



### **2022 FORMS NOW IN YOUR LIBRARY:**

If you have paid your REALTOR® membership dues, MAR's 2022 forms loaded automatically into your Zipform library last night and are now live. To view the changes for 2022, marked up versions of the 2021 forms are filed in the REALTOR® Access Only section of the MAR website (password: codeofethics): [Click Here](#)

**For Technical Assistance for ZipForms :** Please contact zipLogix Support at 586-840-0140 or the Maine Association of REALTORS® 207-622-7501.

### **COPYRIGHT 2022:**

All copyright dates in the forms' footers now read Copyright © 2022. The Revised dates indicate the last time that MAR amended that particular form.

### **ZIPFORMS: START WITH THE COVER SHEET :**

For each new transaction in Zipforms, make a habit of first completing the Cover Sheet which is filed alphabetically in the list of forms. When you complete and save the Cover Sheet, many fields will auto-populate into other forms for your transaction which will save you time and data entry.

### **FORMS UPDATE:**

#### **AFFIRMATION OF COUNTEROFFER SUBMISSION:**

By MAR Legal Counsel, Hannah McMullen

In November 2021, the NAR Board of Directors approved a change to the Code of Ethics Standard of Practice (SOP) 1-8 to codify the ethical obligations of buyer/tenant brokers to confirm submission of counteroffers. The added language in SOP 1-8 states, "Upon the written request of the listing broker who submits a counter-offer to the buyer's/tenant's broker, the buyer's/tenant's broker shall provide, as soon as practical, a written affirmation to the listing broker stating that the counter-offer has been submitted to the buyers/tenants, or a written notification that the buyers/tenants have waived the obligation to have the counter-offer presented." The change to SOP 1-8 maintains consistency with Standard of Practice 1-7, which already requires a listing broker to provide an affirmation of offer upon request of a cooperating broker who submits an offer.

## Quick Links

[Maine Association of REALTORS®](#)

[National Association of REALTORS®](#)

[Maine Listings](#)

[Maine Real Estate Commission](#)

## Board Portal Links

[Greater Bangor Association of REALTORS®](#)

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[Maine Association of REALTORS®](#)

- Maine Commercial Association
- MAR Only Members
- York County Council

[Mid-Coast Board of REALTORS®](#)

- Acadia Council
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[Mountains to Shore Board of REALTORS®](#)

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Some content may be  
commercial in nature.

MAR has added to our “Affirmation of Offer Submission” form a separate section for “Affirmation of Counteroffer Submission”. Please note that the Code of Ethics only requires the affirmations upon request: 1) the listing licensee must complete the Affirmation of Offer Submission upon the request of the cooperating broker who submits an offer and 2) the cooperating broker must complete the Affirmation of Counteroffer Submission upon the request of a listing licensee who submits a counteroffer. [A full copy of the NAR Code of Ethics can be found here.](#)

### **NEW YEAR, NEW LEADERS!**

Thank you to the REALTORS® who have committed to lead Maine’s REALTOR® Association membership during 2022! More than 40 participated in last week’s MAR Leadership Conference in Auburn to network and learn. Let us know how you’d like to be involved: [Click Here](#)

### **IRS STANDARD MILEAGE RATE:**

The business standard mileage rate for 2022 is .585 cents per mile for business travel, up 2.5 cents per mile from 2021. For additional tax information: [Click Here](#)

### **COVERME.GOV DEADLINE IS JANUARY 15:**

The Made for Maine Health Coverage Act, passed by the Maine Legislature in 2020, authorized the creation of a State-run health care insurance marketplace where individuals and families can shop for health and dental insurance. Maine’s Marketplace, called CoverME.gov opened for business on November 1, 2021. All plans sold through CoverME.gov are Qualified Health Plans that provide comprehensive coverage.

**The deadline is January 15, 2022**, to use [CoverME](#) to:

- Shop for and compare health insurance plans that provide quality comprehensive coverage.
- Apply for financial assistance to lower health insurance costs.
- Find a certified expert to guide you through the shopping and enrollment process and answer your questions at no cost to you.

If you currently have a plan through [HealthCare.gov](#), an account has been created for you at CoverME.gov. Account registration opened November 1, 2021. After that date, go to CoverME.gov to finish setting up your account, and your enrollment information from HealthCare.gov will be matched to you. If you have multiple family members on your plan, ensure that the same individual who created your Healthcare.gov account sets up your CoverME.gov account. To learn more: [Click Here](#)

### **NAR TAX SUMMIT FOR INDEPENDENT CONTRACTORS:**

NAR’s Center for REALTOR® Financial Wellness is offering a

Tax Summit, a four-part webinar series geared toward independent contractors. The one-hour webinars will be held on the four Wednesdays in February for a total cost of \$50. For more information and to register: [Click Here](#)

### **USE THE REALTOR® MARKS PROPERLY:**

The National Association of REALTORS® has launched an updated [Membership Marks Manual](#) that concisely explains REALTOR® trademark rules. NAR has also released [this video](#), which covers NAR's main trademark rules and how to avoid common misuses, including in business, domain, and social media usernames.

### **HOLIDAY HOURS:**

The MAR and Maine Listings offices will be closed on Monday, January 17 for the Martin Luther King, Jr. holiday. Maine Listings will monitor the systems over the holiday weekend. If you notice any issues, please email [help@mainelistings.com](mailto:help@mainelistings.com)

To learn more about the legacy of Martin Luther King, Jr. and the holiday honoring his work to end racial segregation: [Click Here](#)



Maine Association of REALTORS®  
19 Community Dr | Augusta, ME 04330  
Tel: (207) 622-7501 | Fax: (207) 623-3590  
Email: [info@mainerealtors.com](mailto:info@mainerealtors.com)

