## **BROKER P&P**

- Organizational Structure
- Business Policies and Procedures
  - Office policy on representation
- Human Resource topics-Managing Employees and Independent Contractors
  - Training of sponsored salespersons
    - Continuing Education compliance
  - o Termination and transfer of salespersons 20-328-10a
  - o Independent contractor agreements
  - Errors and Omissions insurance
- Marketing and Advertising
- Property Management
- Comparative market analysis; Real estate valuation; Broker Price Opinions
- Financing
- Land use regulations
- Community Association Managers (CAM's)
- Real Estate Commission Policy on use of Unlicensed Persons by Licensees
- Referral fees
- Legal documents relative to real estate transactions
  - Power of Attorney
  - $\circ \quad \text{Deeds}$