



ORIENTATION

WELCOME TO THE PROPERTY SHOP REALTY

Objectives



- Provide an overview of the company
- Outline the Responsibilities as an agent
- Outline the Responsibilities of the Broker



Company Overview



The Property Shop Realty is dedicated to helping agents succeed in their Real Estate career. We provide superior training and help you stay up to date on the ever changing industry.

Our offices are equipped with State of the Art equipment. We have High Speed Internet, Wireless Internet, Printers, Scanners and Fax Machines available to our agents at NO CHARGE. Our forms are available online at our website

www.ThePropertyShopRealty.com

Agent Responsibilities



- Turn in files within 48 hours of contract acceptance
- Present the following qualities at all times: Honesty, Integrity and Professionalism
- Perform your Fiduciary responsibilities to ALL parties at ALL times
- Read the Policy & Procedure Manual
- Complete all Training – either online or in the classroom
- If you don't know – ASK the Broker or Manager
- Agents are responsible to keep their Board Membership, MLS and Supra dues current.
- Agents are responsible for keeping their Real Estate License current and taking the required renewal hours.
- Agents are **REQUIRED** to comply with all Federal and State Regulations
- The Federal Fair Housing Logo is **REQUIRED** to be displayed on all advertisements.

Broker Responsibilities



- Broker is available by phone or email to answer questions
- Broker reviews all documentation submitted and updates agents via the SureClose system
- Broker provides training program
- Broker provides updates on the changes to the Real Estate Industry, such as forms, laws, etc..
- Broker provides all forms free of charge via the company website:

www.ThePropertyShopRealty.com

Summary



We want to Thank You for completing the orientation part of our training.

Please initial and date the Orientation spot on your training checklist.

We look forward to seeing you complete the rest of the training and using the information to be successful in your Real Estate Career.