

# Brokerage Management



## 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 2014:

**Jan. 7, Feb. 4, Mar. 4, Apr. 8, May 6, Jun. 3, Jul. 8, Aug. 5, Sep. 9, Oct. 7, Nov. 4, Dec. 2**

**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.

Registration options and policies on reverse.

*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](http://www.orlandorealtors.org)**

407.513.7268 Fax: 407.513.9120 [education@orlandorealtors.org](mailto:education@orlandorealtors.org)



CREDITS  
**4 CE**



## ORRA Institute of Technology Certification (OITC)

The ORRA Institute of Technology Certification (OITC) for agents and brokers is designed around real estate industry specific technology disciplines which provide the competencies REALTORS® need to thrive in the today's market place.

These disciplines will create a strong technology foundation to enable REALTORS® to conduct business within the technology driven society that has impacted the real estate industry locally, nationally, and globally.

ORRA Institute of Technology Certification (OITC) candidates must complete the 17 required courses, 2 elective courses, and the online Microsoft Office Outlook, Word, Excel and PowerPoint training through AtomicTraining.com to receive certification.

For more information regarding program courses and fees, please contact [education@orlandorealtors.org](mailto:education@orlandorealtors.org).

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



## Register today

### Register me for **Brokerage Management** on:

- Tues., Jan. 7, 2014     Tues., Feb. 4, 2014     Tues., Mar. 4, 2014
- Tues., Apr. 8, 2014     Tues., May 6, 2014     Tues., Jun. 3, 2014
- Tues., Jul. 8, 2014     Tues., Aug. 5, 2014     Tues., Sep. 9, 2014
- Tues., Oct. 7, 2014     Tues., Nov. 4, 2014     Tues., Dec. 2, 2014

- ORRA member – \$79                       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 \_\_\_\_\_ / \_\_\_\_\_

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](mailto:education@orlandorealtors.org)