

**Leads Team Policies & Procedures**

 Pre-Requisites for Agents On the TBG Leads Team

1. Full-time real estate agent with The Brodkin Group, Home Connect America.
2. A member in good standing and current with all dues/fees to TBG, the Real Estate Division/DRE, and affiliated Board of REALTORS.
3. Complete and submit DISC Profile and Values Reports to Team Manager/Leads Division ([www.TonyRobbins/com/ue](http://www.TonyRobbins/com/ue) )
4. Minimum of one closed transaction.
5. Top Producer user and has completed the Top Producer training.
6. Fluent in English or it is primary language. Any additional languages to be noted for potential lead assignment.
7. Zillow Profile complete with any client reviews (if applicable). Complete the Zillow leads training.
8. All 23 TBTM Modules complete with IGT Checklist Tasks complete for:
	* Module 4 - Lead Generation & Conversion Class
	* Module 5 – Understanding Personality & Communication Styles
	* Module 8 – Buyer Consultation, Showing Properties, Closing the Sale
	* Module 9 – Residential Purchase Agreement
	* Module 10 – Mortgage and Financing
	* Mod 17 – Checklist To Get Paid
	* Mod 23 – Mastering Top Producer 8i
9. Team Manager’s written recommendation and acknowledgement of all pre-requisites completed.
10. Agree to and acknowledge all Leads Team policies and Procedures by executing the Leads Team Agreement.

**Leads Team Orientation & Training Workshop**

Workshop to be scheduled monthly or as needed for new team members (live classroom and/or via Webinar)

* Team Policies & Procedures
* Zillow and/or Platform Training (as needed)
* Internet Lead Conversion Training
* Lead Assignment & Follow-up Protocol