

QUESTIONS TO ASK IN AN INTERVIEW WITH A BROKER ***www.BrokerQuestions.com***

1. What exactly are all of the various fees Agents are responsible for?
 - a. Who pays for the Errors & Omissions (E & O) Insurance? (How much?)
 - b. Do you charge Desk Fees? (How much?)
 - c. Do you charge Annual, Monthly or Periodic Fees? (How much?)
 - d. Do you charge any other required fees like Legal Fees or Advertising Fees, Etc.?
 - e. Do you have any Franchise Fees? (How much?)
 - f. Do you charge Transaction or Administrative Fees to the customers and if so, what are they? If I fail to collect a Transaction or Administrative Fee from a customer, am I responsible for paying the fee on their behalf to the brokerage?
 - g. Do you charge for any Training Classes that you provide?

2. When I am in the brokerage's office, will I have access to:
 - a. FREE long-distance calls?
 - b. FREE High-Speed Internet?
 - c. FREE US Mail Postage? FedEx/UPS?
 - d. FREE Color Copies? Black & White Copies?
 - e. FREE Company stationary (envelopes & letterhead)?
 - f. How do I get Floor Time and is it available to me?

3. Do you provide me with any marketing materials?
 - a. Business cards?
 - b. Name tags
 - c. For SALE / RENT yard signs?
 - d. Car / vehicle magnets?
 - e. Shirts?
 - f. Branded email address?
 - g. Smartphone pocket backs?

- h. Etc.?
 - i. If so, what is the quantity and cost, if any?
- 4. What business software & digital tools are provided by the brokerage?
 - a. Do you provide a CRM?
 - b. Do you provide a Lead Management system?
 - c. Do you provide Transaction Management software?
 - d. Do you provide Cloud Storage?
 - e. Do you provide E-Signature software?
 - f. Do you provide office essential software such as Microsoft Office or G-Suite (Google Enterprise)?
- 5. How do I access the necessary transaction forms?
 - a. Listing Agreements, Purchase Contracts, Leases, etc.?
- 6. Advertising & MLS
 - a. What kind of advertising does your company do and pay for?
 - b. Does the brokerage provide me with access to any websites or print advertisements where I can advertise my listings?
 - c. Do you provide me with Post Cards for Just Listed / Just Sold / Farming? (Quantity and cost, if any?)
 - d. Who enters my Listings into MLS and updates them when needed?
 - e. Does the company provide me with customer leads (Walk-ins? Call-ins? Internet leads?)
- 7. Board of REALTORS®
 - a. Does the brokerage require me to join The Board of REALTORS®? (If so, which ones are you a member of?)
 - b. Can I join any Board of REALTORS® that I want?
- 8. Training
 - a. Do you offer any initial training for someone brand new to your brokerage or the real estate industry? (Any cost to me?)

- b. Do you have classes to teach me how to do contracts and take listings, etc.? (Any cost to me?)
 - c. Do you have a mentor or manager to check all my files for compliance and accuracy? (Do they take an additional portion of my commission split from me for their assistance?)
 - d. Do you offer other classes and if so, what kinds of classes? (Any cost to me?)
 - e. Do I have 24/7 Access to the Broker or another Manager if I am unsure of something or need support?
 - f. Are Managers and Brokers in competition with the Agents?
 - g. Do I have any minimum performance requirements?
9. Equipment / Physical Plant
- a. Will I have access to a desk in the office?
 - b. Will I have access to a computer in the office?
 - c. Will I have access to IT equipment such as telephones, scanners, fax machines, printers and copiers in the office?
 - d. Do you have other offices that I can work out of if this location is too crowded or if my customers are looking in other areas that aren't near this location?
10. Compensation
- a. What is my starting Commission Split and can this increase based on my performance?
 - b. Do you ever reduce a Commission Split if I am not performing at a certain level?
 - c. What results do I have to produce for an increase in my Commission Split?
 - d. Is the Commission Split you are quoting me NET to me, or is anything deducted (fees of any kind, such as franchise fees, etc.) from that before I am actually paid?
 - e. How soon after a sale or rental will I receive the commission check?

- f. Do you offer an opportunity to get paid at the Closing Table on the date of Closing?
- 11. What other professional services does your brokerage offer to assist in my transactional real estate business?
 - a. Title insurance?
 - b. Mortgages?
 - c. Insurance?
 - d. Photography?
 - e. Property management?
 - f. Construction?
- 12. Staff / Employee Resources
 - a. Do you have an in-house attorney?
 - b. Do you have an in-house trainer?
 - c. Do you have in-house IT staff?
 - d. Do you have in-house social media staff?
 - e. Do you have in-house marketing & advertising staff?
 - f. Do you have in-house reception?
 - g. Do you have in-house compliance officer?
 - h. Do you have in-house customer service staff?
- 13. What is your brokerage company's mission statement?
- 14. What is your brokerage company short or long range planning objectives and goals?
- 15.
- 16. Do you have a Policy and Procedure Manual?
- 17. Do you have a Training Manual?