

## ❖ Accounting

### Floor Time

The Brokerage strives to have a PRES Real Estate Agent available to customers from 8:00 a.m. until 5:00 p.m., seven days a week. A floor time sign-up sheet, with available time slots, will be made available to all PRES Real Estate Agents coupled with a rotation schedule to ensure fairness to all Agents.

The opening floor time PRES Real Estate Agent must:

- ❖ Unlock office doors and turn on lights
- ❖ Take out open house sign
- ❖ "Wake up" the copier and fax machine and ensure paper supply is sufficient. Any incoming faxes should be directed to the recipient's box. If unsure of the recipient, place in the Principal Broker's box.

The closing salesperson or the last person to leave the building must:

- ❖ Ensure office is clean and professional looking upon departure
- ❖ All messages and faxes are routed appropriately
- ❖ Perishable Trash removed
- ❖ Bring in open house sign
- ❖ Turn off all lights Lock up all doors

If there are any physical problems such as paper jams, fax errors or we run out of supplies try to resolve the issue or report it to the Principal Broker via email and the floor time Log.

The floor time PRES Real Estate Agent may take telephone and walk-in prospects who do not ask for a specific Agent. Floor time is not mandatory and the Broker, taking into account requests by salespersons, will administer the floor time schedule and thereafter rotate fairly. In the event the floor time PRES Real Estate Agent is busy, unavailable, or unable to properly handle a call or walk-in prospect, the inquiry will be referred first to the backup salesperson and second the listing salesperson (if available). The scheduled floor time PRES Real Estate Agent should attempt to secure a replacement if leaving is necessary.

### Independent Contractor

All agents are independent contractors and at no time should be construed as an employee. As an independent contractor you are under no obligation to work any hour. From time to time we hold meetings, rarely will a meeting be mandatory but the Brokerage reserves the right insist attendance. It is the PRES Real Estate Agent's responsibility to pay income taxes. The Brokerage will only withhold income taxes if directed to do so by a governmental authority. Acceptance of this manual is a binding contract between Pacific Real Estate Services, LLC and the PRES Real Estate Agent.

### Listing Agreements

When you get a new listing, email it to all PRES Real Estate Agents. Commissions are increased if the sale is a dual agency. The Principal Broker must review and sign off on all Listing Agreements. If a listing is a CPR, the CPR map must be given to the Principal Broker for questions that arise when the PRES Real Estate Agent is unavailable.

It is imperative that we maintain regular contact with the Seller who has entrusted the sale of their property to our Brokerage. A PRES Real Estate Agent that does not service his or her listings properly will find referral business substantially reduced, and Sellers will not renew.

# Real Estate Policies And Procedures Manual

**A Loxley**



## **Real Estate Policies And Procedures Manual:**

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