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Real Estate Policy And Procedure

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A Broker's Guide to Creating a Policy and Procedure Manual

In this lesson we will look into how to develop a policy and procedures manual for real estate associates. Rose Realty Rose, a real estate broker, just opened a brokerage.

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If you manage or own a real estate company, or any company for that matter, a well thought-out office policy manual is a must. Why? It gives sales associates a solid understanding of your company's mission and goals from their first day on the job, helps to avoid unnecessary confusion, and communicates company policies on e-mail, advertising, and other important topics.

How to Create an Office Policy Manual | Realtor Magazine

aspects of carrying out the mission: real estate agents, attorneys, human service providers, community residents, accountants and business managers. The Board should establish a policy on the recruitment of new board members, always seeking out those who are willing to share their skills and dedication. Articles of Incorporation and Bylaw ...

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There is often a question in the mind of the consumer (and the agent) about whom the real estate broker represents in a transaction. It is the office policy to disclose all possible agency relationships upon first contact with consumers and let the consumer make an informed decision as to the agency of the broker in the proposed transaction.

Century 21 Realty Solution Policy Manual

A ready-made real estate business system to manage and maintain all your agencies/brokers real estate policies and procedures Real estate policies and procedures software made for the forward thinking real estate manager. Our system is packed with ready made real estate policies and procedures to help you rapidly document and share your systems with your staff.

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Table of Contents. Introduction; Our Company Philosophy; Facts About Our Firm and the Broker; Organization of the Office: Agency; Anti-Trust; Board of REALTORS®

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Pages 8 -10 feature excerpts from the Policy and Procedures Manual for Real Estate Sales Special notes: The manual uses JSL & JSL Real Estate Services, Inc. throughout as an example of a company name and initials. It is simple to replace them with your company name and

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