

# Arizona Preferred Realty LLC

## BROKER OFFICE POLICIES MANUAL

### DEFINITIONS

Definitions of many terms are found in the real estate law book. In addition to terms defined in A.R.S. § 32-2101, 32-2171, and A.A.C. R4-28-101, the following terms appear in this manual which are defined below:

- A.A.C. - Arizona Administrative Code (unofficially, the Commissioner's Rules).
- ADRE - Arizona Department of Real Estate.
- AAR - Arizona Association of REALTORS®.
- Broker - A company's designated broker.
- Company - (Arizona Preferred Realty LLC)
- Listing - An employment contract to represent a seller in the marketing of the seller's property.
- MLS - local multiple listing service.
- NAR - NATIONAL ASSOCIATION OF REALTORS®.
- Sales Associate - A licensed salesperson or associate broker working with the company as either an employee or an independent contractor.
- SPDS - Seller's Property Disclosure Statement.

### Introduction

The Office policies and procedures are provided in this manual for the standard operating procedures of this firm. The Office Policy Manual is to be used as a guide in your day to day operations as a member of this firm. It will help promote cooperation among Associates and between Associates and Management. The manual provides clear understanding of standard practices and procedures to help avoid disputes and also to help settle disputes. And lastly, the manual will help you by guiding you in your activities and hopefully enhance your productivity.

The right to amend and change content of the Office Policy Manual is reserved for the Broker on an as needed basis. The amendments and changes shall be reviewed during meetings directly following any change to the policy. It is the responsibility of each Associate to keep abreast of all policy changes and to understand the policy set forth. Absence from any meeting discussing changes to policy does not provide an exemption to any Associate from these responsibilities.

### Address Changes

Brokers and Sales Associates must notify the Department within 10 days of a change of (residence/mailling) address.

A Broker must notify the Department prior to relocating the business or changing its business/mailling address.

### Advertising

All advertising media, including the Internet Must:

- Comply with Fair Housing and must use of the Fair Housing logo.

# Georgia Real Estate Sample Policy Manual

**Earl Palmer Hopkins**



## **Georgia Real Estate Sample Policy Manual:**

*Principles of Real Estate Practice in Georgia* Stephen Mettling, David Cusic, Ryan Mettling, Joy Stanfill, 2023-10-30

Principles of Real Estate Practice in Georgia contains the essentials of the national and Georgia real estate law principles and practices necessary for basic competence as a real estate professional and as mandated by Georgia license law. It is based on our highly successful and popular national publication Principles of Real Estate Practice which is in use in real estate schools nationwide. The text is tailored to the needs of the pre license student. It is designed to make it easy for students to learn the material and pass their real estate exam. Prepare students for numerous career applications stress practical rather than theoretical skills and knowledge. Principles of Real Estate Practice in Georgia is streamlined, direct and to the point. It includes multiple learning reinforcements. It has a student oriented organization both within each chapter and from chapter to chapter. Its examples and exercises are grounded in the authors many years in real estate education. Table of Contents: The Real Estate Business, Rights in Real Estate, Interests and Estates, Ownership, Encumbrances and Liens, Transferring and Recording Title to Real Estate, Leasing Essentials, Land Use Planning and Control, Legal Descriptions, Fundamentals of Contract Law, National Agency Listing Agreements, An Overview, General Brokerage Practices, Overview of Conveyance, Contracts, Real Estate Market Economics, Appraising and Estimating Market Value, Real Estate Finance, Real Estate Investment, Real Estate Taxation, Professional Practices, Closings, Risk Management, Property Management, Real Estate Mathematics, Georgia Licensing, Regulation, Enforcement, Georgia Brokerage Regulation, Other Georgia Laws, Glossary of General Real Estate Terms, Index. For Georgia students looking for an exam prep book to complement Principles of Real Estate Practice in Georgia, we have Georgia Real Estate License Exam Prep. *2019 Georgia AMP Real Estate Exam Prep Questions, Answers & Explanations* Real Estate Exam Professionals Ltd., Fun Science Group, 2019-01-03. Pass the 2019 Georgia AMP Real Estate Salesperson Exam effortlessly on your 1st try. In this simple course which includes both the Georgia state and AMP question and answer exam prep study guide, not only will you learn to pass the state licensing exam, you will also learn how to study for the GA exam quickly and effectively. Secrets to Passing the Real Estate Exam even if you do not know the answer to a question. How to tackle hard real estate MATH questions with ease and eliminate your fears. Tips and Tricks from Real Estate Professionals, professional exam writers and test proctors. It will also answer questions like: Do I need other course materials from companies like Allied Real Estate School? How about Anthony Real Estate School or Kaplan Real Estate School? Are they even good schools to attend? What kinds of questions are on the Georgia Real Estate License Exam? Should I use the GA Real Estate License Exams for Dummies Book? This Real Estate Study Guide contains over 1200 real estate exam questions and answers with full explanations. It includes the Georgia State Specific portion, the AMP portion, real estate MATH ONLY section and real estate vocabulary only exams. You will receive questions and answers that are similar to those on the Georgia Department of Real Estate Exam. You deserve the BEST real estate exam prep program there is to

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




































































































































































































































































































































































































































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