



**BROKER'S POLICIES  
&  
PROCEDURES MANUAL**

Developed by:  
Jeff Olson R(B)  
Principal Broker

January 2018

# Policy And Procedure Manual For Real Estate

**JS Bruner**



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

**Real Estate Brokerage and the Policy and Procedure Manual** Margaret E. Sprenck, Paul C. Sprenck, 1975

**Florida Real Estate Broker's Guide** Linda L. Crawford, Edward J. O'Donnell, 2003-11 Going beyond the principles and practices students have already learned this new edition explores the skills necessary for building and managing a successful real estate brokerage Based on the revised FREC broker course syllabus Florida Real Estate Broker's Guide provides a complete source for your broker prelicensing curriculum Highlights include Four new case studies prepare students for realworld practice Timely comprehensive coverage of all course topics makes supplemental material unnecessary Web resources encourage students to explore key topics Free Instructor Resource Guide includes chapter outlines matching exercises vocabulary lists and two practice exams

**Principles of Real Estate Practice in Texas** Stephen Mettling, David Cusic, Ryan Mettling, Dan Hamilton, 2024-11-18 Performance Programs Company's Principles of Real Estate Practice in Texas contains the essentials of the national and Texas real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by Texas license law for Principles I II It is based on our highly successful and popular national publication Principles of Real Estate Practice which is in use in real estate schools nationwide The text is tailored to the needs of the pre license student It is designed to make it easy for students to learn the material and pass their real estate exam prepare students for numerous career applications stress practical rather than theoretical skills and knowledge Principles of Real Estate Practice in Texas is streamlined direct and to the point It includes multiple learning reinforcements It has a student oriented organization both within each chapter and from chapter to chapter Its examples and exercises are grounded in the authors many years in real estate education Principles I The Real Estate Business Concepts of Home Ownership Real Property Interests and Estates Ownership Encumbrances and Liens Real Estate Taxation Legal Descriptions National Agency The Brokerage Business Real Estate Contract Law Listing Agreements Sales Contracts Texas Contracts Professional Practices TREL A The Real Estate Commission TREL A Licensing Regulation TREL A Standards of Conduct TREL A Agency and Brokerage Principles II Real Estate Market Economics Real Estate Appraisal Real Estate Finance Land Use Control Real Estate Investment Leases Property Management Transfers of Title Closings Risk Management TREL A Special Topics Real Estate Mathematics For students looking for a Texas exam prep book we also publish Texas Real Estate License Exam Prep All in One Review and Testing to Pass Texas Pearson Vue Real Estate Exam

*Principles of Real Estate Practice in South Carolina* Stephen Mettling, David Cusic, Ryan Mettling, 2024-09-20

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**Nevada 30-Hour Applied Real Estate Practices Course** Stephen Mettling,David Cusic,Ben Scheible,2021-10-15 The content of this course covers essential contract law both national and Nevada specific and the laws of agency likewise both national and specific to Nevada In addition and along related lines the program presents a terse review of the issues defining and impacting the broker sales associate relationship The program ends with a comprehensive survey of risk management and how to manage risk minimization in your brokerage practice particularly in contexts that impact contracts agency and activities within the brokerage As a format preview this course is comprised of seven chapters Each chapter begins with an informative text narrative summarizing key points of required content Subsequently participants will be given quiz questions following each chapter Following Chapter 3 and Chapter 7 students will engage in a skills workshop focusing on conveyance contracts and brokerage agreements respectively Students will be required to participate by answering problem solving questions and situations The intent of these chapters and the program as a whole is to give students an interactive opportunity to focus on the day to day skills of contracting working with clients and managing one s practice so that such practice can be delivered in a professional manner and in full compliance with Nevada s many underlying laws and regulations

Principles of Real Estate Practice in Alabama Stephen Mettling,David Cusic,Ryan Mettling,2025-09-29 Performance Programs Company s Principles of Real Estate Practice in Alabama contains the essentials of the national and Alabama real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by Alabama license law It is based on our highly successful and popular national publication Principles of Real Estate Practice which is in use in real estate schools nationwide The text is tailored to the

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*Principles of Real Estate Practice in Illinois* Stephen Mettling, David Cusic, Ryan Mettling, Joy Stanfill, 2024-12-03 Performance Programs Company s Principles of Real Estate Practice in Illinois contains the essentials of the national and Illinois real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by Illinois license law It is based on our highly successful and popular national publication Principles of Real Estate Practice which is in use in real estate schools nationwide The text is tailored to the needs of the pre license student It is designed to make it easy for students to learn the material and pass their real estate exam prepare students for numerous career applications stress practical rather than theoretical skills and knowledge Principles of Real Estate Practice in Illinois is streamlined direct and to the point It includes multiple learning reinforcements It has a student oriented organization both within each chapter and from chapter to chapter Its examples and exercises are grounded in the authors many years in real estate education Table of Contents The Real Estate Business Rights in Real Estate Interests and Estates Ownership Encumbrances and Liens Transferring and Recording Title to Real Estate Leasing Essentials Land Use Planning and Control Legal Descriptions Fundamentals of Contract Law National Agency Listing Agreements An Overview General Brokerage Practices Overview of Conveyance Contracts Real Estate Market Economics Appraising and Estimating Market Value Real Estate Finance Real Estate Investment Real Estate Taxation Professional Practices Closings Risk Management Property Management Real Estate Mathematics Illinois Licensing Regulation Acquiring Maintaining a License Regulation of Business Practice Agency Relationships Disciplinary Rules and Procedures Other Illinois Laws and Practices Glossary of General Real Estate Terms Index For students looking for an Illinois exam prep book we also publish Illinois Real Estate

License Exam Prep All in One Review and Testing to Pass Illinois PSI Real Estate Exam

### **Principles of Real Estate**

**Practice in Michigan** Stephen Mettling, David Cusic, Ryan Mettling, 2024-11-18 Performance Programs Company's Principles of Real Estate Practice in Michigan contains the essentials of the national and Michigan real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by Michigan license law. It is based on our highly successful and popular national publication Principles of Real Estate Practice which is in use in real estate schools nationwide. The text is tailored to the needs of the pre license student. It is designed to make it easy for students to learn the material and pass their real estate exam, prepare students for numerous career applications, stress practical rather than theoretical skills and knowledge. Principles of Real Estate Practice in Michigan is streamlined, direct and to the point. It includes multiple learning reinforcements. It has a student oriented organization both within each chapter and from chapter to chapter. Its examples and exercises are grounded in the authors' many years in real estate education. Table of Contents: The Real Estate Business, Rights in Real Estate, Interests and Estates, Ownership, Encumbrances and Liens, Transferring and Recording Title to Real Estate, Leasing Essentials, Land Use Planning and Control, Legal Descriptions, Fundamentals of Contract Law, National Agency Listing Agreements, An Overview, General Brokerage Practices, Overview of Conveyance Contracts, Real Estate Market Economics, Appraising and Estimating Market Value, Real Estate Finance, Real Estate Investment, Real Estate Taxation, Professional Practices, Closings, Risk Management, Property Management, Real Estate Mathematics, Michigan Licensing Regulation, Rules Governing Licensees, Contractual Relationships, Housing Regulations, Property Related Disclosures, Other Points of Law and Practice, Glossary of General Real Estate Terms, Index. For students looking for a Michigan exam prep book, we also publish Michigan Real Estate License Exam Prep All in One Review and Testing to Pass Michigan's PSI Real Estate Exam.

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Stephen Mettling, David Cusic, Ryan Mettling, 2023-08-29 Principles of Real Estate Practice in North Carolina contains the essentials of the national and North Carolina real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by North Carolina license law. It is based on our highly successful and popular national publication Principles of Real Estate Practice which is in use in real estate schools nationwide. The text is tailored to the needs of the pre license student. It is designed to make it easy for students to learn the material and pass their real estate exam, prepare students for numerous career applications, stress practical rather than theoretical skills and knowledge. Principles of Real Estate Practice in North Carolina is streamlined, direct and to the point. It includes multiple learning reinforcements. It has a student oriented organization both within each chapter and from chapter to chapter. Its examples and exercises are grounded in the authors' many years in real estate education. Table of Contents: The Real Estate Business, Rights in Real Estate, Interests and Estates, Ownership, Encumbrances and Liens, Transferring and Recording Title to Real Estate, Leasing Essentials, Land Use Planning and Control, Legal Descriptions, Fundamentals of Contract Law, National Agency Listing

Agreements An Overview General Brokerage Practices Overview of Conveyance Contracts Real Estate Market Economics Appraising and Estimating Market Value Real Estate Finance Real Estate Investment Real Estate Taxation Professional Practices Closings Risk Management Property Management Real Estate Mathematics North Carolina License Regulation North Carolina License Requirements North Carolina License Status Violations Discipline North Carolina Agency Relationships North Carolina Brokerage Practice Regulation North Carolina Sales Contracts North Carolina Property Management Property Insurance Other North Carolina Laws Practices Glossary of General Real Estate Terms Index For students looking for a North Carolina specific exam prep book please check out our North Carolina Real Estate License Exam Prep page     *Principles of Real Estate Practice in Maryland* Stephen Mettling, David Cusic, Ryan Mettling, Jane Somers, 2025-02-20 Performance Programs Company's *Principles of Real Estate Practice in Maryland* contains the essentials of the national and Maryland real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by Maryland license law It is based on our highly successful and popular national publication *Principles of Real Estate Practice* which is in use in real estate schools nationwide The text is tailored to the needs of the pre license student It is designed to make it easy for students to learn the material and pass their real estate exam prepare students for numerous career applications stress practical rather than theoretical skills and knowledge *Principles of Real Estate Practice in Maryland* is streamlined direct and to the point It includes multiple learning reinforcements It has a student oriented organization both within each chapter and from chapter to chapter Its examples and exercises are grounded in the authors many years in real estate education Table of Contents The Real Estate Business Rights in Real Estate Interests and Estates Ownership Encumbrances and Liens Transferring and Recording Title to Real Estate Leasing Essentials Land Use Planning and Control Legal Descriptions Fundamentals of Contract Law National Agency Listing Agreements An Overview General Brokerage Practices Overview of Conveyance Contracts Real Estate Market Economics Appraising and Estimating Market Value Real Estate Finance Real Estate Investment Real Estate Taxation Professional Practices Closings Risk Management Property Management Real Estate Mathematics The Maryland Regulatory Environment Maryland Licensing Requirements Maryland Regulation of Business Conduct Maryland Brokerage Relationships and Disclosure Ethical Practices and Fair Housing Other Maryland Laws and Practices Glossary of General Real Estate Terms Index For students looking for a Maryland exam prep book we also publish Maryland Real Estate License Exam Prep All in One Review and Testing to Pass Maryland's PSI Real Estate Exam     **Principles of Real Estate Practice in Nevada** Stephen Mettling, David Cusic, Ryan Mettling, Jane Somers, 2023-12-28 *Principles of Real Estate Practice in Nevada* contains the essentials of the national and Nevada real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by Nevada license law It is based on our highly successful and popular national publication *Principles of Real Estate Practice* which is in use in real estate schools nationwide The text is tailored to the needs of the pre

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s PSI Real Estate Exam      *Principles of Real Estate Practice is Mississippi* Stephen Mettling, David Cusic, Ryan Mettling, Jane Somers, 2023-12-07 *Principles of Real Estate Practice in Mississippi* contains the essentials of the national and Mississippi real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by Mississippi license law It is based on our highly successful and popular national publication *Principles of Real Estate Practice* which is in use in real estate schools nationwide The text is tailored to the needs of the pre license student It is designed to make it easy for students to learn the material and pass their real estate exam prepare students for numerous career applications stress practical rather than theoretical skills and knowledge *Principles of Real Estate Practice in Mississippi* is streamlined direct and to the point It includes multiple learning reinforcements It has a student oriented organization both within each chapter and from chapter to chapter Its examples and exercises are grounded in the authors many years in real estate education Table of Contents The Real Estate Business Rights in Real Estate Interests and Estates Ownership Encumbrances and Liens Transferring and Recording Title to Real Estate Leasing Essentials Land Use Planning and Control Legal Descriptions Fundamentals of Contract Law National Agency Listing Agreements An Overview General Brokerage Practices Overview of Conveyance Contracts Real Estate Market Economics Appraising and Estimating Market Value Real Estate Finance Real Estate Investment Real Estate Taxation Professional Practices Closings Overview of Licensing and Regulation Risk Management Property Management The Mississippi Real Estate Commission Mississippi License Requirements Mississippi Property Condition Disclosures Mississippi Agency and Agency Disclosure Regulation of Mississippi Brokerage Practice Other Mississippi Laws and Practices Glossary of Residential Style and Construction Terms Glossary of General Real Estate Terms Index For students looking for a Mississippi specific exam prep book we also publish *Mississippi Real Estate License Exam Prep 3rd Edition*      **Principles of Real Estate Practice in Georgia** Stephen Mettling, David Cusic, Ryan Mettling, Joy Stanfill, 2023-10-30 *Principles of Real Estate Practice in Georgia* contains the essentials of the national and Georgia real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by Georgia license law It is based on our highly successful and popular national publication *Principles of Real Estate Practice* which is in use in real estate schools nationwide The text is tailored to the needs of the pre license student It is designed to make it easy for students to learn the material and pass their real estate exam prepare students for numerous career applications stress practical rather than theoretical skills and knowledge *Principles of Real Estate Practice in Georgia* is streamlined direct and to the point It includes multiple learning reinforcements It has a student oriented organization both within each chapter and from chapter to chapter Its examples and exercises are grounded in the authors many years in real estate education Table of Contents The Real Estate Business Rights in Real Estate Interests and Estates Ownership Encumbrances and Liens Transferring and Recording Title to Real Estate Leasing Essentials Land Use Planning and Control Legal Descriptions Fundamentals of Contract Law National Agency Listing Agreements An Overview

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*Principles of Real Estate Practice in Massachusetts* Stephen Mettling, David Cusic, Ryan Mettling, Jane Somers, 2024-02-08 Principles of Real Estate Practice in Massachusetts contains the essentials of the national and Massachusetts real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by Massachusetts license law It is based on our highly successful and popular national publication Principles of Real Estate Practice which is in use in real estate schools nationwide The text is tailored to the needs of the pre license student It is designed to make it easy for students to learn the material and pass their real estate exam prepare students for numerous career applications stress practical rather than theoretical skills and knowledge Principles of Real Estate Practice in Massachusetts is streamlined direct and to the point It includes multiple learning reinforcements It has a student oriented organization both within each chapter and from chapter to chapter Its examples and exercises are grounded in the authors many years in real estate education Table of Contents The Real Estate Business Rights in Real Estate Interests and Estates Ownership Encumbrances and Liens Transferring and Recording Title to Real Estate Leasing Essentials Land Use Planning and Control Legal Descriptions Fundamentals of Contract Law National Agency Listing Agreements An Overview General Brokerage Practices Overview of Conveyance Contracts Real Estate Market Economics Appraising and Estimating Market Value Real Estate Finance Real Estate Investment Real Estate Taxation Professional Practices Closings Risk Management Property Management Real Estate Mathematics Massachusetts Licensing Regulation Requirements Governing Licensees Transaction Related Issues Licensee Disclosures Consumer Protection Massachusetts Agency Landlord Tenant Relations Environmental Concerns Hazards Housing Regulations Glossary of General Real Estate Terms Index For students looking for a

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*Office Management* Real Estate Brokerage Managers Council (Chicago, Ill.), Dearborn Real Estate Education, 2003-11-03  
Intense competition makes intelligent state of the art real estate office management the key not only to success but to survival The Real Estate Brokerage Council produced the first edition of Real Estate Office Management for brokers classes taught by the Realtor s National Marketing Institute where it is still required reading Highlights of this book include Leadership planning organizing and communicating Recruiting agency types and training Retaining motivating and terminating employees Record keeping and financial systems Marketing and utilizing statistical records Analyzing Real Estate growth patterns Mergers and acquisitions      *Principles of Real Estate Practice in Missouri: 1st Edition* Stephen Mettling, David Cusic, Ryan Mettling, Donna Welschmeyer, 2023-07-17 *Principles of Real Estate Practice in Missouri* contains the essentials of the national and Missouri real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by Missouri license law It is based on our highly successful and popular national publication *Principles of Real Estate Practice* which is in use in real estate schools nationwide The text is tailored to the needs of the pre license student It is designed to make it easy for students to learn the material and pass their real estate exam prepare students for numerous career applications stress practical rather than theoretical skills and knowledge *Principles of Real Estate Practice in Missouri* is streamlined direct and to the point It includes multiple learning reinforcements It has a student oriented organization both within each chapter and from chapter to chapter Its examples and exercises are grounded in the authors many years in real estate education Table of Contents The Real Estate Business Rights in Real Estate Interests and Estates Ownership Encumbrances and Liens Transferring and Recording Title to Real Estate Leasing Essentials Land Use Planning and Control Legal Descriptions Fundamentals of Contract Law National Agency Listing Agreements An Overview General Brokerage Practices Overview of Conveyance Contracts Real Estate Market Economics Appraising and Estimating Market Value Real Estate Finance Real Estate Investment Real Estate Taxation Professional Practices Closings Risk Management Property Management The Missouri Regulatory Environment Missouri Licenses Business Conduct and Practices Missouri Brokerage Relationships and Disclosures Other Missouri Laws and Practices Glossary of General Real Estate Terms Index Students looking for an Missouri specific exam prep book can now purchase *Missouri Real Estate License Exam Prep      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

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