

# Arizona Preferred Realty LLC

## BROKER OFFICE POLICIES MANUAL

### DEFINITIONS

Definitions of many terms are found in the real estate law book. In addition to terms defined in A.R.S. § 32-2101, 32-2171, and A.A.C. R4-28-101, the following terms appear in this manual which are defined below:

- A.A.C. - Arizona Administrative Code (unofficially, the Commissioner's Rules).
- ADRE - Arizona Department of Real Estate.
- AAR - Arizona Association of REALTORS®.
- Broker - A company's designated broker.
- Company - (Arizona Preferred Realty LLC)
- Listing - An employment contract to represent a seller in the marketing of the seller's property.
- MLS - local multiple listing service.
- NAR - NATIONAL ASSOCIATION OF REALTORS®.
- Sales Associate - A licensed salesperson or associate broker working with the company as either an employee or an independent contractor.
- SPDS - Seller's Property Disclosure Statement.

### Introduction

The Office policies and procedures are provided in this manual for the standard operating procedures of this firm. The Office Policy Manual is to be used as a guide in your day to day operations as a member of this firm. It will help promote cooperation among Associates and between Associates and Management. The manual provides clear understanding of standard practices and procedures to help avoid disputes and also to help settle disputes. And lastly, the manual will help you by guiding you in your activities and hopefully enhance your productivity.

The right to amend and change content of the Office Policy Manual is reserved for the Broker on an as needed basis. The amendments and changes shall be reviewed during meetings directly following any change to the policy. It is the responsibility of each Associate to keep abreast of all policy changes and to understand the policy set forth. Absence from any meeting discussing changes to policy does not provide an exemption to any Associate from these responsibilities.

### Address Changes

Brokers and Sales Associates must notify the Department within 10 days of a change of (residence/mailling) address.

A Broker must notify the Department prior to relocating the business or changing its business/mailling address.

### Advertising

All advertising media, including the Internet Must:

- Comply with Fair Housing and must use of the Fair Housing logo.

# **Sample Policy And Procedure Manual For Real Estate**

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## **Sample Policy And Procedure Manual For Real Estate:**

## Reviewing **Sample Policy And Procedure Manual For Real Estate**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Sample Policy And Procedure Manual For Real Estate**," an enthralling opus penned by a highly acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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