

response and/or instruction to all parties listed above regarding retention of their own real estate professional and/or expert/consultant.

Penalties for violating Pacific Real Estate Service, LLC's Agency policy may include:

- ❖ Forfeiture of commission without having to prove damages
- ❖ Canceling the transaction
- ❖ Exposure to a lawsuit for fraud and punitive damages
- ❖ Loss of license with the REC
- ❖ Termination or release

Our Sellers should not be asked to accept an offer until any and all other offers are shown. When representing the Seller, we must never suggest that a Buyer offer less than the asking price of a property, although we must present all offers when made. We must not disclose to the Buyer what price a Seller may accept, or our Seller's motivation for selling.

When representing the Buyer, we must never suggest that a Seller should counteroffer more than the price offered in the contract. We must not disclose to the Seller what price a Buyer may be willing to pay, or our Buyer's motivation for buying.

We must treat the business of our principals with confidentiality, and never disclose facts to the other party that might work to the disadvantage of our principal. We must be extra cautious when we become financially interested in a listed property, and must disclose any facts or rumors of which we have knowledge. We must also warn the Seller that we are no longer representing his or her interests.

When we are asked to represent a Buyer in a transaction, we may become an intermediary between the parties when showing a property listed by our office. Our Broker must be made aware of this situation, and both parties to the transaction must agree in writing so that we may never appear to have an undisclosed dual agency.

Antitrust

Brokers do not have a "standard" commission in our area. Each office sets its commissions independently by negotiation with the Seller or the Buyer. Accordingly, no PRES Real Estate Agents should suggest to a Seller or Buyer that there is a "standard" rate charged in this area. Under no circumstances should a PRES Real Estate Agent with this Brokerage discuss with any individual from another office suggested commission rates charged to Sellers or Buyers.

No PRES Real Estate Agent should suggest to competitors that if they perform or refuse to perform a certain act that the brokerage firms of our area will "boycott" them. Any of these acts could be construed as a violation of Antitrust laws and subject the individual and our company to severe civil and criminal penalties.

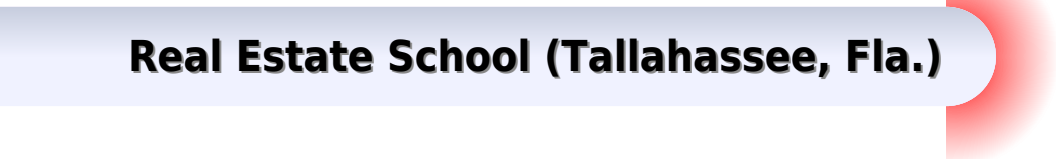
Assistants (Employees of the PRES Real Estate Agent)

If a personal assistant is engaged by a PRES Real Estate Agent of this Brokerage the assistant is an employee of the PRES Real Estate Agent and not the Brokerage. The PRES Real Estate Agent must agree to withhold taxes and FICA contributions, as well as make all required payments to IRS for those taxes. The PRES Real Estate Agent agrees to abide by other laws, including unemployment compensation taxes or workmen's compensation insurance, and to hold the Brokerage harmless from any claims for those items.

A list of activities, which an unlicensed personal assistant cannot perform in this state, must be provided. PRES Real Estate Agents may decide to hire licensed personal assistants because of

Real Estate Policies And Procedures Manual

Real Estate School (Tallahassee, Fla.)



Real Estate Policies And Procedures Manual:

Policies and Procedures Manual Real Estate School (Tallahassee, Fla.),2000 **Policies and Procedures Manual for Real Estate Brokerages - National Edition** Kathy Power,2002-08-24 Our very comprehensive user friendly manual is totally customizable for Real Estate Brokerages This manual is provided in hard copy and CD copy in MS Word and PDF formats that will give you the ability to quickly adapt and implement policies and procedures for your company s sales and support staff Providing them with written direction on how you expect your company to function at the same time protecting your company from liability issues that could result from lack of documented direction Real Estate License Exams For Dummies® John A. Yoegel,2012-06-28 Every year thousands of Americans make the leap to an exciting rewarding new career in real estate If real estate is your dream career passing the real estate license exam is the first step to success With real estate basics and unbeatable study tips Real Estate License Exams For Dummies will help you pass the test with flying colors and get your new career off to a great start If you want to get the best possible score on the exam you need the kind of practical test preparation guidance you ll find here all at a much cheaper price than you d pay for a test preparation seminar or class Real Estate License Exams For Dummies covers all the basics on How and what to study Knowing what to expect on test day Developing the math skills you ll need Understanding your state s license laws and procedures Different exam formats In addition to helping you get a great score on the test and get licensed this handy guide also covers the basics of the real estate business itself from legal issues to taxes to contracts For anyone preparing for the license exam or just thinking about taking it this unbeatable study guide answers all your most vital questions on Careers and job opportunities in real estate How commissions and other forms of payment work Working independently or for an agency Federal fair housing laws you should know Land and ownership rights Owning through partnerships cooperatives and corporations Deeds mortgages and closings Types of real estate contracts and agreements Environmental regulations Valuation and property appraisal Financing and taxes Using real estate as an investment vehicle Plus two practice exams with answers and explanations let you test your knowledge before you take the exam so you ll know if you re ready or not Real Estate License Exams For Dummies is a helpful straightforward resource that puts future real estate professionals on track for success **Real Estate Office Management** Real Estate Brokerage Managers Council (Chicago, Ill.),Dearborn Real Estate Education,2003-11-03 Intense competition makes intelligent state of the art real estate office management the key not only to success but to survival The Real Estate Brokerage Council produced the first edition of Real Estate Office Management for brokers classes taught by the Realtor s National Marketing Institute where it is still required reading Highlights of this book include Leadership planning organizing and communicating Recruiting agency types and training Retaining motivating and terminating employees Record keeping and financial systems Marketing and utilizing statistical records Analyzing Real Estate growth patterns Mergers and acquisitions **Real Estate Salesman's Handbook** National Institute of Real Estate

Brokers (U.S.),1972 *The Code of Federal Regulations of the United States of America* ,2017 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government Federal Register ,1980 Code of Federal Regulations ,2002 Special edition of the Federal Register containing a codification of documents of general applicability and future effect with ancillaries **Successful Real Estate Office Policies and Procedures** California Real Estate Association, Los Angeles,1959 **Policies and Procedures Manual for Real Estate Brokerages - Washington State Edition** Kathy Power,2002-08-24 Our very comprehensive user friendly manual is totally customizable for Washington State Real Estate Brokerages and comes with 15 continuing education clock hours for WA State RE License renewal This manual is provided in hard copy and CD copy in MS Word and PDF formats that will give you the ability to quickly adapt and implement policies and procedures for your company s sales and support staff Providing them with written direction on how you expect your company to function at the same time protecting your company from liability issues that could result from lack of documented direction

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