



Tools For Establishing a Business	Information Source
Business Plan	https://www.nar.realtor/writing-a-business-plan
Mission Statement, Vision Statement, Core Values	https://activerain.com/mission-vision-values-for-a-real-estate-business
Policies and Procedures Manual -For agents -For staff/employees *Get a Signed Acknowledgement of Policies and Procedures from each agent and staff member	Objectives of Policies and Procedures Manuals - https://www.nar.realtor/real-estate-office-policy-manuals https://www.nar.realtor/real-estate-office-policy-manuals#section-166119 Sample Manual- https://www.nar.realtor/realtor-ae-magazine/sample-employee-manual-available https://www.arello.org/assets/library/ARELLO_Supervising_Broker_Best_Practices_September_2012.pdf Tips/Topics for Employee Manuals - https://www.nar.realtor/ae/manage-your-association/human-resources-toolkit/employee-relations/developing-a-policy-manual
Recruiting Presentation for Brokerage	https://www.contactually.com/blog/recruiting-real-estate-agents https://www.nar.realtor/recruiting-retaining-salespeople
Personality Profiling of Agents and Staff Members -To develop individualized communication plans and identify strengths/weaknesses	Free test - https://discpersonalitytesting.com/ (offers ability to take more indepth test for a fee) Offers a DISC test - https://www.tonyrobbins.com/disc/ https://www.extendeddisc.org/employee-feedback-disc-assessments/ https://i.pinimg.com/originals/d1/29/32/d12932b70f9556eab52868eec76b7538.jpg
Independent Contractor Agreement	-MS REALTORS Zipforms has generic version -Franchises offer customized versions
Compensation Plan(s) for Agents	https://www.nar.realtor/compensation-plans-for-real-estate-agents
Items to be kept in an agent's file:	-W9 on file for all agents for 1099 preparation -License from MREC -E&O Certificate
Items to be kept for employees file:	-W4 on file for all employees/staff members for W2 preparation