



## BENEFITS & SUPPORT FOR OUR AGENTS

RE/MAX of Cherry Creek is proud to offer a wide range of benefits and services for our agents. Our office goal is to make every transaction run as soon as possible and for our agents to be successful in their real estate business. To ensure this happens, we offer the following support to our agents:



### *Front Desk Services*

During business hours, our front desk is staffed with a receptionist who is always available to greet your clients and help manage the flow of information.

- Notify agents of packages, faxes, contracts, earnest money, etc.
- Handle incoming phone calls
- Clean/stock coffee machine/kitchen
- MLS Services
- Post info on Yapmo
- Send out floor reminders
- Reserve conference rooms
- Greet clients and offer beverages
- Maintain cleanliness and professional appearance of kitchen and common areas
- Daily post into Yapmo of new listings, price changes, under contract and sold properties
- Receive Earnest Money, write receipt & send to Broker
- Post open houses to Craigslist, Matrix, Idx, Remax.com, Zillow, Trulia, CSS
- Manage all front desk emails
- Organize sales meetings
- Stock copiers and other supplies
- Handle incoming and outgoing mail
- Distribute monthly parking passes
- Make quarterly floor schedule
- Send out thank you cards for all sold properties
- Fix paper jams
- Order office supplies

## *Accounting Services*

Our accounting department provides timely processing of funds.

- Commission dispersal
- Hold earnest money in house in accordance with real estate commission rules
- Process earnest money and cut escrow checks
- Convenient monthly billing emailed to you!
- Issue 1099's
- Prepare monthly, quarterly and annual commission reports upon request
- Collect and track w9's for all commissions paid
- Forward CMN donations, send cards to donors
- Prepare escrow checks
- Report earnings to RE/MAX International

## *MLS Services*

Our support staff can help you manage your listings in the MLS system upon written request.

- MLS entry and photo/virtual tour upload
- Maintain listing in MLS, all status, price, and misc. changes
- Enter showing instructions into Showings.com
- Weekly coordination of agent tour schedules
- Order TBD's from Equity Title

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## *Transaction Coordination*

Our in-house transaction coordinator can help you stay on top of your transactions for a minimal company fee.

- Contract preparation
- Follow up on file throughout closing
- Submit files to SkySlope (paperless office files)
- Listing to close or buy side only

## *Marketing Services*

Our support staff can help you market yourself and your listings!

- Create and print brochures, listed and sold postcards, special feature cards
- Specialized marketing for luxury listings
- Business cards and other personal marketing materials
- Create and send e-newsletters and print newsletters
- Update social media weekly
- In-house printing
- Laminating, coiling and grommet service
- \$45/hour design fee for customized items

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## *Equity Title Services*

RE/MAX of Cherry Creek has partnered with Equity Title to provide superior title insurance & closing services for you and your clients.

- Designated closer
- TBD's

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## *Cherry Creek Megastar Lending*

Cherry Creek Megastar Lending is the preferred mortgage lender for RE/MAX of Cherry Creek. Megastar prides itself on our family company culture, employing seasoned and experienced loan officers who have the consumer's interest at heart.

## *Business Support Services*

Our office management is constantly improving the business & technology services.

- Transfer licenses and all transfer paperwork to facilitate your move
- Phone system with many upgraded features, including the ability to have voicemails forwarded to email and e-fax
- T1 lines and wireless internet services for fast connections
- Professional grade color copiers integrated with fax and scan to email function
- Press release writer
- Letterhead, envelopes and supplies available for purchase
- Buyer & Seller guides
- Branded presentation folders
- Neighborhood information sheets
- Information sheets to provide buyers and sellers
- HUD approved agency
- Monitors/computer in our conference room – great for client presentations!
- Conference rooms
- Large training room with projector
- Sign storage
- Waterway Car Wash (corporate discount)
- Weekly in-office shoe shine (minimal fee)

## *Professional Development*

We are a learning organization and provide many opportunities for our agents to stay on the cutting edge of timely information.

- Weekly sales meeting followed by property tours
- Yearly retreat with continuing education on timely issues and topics
- In-house real estate commission contracts update classes
- Ongoing information sharing between agents
- Monthly focus groups

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## *Events*

### **Client Appreciation Events**

- Treat your clients to a night at the ballpark to cheer on the Rockies
- Private Zoo Lights event with hors d'oeuvres at the Denver Zoo

### **Social Events**

- Bring family and friends to our Annual Pool Party and Potluck
- Yearly retreat allows for relaxation and getting to know other agents
- Compete and socialize at our Annual Chili Cook Off
- Celebrate the season at our Holiday Party in December

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## *Building & Office Perks*

There are many conveniences right here in our building or available nearby!

- Secure building
- Dazbog coffee shop
- Workout facilities
- FedEx/UPS/USPS mail drop box

Please contact our office for further information

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