# 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/mailing) address.

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

#### Advertising

All advertising media, including the Internet Must:

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

# **Real Estate Policy And Procedures Manual**

Stephen Mettling, David Cusic, Ryan Mettling, Joy Stanfill

# **Real Estate Policy And Procedures Manual:**

Florida Real Estate Broker's Guide Linda L. Crawford, Edward J. O'Donnell, 2003-11 Going beyond the principles and practices studens 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 couverage of all course topicsmakes supplemental material unnecessary Web resources encourage students to explore keytopics Free Instructor Resource Guide includeschapter outlines matching **Nevada 30-Hour Applied Real Estate Practices Course Stephen** exercises vocabularylists and two practice exams 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 guiz guestions 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 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

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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 **Principles of Real Estate Practice in South Carolina** Stephen Mettling, David Cusic, Ryan Mettling, 2024-09-20 Performance Programs Company's Principles of Real Estate Practice in South Carolina contains the essentials of the national and South Carolina real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by South 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 examprepare students for numerous career applications tress practical rather than

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