

COMMERCIAL REALTY RESOURCES CO. MULTIFAMILY INVESTMENT SERVICES



Arkansas

Oklahoma

Kansas



# **Cedar Creek Apartments**

404 S. 2nd Street Yukon, Oklahoma 73099 **40-Units** 

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- Rare Opportunity in Yukon submarket
- 8.5 Cap Rate on Actuals
- Renovations done in 2011
- Stabilized Asset with great Curb Appeal
- Gable Roofs
- Carports
- 90% Two and Three Bedroom Units
- Excellent School System
- Direct access to I-40 and historic Highway 66



#### www.crrc.us

Providing professional apartment brokerage and marketing services for over 29 years

### Cedar Creek Apartments

### Table of Contents

### 1. Property Highlights

- Disclaimer
- Photographs
- Submarket Map
- Neighborhood Map
- Aerial Map
- Offering Description
- Property Highlights
- Unit Mix
- Building Layout

### 2. Purchase Price and Terms

• Purchase Price and Terms

### 3. Income/Expense Statement

• Income & Expense Statement

### 4. Rent & Sale Comparables

- Sale Comparables
- Rent Comparables

### 5. Oklahoma City Overview

• Yukon Overview

### 6. Oklahoma Broker Relationship Act

Oklahoma Broker Relationship Act

The information included herein is from reliable sources, but is not guaranteed and is offered subject to errors and omissions.

1

### Cedar Creek Apartments

### Disclaimer

This package has been prepared to provide summary information to prospective buyers and to establish an initial and preliminary level of interest in the property described herein. It is not intended to present all material information regarding the subject property, and is not a substitute for a complete and thorough due diligence investigation. Commercial Realty Resources has not made any investigation of the actual property, the tenants, the operating history, financial reports, leases, square footage, age or any other aspect of the property, including but not limited to the actual number of appliances being conveyed or any potential environmental problems that may exist and makes no warranty or representation whatsoever concerning these issues.

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Commercial Realty Resources and Seller recommend that prospective buyers conduct an in-depth investigation of the physical and financial aspects of the property to determine if the property meets their needs and expectations. We also recommend that prospective buyers consult with their tax, financial and legal advisors on any matter that may affect their decision to purchase the property and the subsequent consequences of ownership.

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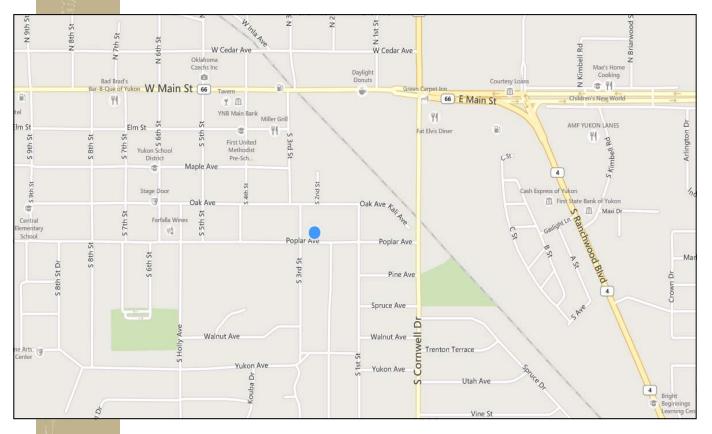






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# Neighborhood Map







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#### Submarket Map ay St W Hefner Rd E Hefner Rd W Hefner Rd :k-Tpk 3 Lake Hefn The Village E Br A N Piec 17 W Wilshire Blvd E Wilshire Blvd PR NE 63rd St NW 63rd St Nichols Hills NE 63rd St aj ake Aluma 66 K A × ALT 3 1 Park NE 50th St NW 50th St 44 Warr Acres NW 39th Expy 66 NW 39th St 66 Woodlawn Park NW 36th St Forest Park NE 36th St W Main St E Mai NE 36th St Bethany Yı, n 74 Man 35 D Lake | Overholser 4 NW 23rd St 3 z NW 23rd St NE 23rd St 92 1 NW 10th St NW 10th St NE 10th St NW 10th 62 270 236 40 W Reno Ave W Reno Av Renc 4 270 Smith Village SW 15th St SW 15th St Oklah 62 Vav SE 29th St Del City SW 29th St SW 29th St Trosper Park 3 Bd 3 Airport Rd 152 Tinker Air Force Base SW 44th St SW 44th St SE 44th St 92 State High 77

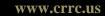




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## Submarket Aerial Photo





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## **Offering Description**

Cedar Creek Apartments contain 40-units. The property is a two-story garden style community located in Yukon, Oklahoma with direct access to Interstate 40 and historic US Highway 66. Recent capital improvements were done in 2011 and the property maintains a consistent high occupancy. Amenities include an on-site laundry facility and some covered parking for the residents.

Yukon is a vibrant growing community of over 25,000 located west of Oklahoma City with excellent schools, low business costs and an outstanding quality of life. Major retailers include Target, Wal-Mart, Kohl's, Staples, and Lowe's. Restaurants include Chili's, Logan's Roadhouse, Rib Crib and Johnny Carino's.

The City of Yukon is a suburb of Oklahoma City, located on I-40 near the west loop of the Kilpatrick Turnpike. It is a quick 15 minute drive to downtown Oklahoma City and within minutes of Will Rogers World Airport. Yukon is also home to INTEGRIS Canadian Valley Regional Hospital.

CNN Money ranked Canadian County as the 25th fast growing county in America for job growth.

### **Offering Highlights:**

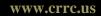
- Rare Opportunity in Yukon submarket
- 8.5 Cap Rate on Actuals
- Renovations done in 2011
- Stabilized Asset with great Curb Appeal
- Gable Roofs
- Carports
- 90% Two and Three Bedroom Units
- Excellent School System





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Property Description:	Cedar Creek Apartments contain 40-units. The property is a two-story garden style community located in Yukon, Oklahoma.
Number of Units:	40-units
Number of Buildings:	4 two-story apartment buildings, 1 single-story building for the office and laundry.
<u>Year Built:</u>	1974 (according to County records)
Apartment Features:	Apartments feature wall-to-wall carpeting and/or wood plank vinyl flooring, and vinyl tile in the kitchen and baths. Walk-in closets, mini-blinds, ceiling fans, frost-free refrigera- tor/freezer, dishwasher, range/oven with vent-hood, and garbage disposal.
Property Amenities:	Amenities include an on-site laundry facility and some Carports for the residents.
Construction:	
Style:	Two-Story garden-style
Exterior:	Wood framed with brick and wood exterior
Roof:	Gable Roofs with composition shingles
Parking:	The parking areas are asphalt with concrete curbs and walkways.
Current Occupancy:	100% as of May-2014
<u>Real Estate Taxes:</u>	090015916 2014 Assessed Value: 140,536 2014 Tax Rate: 108.95 2014 Tax Amount: \$15,311 Assessment Ratio: 12% of Market Value
Land Area :	2.29 acres (according to County records)





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Mecha	anical System:	
	Electrical Metering:	Individually Metered
	HVAC:	Individual electric for AC with master metered gas furnaces.
	Hot Water:	Each unit has its own hot water heater.
	Water:	Provided by Property
Utilitie		Provided by Property Tenants pay their own separately metered electric and the property pays for gas for heat. Property pays for the com- mon area electric, water and sewer and trash removal.
		www.crrc.us

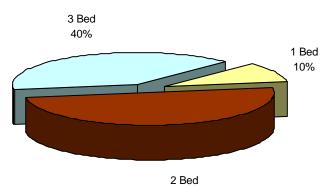


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#### **UNIT MIX** No. Bdrm/Bth Sq.Ft. Total Sq.Ft. Rent Rent/Sq.Ft. Gross/Mo. Gross/Yr. 4 1 Bed / 1 Bath 628 2,512 450.00 0.72 1,800 21,600 20 2 Bed / 1 Bath 842 16,840 595.00 0.71 11,900 142,800 675.00 16 3 Bed / 1.5 Bath 1,026 16,416 0.66 10,800 129,600 --40 894 35,768 612.50 24,500 294,000 0.68

## **DISTRIBUTION RATIO**

**Distribution Ratio** 

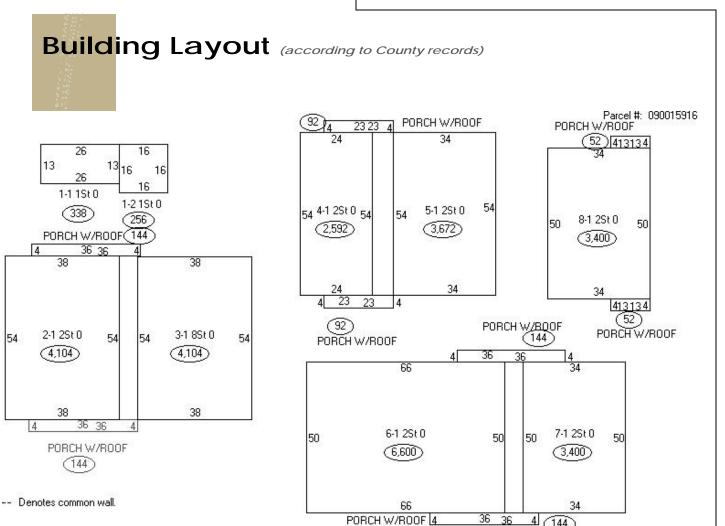


50%



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4 (144)





2



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## **PURCHASE PRICE & TERMS**

Purchase Price:	\$1,545,000
Terms of Sale:	Cash Buyer to Obtain New Financing
Price Per Apartment Unit:	\$38,625
Price Per Net Rentable Sq. Ft.	\$43.20
<u>Cap Rate:</u> (Based on Proforma)	8.55%
Cash-On-Cash: (Based on Proforma)	Estimated at over 17%



3



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## Operating Data Highlights

#### Income

• Proforma Income is less than 1% higher than 2013 actual, which is supported by the current Rent Roll. We have used a historical 5% vacancy loss. There is upside potential for a buyer to raise rents. Other Income is based on 2013 actual.

#### Expenses

- Expenses are calculated at 4,383 per unit per year.
- Real Estate taxes have been adjusted to the purchase price.

#### Mortgage and Debt Service

• Buyer to obtain new financing at today's historic low rates. Seller to payoff existing loan at closing.



		An	nual Prope	rty Operatir	ng	Data					
Community:	Cedar Creek Apartments		Price:		\$	1,545,000		Run Date:			14-May-14
Street Address	s: 404 S. 2nd Street		Price Per Unit	:	\$	38,625		Cap Rate:			8.55%
City, State:	Yukon 73099		Price Per SF		\$	43.20		Cash-on-Cas	sh Return:		17.01%
Number of Un	its: 40		Mortgage Bala	ance:	\$	1,236,000					
			Estimated Equ	uity:	\$	309,000	20%				
No.	Bdrm/Bth	Sq.Ft.		Total Sq.Ft.			Rent	Rent/Sq.Ft.	(	Gross/Mo.	Gross/Yr.
4	1 Bed / 1 Bath	628		2,512			450.00	0.72		1,800	21,600
20	2 Bed / 1 Bath	842		16,840			595.00	0.71		11,900	142,800
16	3 Bed / 1.5 Bath	1,026		16,416			675.00	0.66		10,800	129,600
										-	-
										-	-
40		894		35,768			612.50	0.68		24,500	294,000
	Market Rent			-		0.0%	294,000	Per Unit			
	Loss Gain-to-Lease			-		0.0%	-				
	Gross Potential Rent	-	-	-		0.0%	294,000	7,350			
	(Concessions / Employee / Bad Debt) (Vacancy)	-		-		0.0% 5.0%	- 14,700	368			
	Effective Rental Income	-	271,304	276,928		0.0%	279,300		1		
	Other Income	-	25,421	28,200			28,200	,			
	Utility Reimbursement	-	-	-			-				
	Gross Operating Income	-	296,725	305,128			307,500	7,688	Potent	tial First Mo	rtgage
EXPENSES									Current Bal.	May-14	\$ 1,236,000
	R E Taxes	-	1,489	-			20,200	505	Original Bal.		\$ 1,236,000
	Insurance	-	-	-			15,000	375	Maturity -		10
	Gas	-	9,193	9,897			9,897		Amortization		30
	Electricity Vacant	-	-	-			-		Interest Rate		5.00%
	Electricity	-	6,828	4,795			4,795	120	Constant		6.442%

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2013

.

9,300

1,300

41,803

5,004

17,833

11,735

5,384

10,001

119,870

176,855

-

95,184

81,671

Assessed Value:

Tax Amount:

-

2,997

3.35

260

936

21,801

40,784

1,547

14,260

12,185

1,864

7,808

-

2,903

3.25

-

85,195

103,796

\$

116,137

188,991

5.0%

260

21,801

1,000

40,000

32,000

15,375

2,000

8,000

-

175,328

132,172

-

79,621

140,536 Rate/\$1000:

15,311 Tax Dist:

52,551

5,000

7 Debt Service

545

25

1,000

125

800

384

50

200

-

4,383

4.90

3,304

1,991

1,314

Value:

Per Unit:

\$

108.95

0

Comments:

\$

79,621

1,171,133.33

\$ 29,278.33

Trash

Pest Control

Landscaping

Advertising

Administration

Debt Service

Cash Flow

Water / Sewer

Management Fee

Repairs & Maintenance

Wages & Payrol Taxes

Total Operating Expenses

Real Estate Tax Information:

Net Operating Income

Account: 090015916

Per Unit

Per Sq Ft





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## Sale Comparison

Property Address: 5528 N. Portland, Oklahoma City

Size and Age: 186-units, Built in 1974

Price: \$7,936,496 Price Per Unit: \$42,669 Price SF: \$48.87

Closing Date: 10/2013

Total Square Footage: 162,400

Property Address: 1012 N. Chartrand, Edmond

Size and Age: 33-units, Built in 1968

Price: \$1,215,000 Price Per Unit: \$36,818 Price SF: \$62.82

Closing Date: 02/2014

Total Square Footage: 19,340

Property Address: 1200 Parkwood, Moore

Size and Age: 46-units, Built in 1984

Price: \$2,240,000 Price Per Unit: \$48,695 Price SF: \$55.68

Closing Date: 10/2013

Total Square Footage: 40,229

Property Address: 717 Santa Rosa, Oklahoma City
Size and Age: 201-units, Built in 1974
Price: \$8,000,000 Price Per Unit: \$39,801 Price SF: \$39.26
Closing Date: 02/2014
Total Square Footage: 203,769



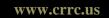


### **Chowning Heights**











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## Sale Comparison

Property Address: 401 NW 24th Street, Oklahoma City
Size and Age: 24-units, Built in 1977
Price: \$875,000 Price Per Unit: \$36,458 Price SF: \$48.45
Closing Date: 07/2013
Total Square Footage: 18,059

Property Address: 1115 Biloxi Drive, Norman
Size and Age: 118-units, Built in 1972
Price: \$3,848,000 Price Per Unit: \$32,610
Closing Date: 06/2013
Total Square Footage: 99,715

Property Address: 505 E. Boyd, Norman Size and Age: 32-units, Built in 1943 Price: \$1,375,000 Price Per Unit: \$42,968 Price SF: \$63.89 Closing Date: 12/2012 Total Square Footage: 21,521

Property Address: 2100 W. Brooks, Norman Size and Age: 48-units, Built in 1973 Price: \$1,650,000 Price Per Unit: \$34,375 Price SF: \$40.68 Closing Date: 08/2012 Total Square Footage: 40,560





**Sooner Crossing** 





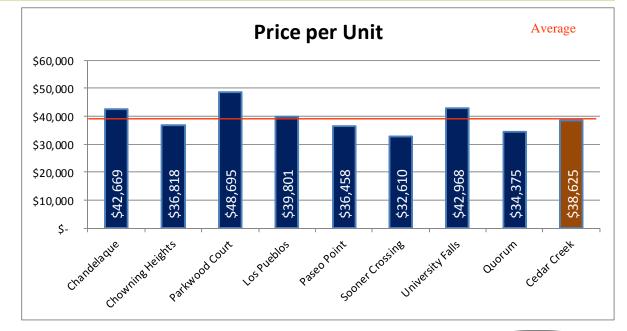




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## Sale Comparison Summary

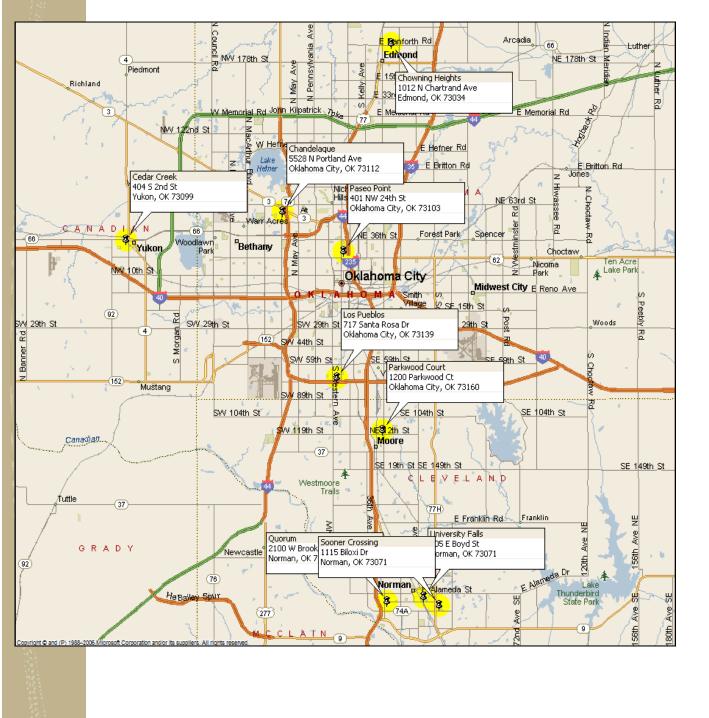
Property	Price/Unit	Overall Price	No. Unit	Year Built
Chandelaque	\$42,669	\$7,936,496	186	1974
Chowning Heights	\$36,818	\$1,215,000	33	1968
Parkwood Court	\$48,695	\$2,240,000	46	1984
Los Pueblos	\$39,801	\$8,000,000	201	1974
Paseo Point	\$36,458	\$875,000	24	1977
Sooner Crossing	\$32,610	\$3,848,000	118	1972
University Falls	\$42,968	\$1,375,000	32	1943
Quorum	\$34,375	\$1,650,000	48	1973
Average	\$39,446	\$27,139,496	688	
Cedar Creek	\$38,625	\$1,545,000	40	1974





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## Sale Comparison Map





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### **RENT COMPS**

In order to estimate market rents for Cedar Creek, four apartment communities were selected as most competitive. Each property has been chosen due to its similarity with regard to quality, location, age, or amenities. While each property may not be directly comparable in all aspects, collectively they represent the rental market for Cedar Creek. Rental Rates are based on market rates excluding any concessions or specials.



**Charlemagne** 100 N. Kimbell Road Yukon, OK 73099

	No.	Bdrm/Bth	Sq.Ft.	Total Sq.Ft.	Rent Rent R	Rent/Sq.Ft.	Gross/Mo.	Gross/Yr.
ł	57	1 Bed / 1 Bath	655	37,335	495.00	0.76	28,215	338,580
	62	2 Bed / 2 Bath	840	52,080	559.00	0.67	34,658	415,896
	42	2 Bed / 1 Bath	760	31,920	559.00	0.74	23,478	281,736
	6	3 Bed / 2 Bath	1,258	7,548	659.00	0.52	3,954	47,448
	167		772	128,883	540.75	0.70	90,305	1,083,660



#### Woodoaks

633 W. Vandament Ave Yukon, OK 73099

No.	Bdrm/Bth	Sq.Ft.	Total Sq.Ft.	Rent Rent	Rent/Sq.Ft.	Gross/Mo.	Gross/Yr.
105	1 Bed / 1 Bath	672	70,560	425.00	0.63	44,625	535,500
76	2 Bed / 2 Bath	872	66,272	535.00	0.61	40,660	487,920
						-	-
	\$20.00 Water Fee is	added to the abov	e rents			-	-
						-	-
181		756	136,832	471.19	0.62	85,285	1,023,420
181		756	136,832	471.19	0.62	85,285	1,





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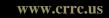
**Stone Ranch** 55 N. Ranchwood Blvd Yukon, OK 73099

No.	Bdrm/Bth	Sq.Ft.	Total Sq.Ft.	Rent Rent	Rent/Sq.Ft.	Gross/Mo.	Gross/Yr.
32	1 Bed / 1 Bath	660	21,120	495.00	0.75	15,840	190,080
8	2 Bed / 1.5 Bath TH	760	6,080	550.00	0.72	4,400	52,800
32	2 Bed / 1 Bath	920	29,440	625.00	0.68	20,000	240,000
			-			-	-
72		787	56,640	558.89	0.71	40,240	482,880



#### **Colonial Hills** 1000 S. Cornwell Yukon, OK 73099

	No.	Bdrm/Bth	Sq.Ft.	Total Sq.Ft.	Rent Rent	Rent/Sq.Ft.	Gross/Mo.	Gross/Yr.
	74	1 Bed / 1 Bath	700	51,800	475.00	0.68	35,150	421,800
	87	2 Bed / 1 Bath	800	69,600	580.00	0.73	50,460	605,520
	20	2 Bed / 1 Bath	1,000	20,000	600.00	0.60	12,000	144,000
	56	2 Bed / 1.5 Bath	1,200	67,200	680.00	0.57	38,080	456,960
ŧ.	24	3 Bed / 1.5 Bath	1,400	33,600	750.00	0.54	18,000	216,000
	261		928	242,200	588.85	0.63	153,690	1,844,280





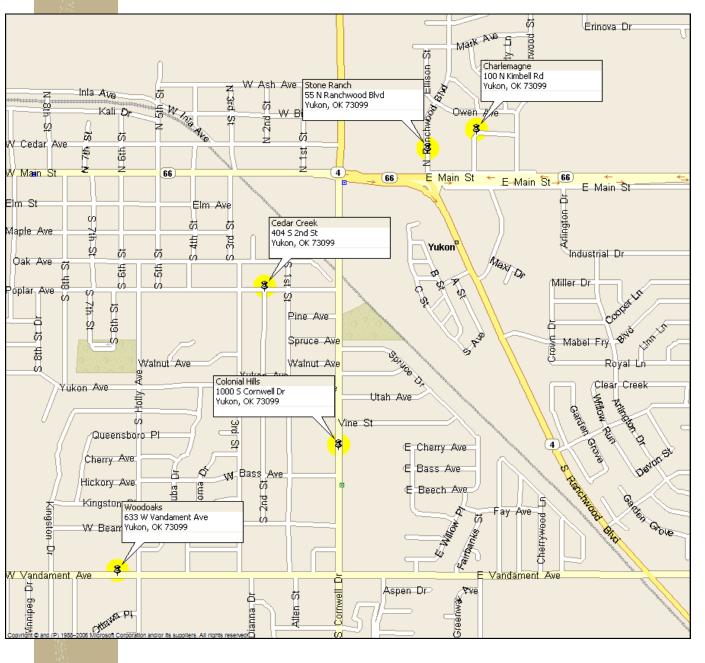
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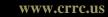
Rer	Rent Comp Summary									
					Rent Comparables					
	Built No.		One Bedroom	T	wo Bedroom / One Bath	Two	o Bedroom / Two Bath		Three Bedroom	
	Units	Units	SqFt Rent Rent / SF		SqFt Rent Rent/S		SqFt Rent Rent/S		SqFt Rent Rent/SF	
I Charlemagne 100 N. Kimball Road Yukon, OK 73099	1970 167	57	655 \$ 495 \$ 0.76	42	760 \$ 559 \$ 0.74	62	840 \$ 559 \$ 0.67	6	1,258 \$ 659 \$ 0.52	
Surveyed Total / Average	167	57	37,335 \$ 28,215 \$ 0.76	42	31,920 \$ 23,478 \$ 0.74	62	52,080 \$ 34,658 \$ 0.67	6	7,548 \$ 3,954 \$ 0.52	
2 Woodoaks 633 W. Vandament Ave Yukon, OK 73099	1965 181	105	672 \$ 425 \$ 0.63			76	872 \$ 535 \$ 0.61			
Surveyed Total / Average	181	105	70,560 \$ 44,625 \$ 0.63	0		76	66,272 \$ 40,660 \$ 0.61	0	<b>r</b>	
3 Stone Ranch 55 N. Ranchwood Blvd Yukon, OK 73099	1970 72	32	660 \$ 495 \$ 0.75	8 32	760 \$ 550 \$ 0.72 920 \$ 625 \$ 0.68					
Surveyed Total / Average	72	32	21,120 \$ 15,840 \$ 0.75	40	35,520 \$ 24,400 \$ 0.69					
Colonial Hills 1000 S. Cornwell Yukon, OK 73099	1965 261	74	700 \$ 475 \$ 0.68	87 20 56	800         \$         580         \$         0.73           1,000         \$         600         \$         0.60           1,200         \$         680         \$         0.57			24	1,400 \$ 750 \$ 0.54	
Surveyed Total / Average	261	74	51,800 \$ 35,150 \$ 0.68	163	156,800 \$100,540 \$ 0.64	0		24	33,600 \$18,000 \$ 0.54	
Surveyed Total Overall Average	681	268	675 \$ 462 \$ 0.68	245	915 \$ 606 \$ 0.66	138	858 \$ 546 \$ 0.64	30	1,372 \$ 732 \$ 0.53	
Cedar Creek 404 S. 2nd Street Yukon, OK 73099	1974 40	4	628 \$ 450 \$ 0.72	20	842 \$ 595 \$ 0.71			16	1,026 \$ 675 \$ 0.66	
Subject Total Subject Average	40	4	628 \$ 450 \$ 0.72	20	842 \$ 595 \$ 0.71			16 ₩₩	1026 \$ 675 \$ 0.66	



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# Rent Comp Map







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## Yukon at a Glance



### http://www.yukoncc.com

Summary	2010		2011		2016	
Population	22,709		22,922		24,938	
Households	8.744		8,832		9,682	
Families	6,390		6,387		6,924	
Average Household Size	2.56		2.56		2.55	
Owner Occupied Housing Units	6,478		6,371		7,081	
Renter Occupied Housing Units	2,266		2,461		2,601	
Median Age	37.8		37.6		38.2	
Trends: 2011-2016 Annual Rate		4	rea	I	National	
Population		1.	70%		0.67%	
Households		1.	86%	0.71%		
Families		1.	63%		0.57%	
Owner Households		2.	14%		0.91%	
Median Household Income		1.67%			2.75%	
		20	11	2016		
Households by Income		Number	Percent	Number	Percent	
< \$15,000		778	8.8%	794	8.2%	
\$15,000 - \$24,999		765	8.7%	629	6.5%	
\$24,000 - \$34,999		1,054	11.9%	845	8.7%	
\$35,000 - \$49,999		1,504	17.0%	1,522	15.7%	
\$50,000 - %74,999		2,104	23.8%	2,696	27.8%	
\$75,000 - \$99,999		1,307	14.8%	1,614	16.7%	
\$100,000 - \$149,999		885	10.0%	1,087	11.2%	
\$150,000 - \$199,999		258	2.9%	296	3.1%	
\$200,000+		177	2.0%	198	2.0%	

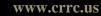


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## Yukon at a Glance

Median Household Income			\$52,432		\$56,950		
Average Household Income			\$64,737		\$70,264		
Per Capita Income			\$25,496		\$27,808		
	20	10	20	11	2016		
Population by Age	Number	Percent	Number	Percent	Number	Percen	
Age 0 - 4	1,595	7.0%	1,599	7.0%	1,741	7.0%	
Age 5 - 9	1,642	7.2%	1,655	7.2%	1,769	7.1%	
Age 10 - 14	1,663	7.3%	1,678	7.3%	1,820	7.3%	
Age 15 - 19	1,543	6.8%	1,537	6.7%	1,554	6.2%	
Age 20 - 24	1,106	4.9%	1,184	5.2%	1,231	4.9%	
Age 25 - 34	2,962	13.0%	3,027	13.2%	3,312	13.3%	
Age 35 - 44	2,880	12.7%	2,888	12.6%	3,003	12.0%	
Age 45 - 54	3,267	14.4%	3,251	14.2%	3,213	12.9%	
Age 55 - 64	2,826	12.4%	2,844	12.4%	3,287	13.2%	
Age 65 - 74	1,656	7.3%	1,697	7.4%	2,256	9.0%	
Age 75 - 84	1,066	4.7%	1,060	4.6%	1,183	4.7%	
Age 85+	503	2.2%	503	2.2%	570	2.3%	
	20	10	20	11	2016		
Race and Ethnicity	Number	Percent	Number	Percent	Number	Percent	
White Alone	19,940	87.8%	20,079	87.6%	21,533	86.4%	
Black Alone	279	1.2%	287	1.3%	355	1.4%	
American Indian Alone	838	3.7%	860	3.8%	983	3.9%	
Asian Alone	455	2.0%	474	2.1%	557	2.2%	
Pacific Islander Alone	19	0.1%	19	0.1%	21	0.1%	
Some Other Race Alone	337	1.5%	351	1.5%	496	2.0%	
Two or More Races	841	3.7%	853	3.7%	992	4.0%	
Hispanic Origin (Any Race)	1,114	4.9%	1,160	5.1%	1,637	6.6%	





6



COMMERCIAL REALTY RESOURCES CO. MULTIFAMILY INVESTMENT SERVICES



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### **OKLAHOMA REAL ESTATE COMMISSION**

### What You Need to Know About Broker Services

**A real estate broker may work with one or both parties to a real estate transaction.** The Oklahoma Broker Relationships Law (Title 59, Oklahoma Statutes, §858-351 – 858-363) allows a real estate firm to provide brokerage services to both parties to the transaction. This could occur when a firm has contracted with a seller to sell their property and a prospective buyer contacts that same firm to see the property. If the prospective buyer wants to make an offer on the property, the firm must now provide a written notice to both the buyer and seller that the firm is now providing brokerage services to both parties to the transaction.

**Oklahoma real estate brokers have mandatory duties and responsibilities to all parties in a real estate transaction.** These duties and responsibilities shall be described and disclosed in writing prior to signing a contract to sell, purchase, lease, option or exchange real estate. These duties and responsibilities are to:

- Treat all parties with honesty and exercise reasonable skill and care.
- Receive all written offers and counteroffers, reduce offers or counteroffers to a written form upon request of any party to a transaction and present timely all written offers and counteroffers (unless specifically waived in writing by a party).
- Timely account for all money and property received by the broker.
- Disclose information pertaining to the property as required by the Residential Property Condition Disclosure Act.
- Comply with all requirements of The Oklahoma Real Estate License Code and all applicable statutes and rules.
- Keep confidential information received from a party or prospective party confidential unless written consent is granted by the party, the disclosure is required by law, or the information is public or becomes public as the results of actions from a source other than the broker. Confidential information includes:
  - $\circ$   $\,$  That a party is willing to pay more or accept less than what is being offered  $\,$
  - That a party or prospective party is willing to agree to financing terms different from those offered
  - The motivating factors of the party or prospective party purchasing, selling, leasing, optioning or exchanging the property
  - Any information specifically designated as confidential by the party unless such information is public.

A broker has additional duties and responsibilities only to a party for whom the broker is providing brokerage services. These duties and responsibilities shall also be described and disclosed in writing prior to signing a contract to sell, purchase, lease, option and exchange real estate. These duties are to:

- Inform the party in writing when an offers is made that the party will be expected to pay certain costs, brokerage services costs and approximate amount of the costs.
- Keep the party informed regarding the transaction.

If a broker intends to provide fewer brokerage services than those required to complete a transaction, the broker shall provide written disclosure to the party for whom the broker is providing services. The disclosure shall include a description of those steps in the transaction that the broker will not provide and state that the broker assisting the other party in the transaction is not required to provide assistance with these steps in any manner.

**Disclosure of these duties and responsibilities is required in writing.** The duties and responsibilities disclosed by the broker shall be confirmed in writing by each party in a separate provision, incorporated in or attached to the contract to purchase, option or exchange real estate.

**Services provided to a tenant do not automatically create a broker relationship.** When a broker provides brokerage services to a landlord under a property management agreement, the services provided to the tenant by the broker shall not be construed as creating a broker relationship between the broker and the tenant unless otherwise agreed to in writing; however, the broker owes to the tenant the duties of honesty and exercising reasonable skill and care.