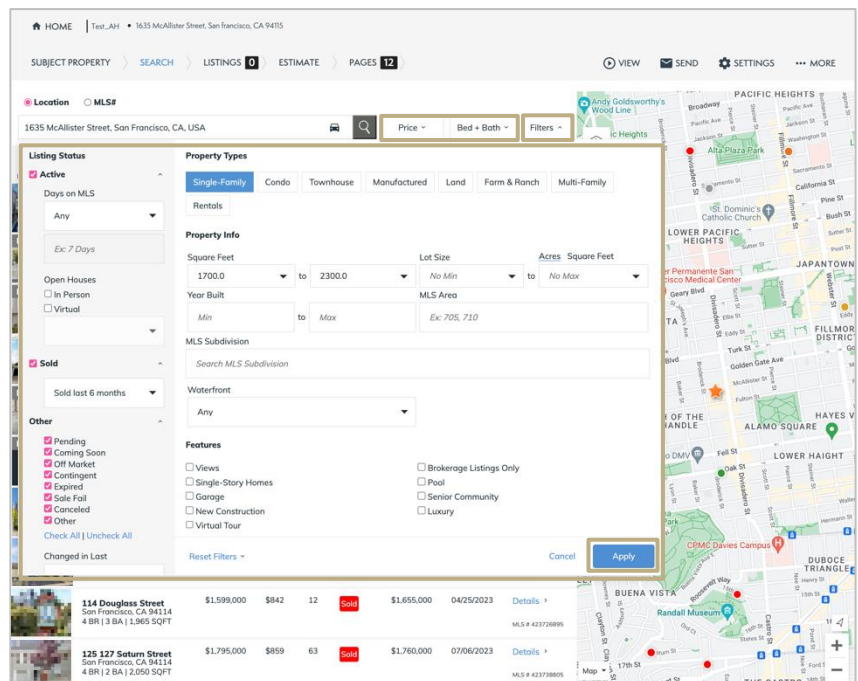
Use the **+** and **-** buttons to zoom in or out of the map.

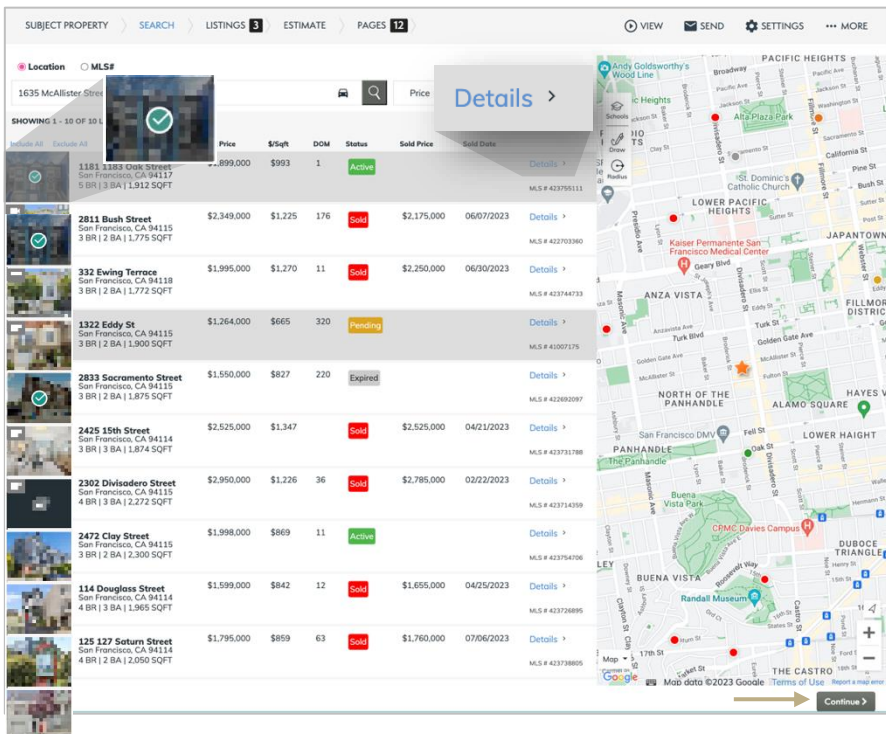
Use the **Draw** tool, to draw a boundary around any neighborhoods that you consider to be comparable.

You can filter by price, bedroom/bathroom count and other property features.

Use the **Filters** drop-down to further refine your property list.

Once you have selected the required property features, click **Apply**.





To add a property, click directly on the property photo. A green check mark will appear on any properties you have selected.

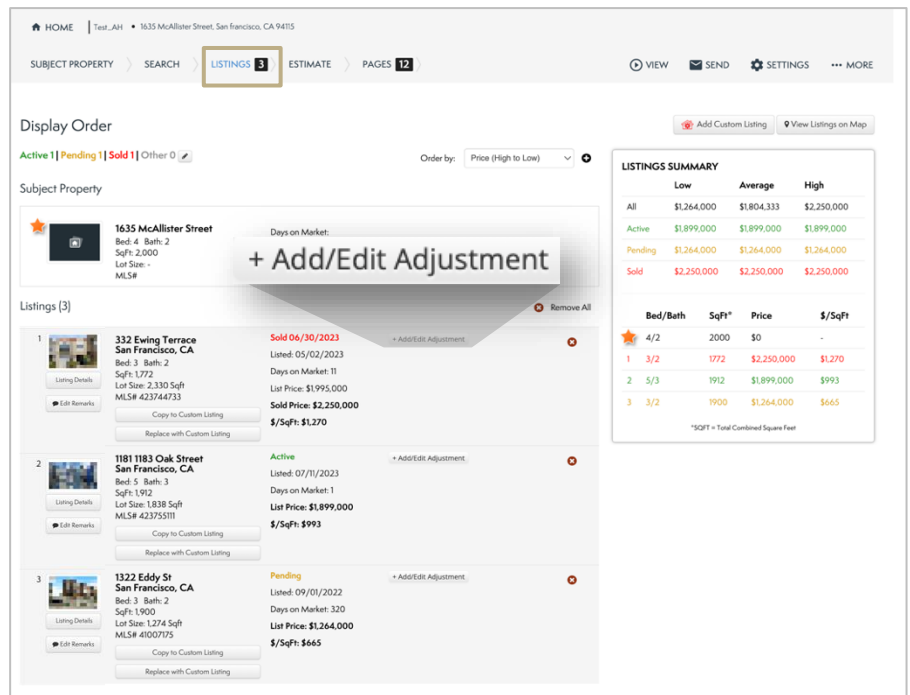
Click **Details** to see more information about a property, before adding it to your list.

Once you have selected your chosen comparable homes, click **Continue** in the lower right of the screen.

Your selected properties now appear on the **Listings** page.

You have the option to click **Add Adjustment** for any of your selected properties.

Adjustments are used to make a selected listing more comparable to the subject property. Adjustments can be added to account for a difference in number of bathrooms/bedrooms, recent remodels, or other factors that change the value of a property.



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### ADD/EDIT price adjustment for listing 1

Adjust the property price for listing #1: 332 Ewing Terrace, San Francisco, CA

Name of Adjustment

Ex. New Roof

Amount: + or -

+ ADD

CANCEL

CONFIRM

Enter the **Name of Adjustment**. You will adjust the comp to the subject property. When the subject property is better, add the adjustment amount. When the comp is better, subtract the adjustment amount.

Click **Confirm**.

You can delete any property by clicking the red **X** button to the right of the property.

You can also change the order that the properties will appear, by selecting from the **Order By** drop-down menu.

Confirm all changes by clicking the **Continue** button at the bottom right of the screen.

The screenshot shows the MoxiPresent interface with the following elements:

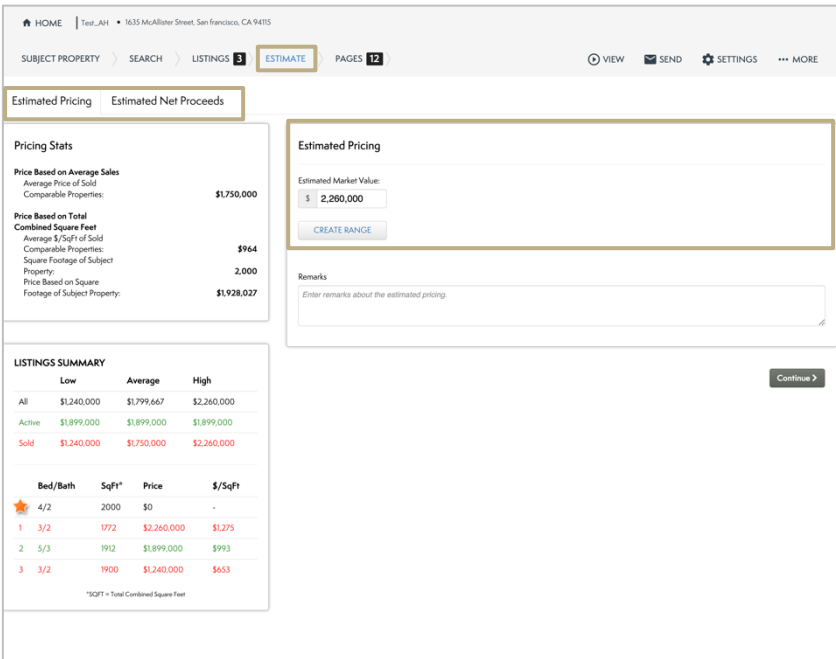
- Navigation:** SUBJECT PROPERTY > SEARCH > LISTINGS 3 > ESTIMATE > PAGES 12
- Ordering:** Order by: Price (High to Low) (dropdown menu)
- Subject Property:** 1635 McAllister Street, San Francisco, CA. Status: Active. Days on Market: 11. List Price: \$1,995,000. Sold Price: \$2,250,000. Adj Price: \$2,260,000. \$/SqFt: \$1,275.
- Listings (3):**
  - 1 332 Ewing Terrace San Francisco, CA:** Sold 06/30/2023. Listed: 05/02/2023. Days on Market: 11. List Price: \$1,995,000. Sold Price: \$2,250,000. Adj Price: \$2,260,000. \$/SqFt: \$1,275.
  - 2 1181 1183 Oak Street San Francisco, CA:** Active. Listed: 07/11/2023. Days on Market: 2. List Price: \$1,899,000. \$/SqFt: \$993.
  - 3 1322 Eddy St San Francisco, CA:** Pending. Listed: 09/01/2022. Days on Market: 320. List Price: \$1,264,000. \$/SqFt: \$665.
- LISTINGS SUMMARY Table:**

	Low	Average	High
All	\$1,264,000	\$1,807,667	\$2,260,000
Active	\$1,899,000	\$1,899,000	\$1,899,000
Pending	\$1,264,000	\$1,264,000	\$1,264,000
Sold	\$2,260,000	\$2,260,000	\$2,260,000

	Bed/Bath	SqFt*	Price	\$/SqFt
★	4/2	2000	\$0	-
1	3/2	1772	\$2,260,000	\$1,275
2	5/3	1912	\$1,899,000	\$993
3	3/2	1900	\$1,264,000	\$665

\*SQFT = Total Combined Square Feet
- Buttons:** Add/Edit Adjustment, Remove All, Copy to Custom Listing, Replace with Custom Listing, Add more listings, Continue.



You will now be on the **Estimate** tab.

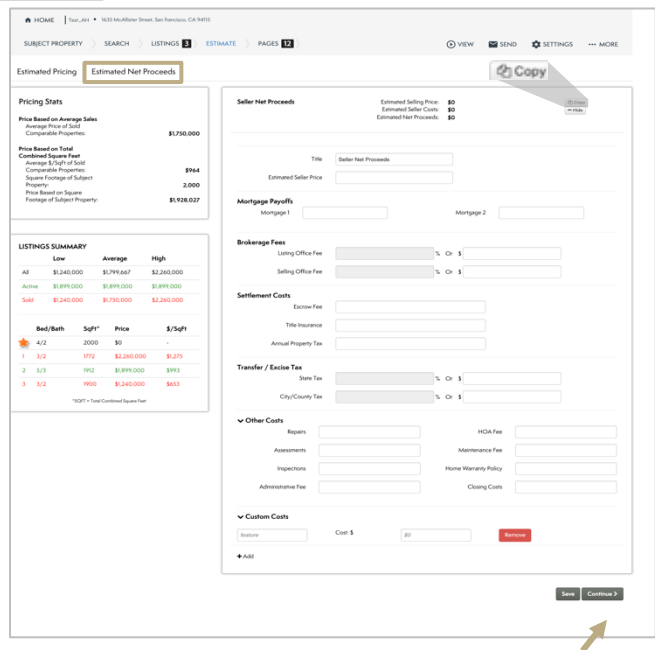
There are two sub-tabs on this screen, **Estimated Pricing** and **Estimated Net Proceeds**.

On the **Estimated Pricing** tab, you can enter the specifics of pricing. MoxiPresent® calculates the value of the subject property based on the comp adjustments. You can keep this value, edit the recommended price, or enter a minimum and maximum price range by clicking **Create Range**.

Select the **Estimated Net Proceeds** tab to create a **Seller Net Proceeds** sheet. You can enter numbers on this screen to help your seller understand what their net proceeds could be.

Up to 3 Net Proceeds sheets can be created for a variety of scenarios or to walk a customer through an offer. Click **Copy** to create another sheet.

Once all your information has been entered, click **Continue**.



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