

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/mailling) address.

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

Advertising

All advertising media, including the Internet Must:

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

Georgia Real Estate Sample Policy Manual

Real Estate Exam Professionals Ltd.

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the text in the light blue bar.

Georgia Real Estate Sample Policy Manual:

The Enigmatic Realm of **Georgia Real Estate Sample Policy Manual**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing short of extraordinary. Within the captivating pages of **Georgia Real Estate Sample Policy Manual** a literary masterpiece penned by a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those who partake in its reading experience.

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