

Overview of ProBROKER Management Series

Broker Essential Documents

(\$75) 10 items

Policy and Procedure Manual
Independent Contractor Agreement
Agent Sign-on Agreement
Strategic Plan
Financial Record Keeping Master (Excel)
Budgeting Master (Excel)
Company Image Marketing Plan
Marketing Idea Generation Sheet
Code of Ethics Summary
Fair Housing Poster

Forms and More

(\$75) Over 100 items

Contract Related

Buyer Exclusive Employment Agreement
Buyer Agreement, limited services
Buyer Agreement, One time showing
Contract Information Form
Documents Acknowledgement for Buyers (Publisher)
Documents Acknowledgement for Sellers (Publisher)
Possible clauses or forms
Request for loan information
Request for loan payoff information
Mutual Release of Contract
Related Business Disclosure

Administrative

Contract Related

Contract Cover Letter
Bills Cover Letter
Communication Log
Contract Counter Offers
Payment Sheet (Publisher)

Seller Related

Guest Book Pages (Publisher)
Listing Report (Excel)
Seller Quality Assurance Form (Publisher)
Sign in Sheet (Publisher)

Buyer Related

Buyer Control Sheet, 2 up (Publisher)
Buyer Control Sheet (Publisher)
Buyer Quality Assurance Form (Publisher)
Show List

Agent Related

Monthly Market Report (Publisher)
Monthly Activity Report (Publisher)
Referral Form
REO Bills Chart
Agent Account Statement
Summary of Agent Accounts

General

Phone Log (Publisher)
Computer Permission Form
Permission to Call Form
Prospect Sign-In Sheet

Trust Account

Trust Account Ledger
Trust Account Transaction Ledger

Recruiting

Forms

Agent Information and Checklist
Experienced Agent Interview Sheet
New Agent Interview Sheet
Agent Sales History Record (Publisher)
Company Sales History Record (Publisher)

Recruiting Materials

Associate with the Future (Publisher)
Benefits
5 Recruiting Brochures (Publisher)
Costs for New Agents
Six Free Reports (Publisher)
Fundamentals
What it takes

Organization

Closings (Excel)
Company Activities (Excel)
Past Clients (Excel)

Pages for Organizational Books

14 for 4 x 6 book
16 for 4 x 8 book
15 for 9 x 11 book
(most of pages are in Publisher)

Help for Agents

Agent Business Planning Guide (Publisher)
Switch Sheet
Results Oriented Activity Indicator

Basic Business Building Plan
Past Client Survey

Bonus Idea for Brokers

Profit Sharing Plan

Power Recruitment Presentations

\$129 for both

For New Agents
For Experienced Agents

All Pro Broker Management Series Products

(\$279 value) \$199