

❖ 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

M Lipman



Real Estate Policies And Procedures Manual:

Policies and Procedures Manual for Real Estate Brokerages - Washington State Edition Kathy Power, 2002-08-24
Our very comprehensive user friendly manual is totally customizable for Washington State Real Estate Brokerages and comes with 15 continuing education clock hours for WA State RE License renewal This manual is provided in hard copy and CD copy in MS Word and PDF formats that will give you the ability to quickly adapt and implement policies and procedures for your company's sales and support staff Providing them with written direction on how you expect your company to function at the same time protecting your company from liability issues that could result from lack of documented direction *Policies and Procedures Manual* Real Estate School (Tallahassee, Fla.), 2000 *Policies and Procedures Manual for Real Estate Brokerages - National Edition* Kathy Power, 2002-08-24 Our very comprehensive user friendly manual is totally customizable for Real Estate Brokerages This manual is provided in hard copy and CD copy in MS Word and PDF formats that will give you the ability to quickly adapt and implement policies and procedures for your company's sales and support staff Providing them with written direction on how you expect your company to function at the same time protecting your company from liability issues that could result from lack of documented direction *Real Estate Policies and Procedures Manual* Ohio. Department of Transportation, 2006

The Everything Guide To Being A Real Estate Agent Shahri Masters, 2006-04-17 If you're one of the millions of people considering a career in the potentially lucrative world of real estate The Everything Guide to Being a Real Estate Agent is the book you need to make it happen Seasoned real estate professional Shahri Masters shows you what it really takes to succeed in this competitive business including how to manage time clients and a business network for a fruitful career This how to guide covers it all from deciding to become a real estate agent to getting licensed to opening an agency Expert advice and real world examples provide the boost you need to hit the ground running Use this informative accessible guide to learn Whether selling real estate is the right career for you What you need to get started important information about training and licensing Ideas for marketing yourself and perfecting sales skills How to manage your finances and expand your business The Everything Guide to Being a Real Estate Agent will give you the professional edge you need to stand out in this exciting and growing field Real Estate License Exams For Dummies® John A. Yoegel, 2012-06-28 Every year thousands of Americans make the leap to an exciting rewarding new career in real estate If real estate is your dream career passing the real estate license exam is the first step to success With real estate basics and unbeatable study tips Real Estate License Exams For Dummies will help you pass the test with flying colors and get your new career off to a great start If you want to get the best possible score on the exam you need the kind of practical test preparation guidance you'll find here all at a much cheaper price than you'd pay for a test preparation seminar or class Real Estate License Exams For Dummies covers all the basics on How and what to study Knowing what to expect on test day Developing the math skills you'll need Understanding your state's license laws and procedures Different exam formats In

addition to helping you get a great score on the test and get licensed this handy guide also covers the basics of the real estate business itself from legal issues to taxes to contracts For anyone preparing for the license exam or just thinking about taking it this unbeatable study guide answers all your most vital questions on Careers and job opportunities in real estate How commissions and other forms of payment work Working independently or for an agency Federal fair housing laws you should know Land and ownership rights Owning through partnerships cooperatives and corporations Deeds mortgages and closings Types of real estate contracts and agreements Environmental regulations Valuation and property appraisal Financing and taxes Using real estate as an investment vehicle Plus two practice exams with answers and explanations let you test your knowledge before you take the exam so you ll know if you re ready or not Real Estate License Exams For Dummies is a helpful straightforward resource that puts future real estate professionals on track for success Real Estate Salesman's Handbook National Institute of Real Estate Brokers (U.S.),1972 **Property Management Operations**

Manual Julie Deon,2014-11-23 This operations manual will provide you with the necessary forms handbooks and information needed to successfully start and manage a property management company The content contained in this document is designed for real estate professionals who wish to take their real estate career to the next level This Operations Manual is designed to help brokers agents and broker associates prepare themselves for success in starting and managing a property management company Brokers Professionals who want to start up a property management company Agents Professionals who can be a property manager if the broker will allow These professionals may want to consider becoming a broker and starting their own company Broker Associates A professional who is already a broker but working under another broker Includes Policies and Procedures Owner Handbook Tenant Handbook FAQ s and over 175 forms You ll see an email address in the book once purchased to received the electronic version and editable formats for the handbooks and manual You can also purchase the training course and workbook separately How to become a Successful Property Manager It is also good for a landlord owner manager This manual is highly recommended for all real estate professionals starting a property management division within their company or those desiring to become a property manager **Successful Real Estate Office Policies and Procedures** California Real Estate Association, Los Angeles,1959 Problems with Equal Employment Opportunity and Minority and Women Contracting at the Federal Banking Agencies ,1992 **Federal Register** ,2013-02

Franchise Opportunities Handbook United States. Domestic and International Business Administration,1977 This is a directory of companies that grant franchises with detailed information for each listed franchise California. Court of Appeal (2nd Appellate District). Records and Briefs California (State)., Received document entitled EXHIBITS TO PETITION FOR WRIT Code of Federal Regulations United States. Department of Transportation,2013 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of April 1 with ancillaries

Title 23 Highways (Revised as of April 1, 2014) Office of The Federal Register, Enhanced by IntraWEB,

LLC,2014-04-01 The Code of Federal Regulations Title 23 contains the codified Federal laws and regulations that are in effect as of the date of the publication pertaining to Federal highways including national highway traffic safety

Franchise Opportunities Handbook ,1980 This is a directory of companies that grant franchises with detailed information for each listed franchise The Code of Federal Regulations of the United States of America ,2002 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government *Disengagement Documents* ,1981 **Federal Register, ... Annual Index** ,1972 Code of Federal Regulations ,2002 Special edition of the Federal Register containing a codification of documents of general applicability and future effect with ancillaries

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Real Estate Policies And Procedures Manual Introduction

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