

[Team name]

Example: Basic Team Agreement

This is a working agreement between all Brokers who elect to work together on the team.

Practice & Role play lead calls weekly, it's expensive & can cost us money to practice on good prospects.

- Work & Follow-up on Leads Daily to Get Better

Common Language

- **Prospects** = Name, Phone #, Email
- **Leads** = Started 2-way conversation with them, best to do this over the phone
- **Clients** = ONLY someone who has signed agreement sellers & buyers alike
- **Top 10 Client** = Pre-Approved & Signed Agreement

Best Lead Practices

- **Leads** = Call within 24hrs
- **Qualify** = Need to find prospects timeline - best to call daily or weekly
- **Hot** = within 90 days - best to call daily or weekly
- **Nurture** = 3 mo. to 6 mo. - best to call monthly
- **Watch** = 6 mo. plus - best to call monthly
- **Archive** = ONLY prospects with BAD NUMBERS & good email - best to email monthly
- **Trash** = ONLY prospects that have Told you: DO NOT CALL ME AGAIN - best to review monthly
- Opting out of emails is NOT a Trash Lead, it's a form of communication that prompts you to call them & an opportunity to find out why they opted out & how you can be of service.
- **Pending** = Listed Home or Buyer UC
- **Closed** = Listing or Buyer adds closed business monthly market report, home anniversary, birthdays etc. - best to call 4x year.
- **Contracts to be written with both agents representing the client.**

Agent's Leads & Team Leads Commission Split:

- 1st 3 transactions = Split 50% Agent / 50% Agent
- 4th - 15th transaction = Split 60% Agent / 40% Agent
- 16th - 25th transaction = Split 70% Agent / 30% Agent
- 26th & transactions afterwards = Split 80% Agent / 20% Agent

Covering for Another Agent's Clients:

- \$500 to Showing Agent from closing of Agent's client, Showing Agent ONLY showed homes to.
- 25% to Agent from closing of Agent's (new seller client / lead transaction)
- 10% to Agent from closing of Agent's (existing listed homes) handling things while covering.
- 35% to Agent from closing of Agent's Buyer Client showed homes & wrote contract to close.
- Other arrangements & covering while an agent is not available should be agreed upon in writing.

Agent: _____

Date _____

Agent: _____

Date _____