

**Leads Team Agreement**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In exchange for the opportunity to receive leads from The Brodkin Realty Group (TBRG), I agree to the following policies and procedures:

1. I am a full-time real estate agent with The Brodkin Realty Group, Realty ONE Group.
2. I will be a member in good standing and current with all dues/fees to TBRG, the Real Estate Division/DRE, and affiliated Board of REALTORS.
3. I have a minimum of one closed transaction.
4. I am a Top Producer user and have completed the Top Producer training. I have configured all settings to include lead notification and customized my Buyer Lead Action Plan.
5. I am fluent in English or it is my primary language. Any additional languages I am fluent in are noted below.
6. I will attend all required TBRG Leads Team training and/or meetings.
7. I have completed the Leads Team pre-requisite training and have my Team Manager’s written recommendation and acknowledgement.
8. I will adhere to all policies and procedures outlined in the Leads Team Policy & Procedures document.
9. I understand and agree that I must initially respond to any lead assigned to me within 15 minutes and adhere to the follow-up procedures outlined in training, to include required updates on the assigned platform(s) and Top Producer follow-up.
10. I acknowledge that the leads belong to TBRG and referral fees will be owed on all transactions resulting from the party referred within 24 months from the original date of lead.
11. I acknowledge the commission split will be 50% to agent/50% to The Brodkin Realty Group. Standard transaction and document storage fees will be applied to agent side if not collected from client.
12. I will complete my free profile on Zillow.com and complete the Zillow online training.
13. I understand that the TBRG Preferred Mortgage vendor will be contacting any TBRG leads and agree to recommend their services. I understand and agree to recommend/use other TBRG/Realty ONE Group Preferred Vendors when possible.
14. I will not discuss commission splits or referral fees with any TBRG lead clients.
15. I will notify the Leads Department and my Team Manager when I am out of town or on vacation.

I have read and fully understand the importance of the above policies and procedures. As a member of the TBRG Leads Division, I agree to perform the functions required by TBRG or I will be removed from the team. I understand and acknowledge that the terms of this agreement are to be interpreted as additional terms to my Independent Contractor Addendum with TBRG.

Languages in which I am fluent (in addition to English):

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Accepted and Agreed to: The Brodkin Realty Group Leads Team

 Agent Signature Date

 Team Manager Date

 The Brodkin Realty Group Date