

## **Real Estate Training Programs**

1. Tell me about your training philosophy?
2. Do you have a New Agent training program? How is it structured?
3. Do you have a mentor on call after hours and weekends to contact with questions?
4. Can I see the program?
5. What is the cost of the program?
6. Who are the instructors and what are their backgrounds?
7. When is new agent training held and at what times?
8. Is fieldwork encouraged during the program?
9. Is there a follow-up career launch type program to help get started?
10. Is there a system in place to encourage early accountability?
11. What type of ongoing training do you do? Can I see your training calendar?
12. Is there an office orientation program?
13. What type of advanced training is available and who teaches it?

## **Real Estate Office Management**

1. What is the manager's priorities and basic responsibilities?
2. Do they list or sell property as agents of the firm?
3. Describe the additional staff and their responsibilities?
4. Is agent input encouraged? If so, how is it acquired?
5. Describe your meetings in the office? Frequency? Is attendance required?
6. Who establishes office policies?
7. Describe the type of culture you create in the office? How is this done?
8. List the reasons an agent would be asked to leave your firm and why?
9. Do you share the company books with the agents? If so, how often?
10. How are "housekeeping" items conveyed to the agents?

## **Economic Programs**

1. How does your commission/compensation program work?
2. Can you take me through a "live" example by the numbers?
3. What is the office procedure for getting paid on a closing?
4. Are agents in the office on different plans? Explain them?
5. What is the initial and ongoing cost of my affiliation with the company?
6. Can I hire a personal assistant? Can they be licensed? Does the company charge me a fee for the assistant? What commission program does the assistant fall under?
7. Do you have a profit sharing program with agents? How does it work?
8. Are there other investment opportunities with the company? How do they work?
9. What is the policy and cost if I buy or sell real estate personally?

## **Real Estate Technology**

1. What is the company's basic philosophy in regard to using technology?
2. Does the company provide high-speed internet access and at what cost?
3. Are the printers/computers/machines in the office networked? Can I hook into this network?
4. Do you provide specific software/ What are the programs?
5. Do you provide voicemail?
6. Do you provide e-mail? Is it private?
7. Do you provide a web site for the agents?
8. Do you provide any type of computer training?
9. Do you provide software training?
10. Does the company have a web site? An Intranet site?
11. Are their presentations available that are electronic from the company?
12. Do you encourage using Personal Data (palm pilots) Assistants? How?
13. Does the company provide marketing templates?
14. Does the company provide forecasting electronically?
15. Can I do my accounting electronically?
16. What type of long-term technology support can the company offer?