

Office Policy Manual Order Form

Frascona, Joiner, Goodman & Greenstein, P.C. ("FJGG")

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Please complete this form to order your Office Policy Manual. Email, fax, or mail it to us.

1. **Name Designation:** _____
(Name of Brokerage Firm EXACTLY as it Should Appear on Forms)

2. **Employing Broker:** _____
(Please Print Clearly)

3. **Primary Contact:** _____
(Name of individual completing the Order Form, if NOT Employing Broker)

4. **Address:** _____
_____, CO _____

5. **Phone:** _____ **Email:** _____

6. **While a listing or deal is active: [Check A or B.]**

- A. The Company keeps centralized files which Licensees check-out and check-in as they need access to those centralized files.
- B. Licensees keep and maintain client files while transaction is active, with a limited central file containing minimal information.

7. **Use of Unlicensed Persons to Access Listings: [Check A or B.]**

- A. **FJGG recommended option:**
- i. **Will not** permit unlicensed persons from providing access for buyers to other companies' listings
 - ii. **Will not** permit other companies to use unlicensed persons to provide access for buyers to Company properties,
 - iii. **Will not** generally permit unlicensed employees of the Company to provide access for buyers to Company's listings, while allowing the Employing or Managing Broker to make exceptions on a case-by-case basis.
- B. Custom. [Check one for each question below.]
- i. Company [will will not] permit unlicensed persons to provide access for buyers to other companies' listings.
 - ii. Company [will will not] permit unlicensed persons from other companies to provide access for buyers to the Company's listings.
 - iii. Company [will will not] permit unlicensed employees of the Company to provide access for buyers to the Company's listings.

8. **Property Management:** [Check A, B or C.]

- A. We never manage property for clients or only do so occasionally on a case-by-case basis.
- B. We regularly engage in both buy/sell brokerage and property management in our business. **[This option requires that the brokerage firm purchase BOTH the Office Policy Manual and the Property Management Office Policy Manual for a total cost of \$600.]**
- C. We never engage in buy/sell brokerage for clients or only do so occasionally on a case-by-case basis.

9. **Listing Syndication:** Listing syndication is a process whereby listings can be distributed to third parties (such as Zillow or Trulia) for publication on third-party web sites. **[Check A or B.]**

- A. Because of the constantly changing nature of listing syndication, Company will not have a blanket policy on syndication. Listing brokers will discuss the pros and cons of syndication with each client and will make determinations about syndication on a case-by-case basis.
- B. Company will direct the listing syndication choices of Licensees for all transactions. **[This option requires an additional \$150 fee which includes a mandatory consultation with an attorney to discuss your company's needs and issues associated with this option.]**

10. **Total Amount of Payment:** [Check One.]

- \$300 Single Manual (Buy-Sell Brokerage **OR** Property Mgmt. & Leasing – 8A or 8C)
- \$450 Single Manual w/Syndication Policy (Buy-Sell Brokerage **OR** Property Mgmt. & Leasing: 8A or 8C + 9B)
- \$600 Dual Manuals (Buy-Sell Brokerage **AND** Property Mgmt. & Leasing – 8B)

11. **Method of Payment:** [Check One.]

- I have enclosed my check made payable to FJGG.
- Please charge my VISA/MasterCard account number

Expiration Date: _____ / _____
Credit Card Billing Zip Code: _____ Credit Card Security Code: _____

Cardholder's Signature

IMPORTANT NOTE: This Office Policy Manual is designed for **Brokerage Firms with Multiple Licensees**, and designed to work **in conjunction with our Brokerage Relationship Policy**. If you are an individual broker you may only need a Brokerage Relationship Policy alone. Please call with questions prior to ordering, there is no charge to do so!

If you wish to consult us about potential variations or additions, do not hesitate to call or schedule an appointment with an attorney. These consultations and subsequent drafting will be \$350/hour.

REQUIRED AUTHORIZATION FROM EMPLOYING BROKER: I am the Employing Broker for my company and would like you to prepare these forms and send them to my firm. I understand that while my order creates an attorney-client relationship between FJGG and my brokerage firm, this is a limited services engagement such that taken by itself; my order of a Broker Product Form does not preclude FJGG from representing other clients who have interests adverse to mine.

Employing Broker Signature