

**Policies
&
Procedures
Manual**

For

Real Estate Brokerages

Washington State Edition

Published by Real Estate Awareness Seminars ©

Policies and Procedures Manual for Real Estate Brokerages- WA State Edition

Policies and Procedures Manual for Washington State Real Estate Brokerages

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How To Use This Manual

All real estate offices have different operational procedures. There is not one standard manual that works to satisfy each individual company's objectives. Although this manual is very comprehensive, it has been designed to be a guideline, adaptable to suit your company's individual needs.

This manual is designed for modifications. Additions and deletions can be easily done on your computer with the MS Word disk that is included.

This manual applies to every member of your company from the secretarial staff to management. We recommend that all commission personnel and employees read and acknowledge this document prior to association with your company and thereafter refer to it as needed to verify operational procedures.

The headings and sub-headings of topics will facilitate easy reference and permit the company, from time to time, to modify a given policy as required without issuing an entirely new manual. Remember to be sure to provide these changes to all staff. In this manual's original draft form we have underlined paragraphs that you will want to adapt your specific office procedures or policies to. We have tried to underline most of these paragraphs for your easy reference. We encourage you to read this document carefully as you may note other paragraphs that will not apply to your particular office that will require adaptation.

Many items in the document are going to have variations from company to company. We have included a basic outline and ideas from which to choose, so that implementing the manual can be streamlined. We have not assigned page numbers in the table of contents, as they will change until your final draft is completed.

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Purchaser understands and accepts full responsibility for the use and implementation of this manual.

It is our hope and desire that this manual, after adaptation to your particular office needs, will be a valuable tool for you, your employees and sales staff.