



UNITED Realty Co.



A photograph of two women in an office setting. The woman on the left, with long dark hair, is wearing a light beige blazer over a white shirt with a black bow pattern and black pants. She is holding a smartphone. The woman on the right, with curly dark hair, is wearing a light grey blazer over a teal top and blue jeans. She is holding a grey tablet. They are both smiling and looking at the tablet. In the background, there are office cubicles, a potted plant, and a door with a sign that says 'Employees Only'.

Mentorship Agreement



MENTORSHIP AGREEMENT

FOR NEWLY LICENSED OR INEXPERIENCED AGENTS P1 OF 5

The Mentor, _____ who is a licensed Real Estate Professional in the State of Florida and an independent contractor representing UNITED REALTY GROUP, herein is offering a Mentorship program to NEW or INEXPERIENCED AGENTS.

Mentorship Program Guidelines

The new Sales Associate will interview with the Mentor who will explain the program in detail. Both parties need to agree and must evaluate if they are a good fit for each other. Both Mentor and Sales Associate will need to sign a Mentorship Program Guideline agreement after meeting and agreeing to work together.

Introduction & Objectives

The level of internal support and collaboration is second to none at UNITED REALTY GROUP. This will be further exemplified through the Mentor Program. This structured and controlled approach is designed to pair up and assist both; the eager, energetic new agent as well as the seasoned, real estate savvy Veteran. While each will benefit in different ways, the objective is to create a mutually rewarding relationship.

THE MENTOR

The Mentor will first interview with the Broker before starting to Mentor any Associate to discuss the guidelines and procedures.

1. The Mentor will obtain and follow the Mentorship program guidelines from Broker
2. The Mentor agrees to work with the sales associate on a ONE on ONE basis
3. The Mentor must operate from the same Branch Office as the Sales Associate
4. The Mentor agree to periodically consult and meet with Broker on specific issues and progress of Sales Associates

MENTOR GUIDELINES

- The Mentor will assist and counsel the Sales Associate in forms to pre-qualify potential Clients
- Will assist in the preparation of Buyers agreement; Buyers initial meeting;

MENTOR Initials»»

Sales Associate Initials»»



MENTORSHIP AGREEMENT

FOR NEWLY LICENSED OR INEXPERIENCED AGENTS P2 OF 5

- Will assist in the preparation of Sales and Purchase Contracts; addendums etc. The Mentor will assist and attend first sales associate's listing presentation, including preparation of documents needed. CMA etc.
- The Mentor will assist in the writing of sales associate's listing agreements.
- The Mentor will assist and attend sales associate's purchase agreement presentations.
- The Mentor will assist and help develop CMAs and Net sheets for the sales associate's listing presentations.
- The Mentor will assist and attend offer presentations of the sales associate.
- The Mentor and sales associates will review the settlement statement and attend closings of the sales associate.

MENTOR'S RESPONSIBILITIES TO UNITED REALTY GROUP

The Mentor has demonstrated knowledge in Real Estate documentation and procedures; an interest in helping others, good judgment, friendliness and experienced a solid career growth.

- The Mentor will meet with URG Broker on a regular basis to discuss Mentee's development.
- The Mentor will supply the name of the Mentee to URG Broker prior to starting program.
- The Mentor will contact URG Broker on any issues, questions or concerns arising from program or Mentee.
- The Mentor will not advise Sales Associate on any Legal matters.
- The Mentor agree to only mentor Sales Associates belonging to the same URG Branch Office.
- The Mentor, by bringing his/her knowledge and expertise, will be helping the sales associate become productive faster and at the same time provide the sales associate with valuable training in closing real estate transactions with seasoned advice on their first series of real-life transactions.

SALES ASSOCIATE

- Must commit to a minimum of 3 transactions and agree to the commission split listed herein.
- Has shown an interest to learn and will be open to advice and guidance from the Mentor.
- Will get help and guidance in learning to prospect for new Customers.
- Learn proper completion of Listings Presentations; Listing Agreements; Buyers Agreements; Sale and Purchase Contracts; Addendums, etc.
- Someone in place to communicate with the customer in the event the new agent needs help.

MENTOR Initials»»

Sales Associate Initials»»



MENTORSHIP AGREEMENT

FOR NEWLY LICENSED OR INEXPERIENCED AGENTS P3 OF 5

- Establishing new, healthy relationships within the URG Branch; learn how to submit completed forms and transactions to URG.
- Additional perspectives by the Mentors involvement in bringing additional transaction support to help.
- Ensure a fast start for the sales associate.
- Seasoned advice on their first series of real-life transactions.

COMMISSION SPLIT

Commission splits during the Mentorship program must have a the terms of the commission split in writing. The Mentorship Program commission split guidelines are as follows, however there is a section below if the Sales Associate and Mentor agree to different terms.

☐ Guidelines Option

First (1st) Transaction	50/50 Commission Split	50% Sales Assoc.	50% Mentor
Second (2nd) Transaction	60/40 Commission Split	60% Sales Assoc.	40% Mentor
Third (3rd) Transaction	70/30 Commission Split	70% Sales Assoc.	30% Mentor

Any additional transactions needing help on will be at a 25/75 Commission Split 75% to Sales Associate 25% to Mentor

☐ OR Sales Associate and Mentor Agree to the following terms:

First (1st) Transaction	%/	% Commission Split	% Sales Assoc.	% Mentor
Second (2nd) Transaction	%/	% Commission Split	% Sales Assoc.	% Mentor
Third (3rd) Transaction	%/	% Commission Split	% Sales Assoc.	% Mentor

Any additional transactions needing help on will be at a % / % % Commission Split % to Sales Associate and % to Mentor.

MENTOR Initials»»

Sales Associate Initials»»



MENTORSHIP AGREEMENT

FOR NEWLY LICENSED OR INEXPERIENCED AGENTS P4 OF 5

SALES ASSOCIATE INFORMATION * MUST BE SAME BRANCH AS MENTOR

Years Licensed

Years w/ URG

Closed Trans. last 12 Months

Sales Associates Name

Real Estate License Number

Email Address

Cell Number

MENTOR INFORMATION * MUST BE SAME BRANCH AS SALES ASSOCIATE

Years Licensed

Years w/ URG

Closed Trans. last 12 Months

Mentor Name

Real Estate License Number

Email Address

Cell Number

Available times Mentor is available for phone calls:

a.m. to	p.m. Mon - Fri
a.m. to	p.m. Saturdays
a.m. to	p.m. Sundays

Communication and Operational Expectations:

When would you prefer the One on One weekly personal meeting or phone conference?

☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat

Time

MENTOR Initials»»

Sales Associate Initials»»



MENTORSHIP AGREEMENT

FOR NEWLY LICENSED OR INEXPERIENCED AGENTS P5 OF 5

FROM: Sales Associate **TO:** Mentor

My expectations are:

I need help/guide mainly in:

SALES ASSOCIATE | Acknowledgment and Acceptance

☐ *I have read and agree to abide by the Mentorship Agreement.*

Sales Associate Printed Name

Sales Associate Signature

Date

MENTOR | Acknowledgment and Acceptance

☐ *I have read and agree to abide by the Mentorship Agreement.*

Mentors Printed Name

Mentors Signature

Date

Broker Signature

URG | Key Acceptance Agreement & Key Fee Receipt

Key Holder

Agent

☐

Other:

Cellphone

Email Address

Branch

SELECT BRANCH HERE

Authorized By:

For and in consideration of the use of the above listed key to the United Realty Group Inc premises, the undersigned HOLDER hereby acknowledges receipt of key, and agrees to use such key only in accordance with these stipulations:

- Key remains the sole and exclusive property of the Holder.
- There is a non-refundable key fee of \$55.00.
- Holder will use premises and equipment for United Realty Group business only.
- Holder will always supervise their customers and guests while on the premises.
- Holder will return key within 48 hours of resignation or termination and agrees to reimburse United Realty Group a re-keying fee if necessary due to Holder negligence or if key is not returned upon resignation or termination.
- United Realty Group is not liable for injuries while on the premises.
- Holder agrees to secure office when leaving last.

I have read, understand and agree to the above statements about key usage for this office. In signing this form. I accept full responsibility for these keys and agree to always exercise care in the security of the premises and its contents.

Key Holder Signature

Date

KEY FEE RECEIPT

This receipt is for a non-refundable key fee in the amount of \$55.00, in the form of;

☐

ACH

☐

Cashier's Check

☐

Cash

☐

Personal Check No:

Received By

Date

BRANCH MANAGER:

(1) File the signed agreement (2) Add the Agent name to the Branch Keyholder List and (3) send the key fee with Agents name and Branch to Corporate with the Branch Courier next visit. Thank you.