

# 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.

# Real Estate Office Policy And Procedure Manual

**Howard I. Hatoff, Robert C. Wert**



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

Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs      **Law Office Policy & Procedures Manual**

Robert C. Wert, Howard I. Hatoff, 2000 A manual for the law office this volume can serve as a reference for staff or as a training tool for new employees and associates It covers departments and committees organization and administration support personnel file systems office security and more The disk contains all the text      *Real Estate 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      Real Estate Office Administration Dave Conger, 1976      *Real Estate Brokerage* Laurel D. McAdams, John E. Cyr, Joan m. Sobeck, 2004 Provide your students with the tools they need to establish and manage a successful real estate brokerage with this practical business guide Real Estate Brokerage A Management Guide will help your students become more effective managers leaders and communicators in today s constantly changing business climate Highlights include New Web Links Appendix encourages students to further explore key topics Text based on the established POSDC Planning Organizing Staffing Directing and Controlling Management Model How to approach gives students practice with policy manuals marketing materials forms and loan proposals Free Instructor Resource Guide includes lecture outlines classroom resources chapter quizzes and final exams Real Estate Brokerage A Management Guide Workbook 6th Ed Textbook with workbook edition      **Guide to Passing the PSI Real Estate Exam** Lawrence Sager, 2004-05-19 This new edition provides the latest and most comprehensive information available to help students prepare for the PSI Real Estate Exam Based on the PSI Examination Content Outline this text offers more questions and answers than any other PSI book Highlights Over 800 exam style questions with rationales pinpoint subjects that require additional review Six practice exams 3 salesperson 2 broker and 1 math help students prepare for the actual exam Content aligned with PSI exam outline Matching review quizzes

help students focus on key terms      **Successful Real Estate Office Administration Practice** California Real Estate Association,1966      **Real Estate Salesman's Handbook** National Institute of Real Estate Brokers (U.S.),1972

Successful Real Estate Office Policies and Procedures California Real Estate Association, Los Angeles,1959      **How to Run a Real Estate Office** Dorothy R. Bates,1982      Federal Register Index ,1997      Federal Register ,1981      Code of Federal Regulations United States. Department of Transportation,1972 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of April 1 with ancillaries      *Hearings* United States. Congress. House,1962      **Arkansas Real Estate Basics** Dearborn Financial Publishing,2003-05      **The Code of Federal Regulations of the United States of America** ,1971 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

**California. Court of Appeal (1st Appellate District). Records and Briefs** California (State).,      *Catalog of Copyright Entries. Third Series* Library of Congress. Copyright Office,1977      **Right-of-way Acquisition Practices in Massachusetts** United States. Congress. House. Committee on Public Works. Special Subcommittee on the Federal-Aid Highway Program,1962      **Right-of-way Acquisition Practices in Massachusetts** United States. Congress. House. Committee on Public Works,1962

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