

Real Estate Brokerage - Qualifying Real Estate Approval Form

Recruiting & Hiring

Operational policies/procedures; records & controls; recruitment, selection & training of personnel

Suggested Length of Unit (min.)

On Page #

			FOR TREC USE ONLY		
			Included	Not Included	Comments
Employment Relationships	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Federal/State Employment Guidelines	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Compensation Management	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Employment Process	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Selecting Sales Agents	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Selecting a Broker	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
SUBTOTAL	100				
Professional Brokerage Competency & License Holder Productivity					
<i>Operational policies/procedures; planning & organization; recruitment, selection & training of personnel</i>					
Managing Employees and Independent Contractors	20	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Performance Management	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Orientation Programs	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Performance Appraisals	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Training Programs	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Business Meetings & Retreats	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Personal Interaction	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Retention	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Resignation and Termination	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Productivity Management	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Agent Business Plan	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Personal Marketing Plan	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Time Management Plan	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
SUBTOTAL	180				
Practical Business Considerations					
<i>Real estate firm analysis</i>					
Financial Controls	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Monitoring the Business	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Management of Information	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Maximizing Income	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minimizing Expenses	10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
SUBTOTAL	50				
Looking into the Future					
<i>Real estate firm analysis; expansion criteria</i>					
Long Term Planning	15	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
SUBTOTAL	15				

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Broker/Sales Agent Roles & Responsibilities
Operational policies/procedures

Suggested Length of Unit(min.) On Page #

Sales Agent's Expectations of Broker	75	_____
Broker's Expectations of Sales Agent	75	_____
Geographic Competency	75	_____
Other Liability Issues	75	_____
SUBTOTAL	300	

FOR TREC USE ONLY		
Included	Not Included	Comments
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

TOTAL MINUTES 1500

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