

Brokerage Management

CREDITS
4 CE



What All Brokers Need to Know

Being in charge of your office is more complex in today's market and with the addition of agents and other staff members, you have assumed more responsibility and risk. Therefore, we hope you will consider attending.

Key learning objectives in this class:

- Review of the Broker Manual.
- Creating a business plan.
- Considerations when opening an office: location, size, forms, equipment, marketing, and records.
- Staffing concerns: recruiting, IC vs. employee, full-time vs. part-time, job descriptions, and more.
- Working with salespeople: policy and procedure manual, contracts and forms, training, staff meetings, key security, sexual harassment, etc.
- Expanding company services: appraisals, intra-company referrals, mortgage brokerage services.
- Regulations including DBPR, Department of Revenue, escrow account requirements, and the Landlord/Tenant Act.



Offerings in 2016:

Jul. 12, Aug. 9, Sep. 13, Oct. 11, Nov. 8, Dec. 6

1:00 p.m. - 5:00 p.m.

Check-in and lunch begin at 12:30 p.m.

ORRA | 1330 Lee Road, Orlando, FL 32810

ORRA Members: \$79; Non-ORRA Members: \$94

On-site add \$15

A valid broker's license is required. Broker associates welcome.

Business casual attire requested for education programs.

Course provided by Trans Equity, Inc

Course includes:

- Florida Real Estate Brokerage Management Manual
- NAR Real Estate Brokerage Essentials 3rd Edition Book
- Boxed lunch
- Copyrighted versions of the *Brokerage Management Manual* and *Policies and Procedures Manual* available on CD for \$39.99 (can be customized with company name/logo with instructor's authorization).

Instructor

Chuck Bonamer, CRB, ITI, GRI, is the president of TRANS-EQUITY, Inc., REALTORS® and has been a managing broker for more than 30 years. His brokerage firm renders litigation support and lecture services to the brokerage and law industries.

Register at www.orlandorealtors.org

407.513.7268 Fax: 407.513.9120 education@orlandorealtors.org





Advanced Brokerage Management for New & Existing Brokers

Take your brokerage to the next level by learning what it takes to set up your brokerage structure the right way from an industry expert. Discover how to avoid FREC violations, increase agent productivity, hire and fire strategically, market effectively, select the proper insurance coverage, protect files, and much more!

Participants are required to hold a current and active broker's license to attend this class.

Offerings in 2016:

- February 3
- May 25
- September 22

Please note this is an advanced level class and prior knowledge of the subject matter and/or prior industry related work experience is suggested in order to fully benefit from the contents of this program.

For more information regarding program courses and fees, please contact education@orlandorealtors.org.

[Learn more at www.orlandorealtors.org](http://www.orlandorealtors.org)



Register today

Register me for **Brokerage Management** on:

- | | |
|---|---|
| <input type="checkbox"/> Tuesday, Jul. 12, 2016 | <input type="checkbox"/> Tuesday, Aug. 9, 2016 |
| <input type="checkbox"/> Tuesday, Sep. 13, 2016 | <input type="checkbox"/> Tuesday, Oct. 11, 2016 |
| <input type="checkbox"/> Tuesday, Nov. 8, 2016 | <input type="checkbox"/> Tuesday, Dec. 6, 2016 |

ORRA member – \$79
(ORRA REALTOR® and Affiliate members only)

Non-ORRA member – \$94
(member of other REALTOR® association who holds a valid broker's license)

ORRA member on-site – \$94 Non-ORRA member on-site – \$109

Attendee Name _____

Member Number _____

Phone () - _____

E-mail _____

Payment Method:

- Check # _____ (Payable to ORRA)
- Broker Account (ORRA members only. Broker approval required.)
- VISA MasterCard American Express Discover

Credit card # _____ Expiration _____ / _____

CVV(Security Code): _____

Credit card charge signature OR broker signature for broker approved account charge _____

Initial _____ I agree to the terms of the cancellation and attendance policy referenced below.

Special disabilities accommodated with advance notice.
Courses not open to the general public unless otherwise noted.

Policies

CANCELLATIONS/NO-SHOWS

\$25 fee for free classes or forfeiture of registration fee for cancellations within 3 days of course date or for no shows.

ATTENDANCE

To receive CE credits for any Continuing Education course, participants must:

1. Be physically present for the entire program from beginning to end;
2. Sign any/all morning or afternoon attendance sheets; and
3. Refrain from using cell phone and e-devices except during designated break times.

LOCATION

Orlando Regional REALTOR® Association, 1330 Lee Road, Orlando, FL 32810
(unless otherwise noted on the front of this form)

CONTACT US

Phone: 407.513.7268 Fax: 407.513.9120 E-mail: education@orlandorealtors.org