



San Jacinto Properties

New Agent Onboarding Procedures

Revised January 2022

Commission Splits	95% Agent & 5% Broker up to \$5,000 cap each calendar year. After that all transactions for the remainder of the year only require a \$99 Transaction Fee
Transaction Fees	None for the first \$5,000 to broker, after that there is a \$99 Transaction Fee
Monthly / Annual Fees	None to Broker. Agent is responsible for paying Realtor and MLS Dues on time
Training & Education	Broker offers online training videos on the agent portal. All agents agree to attend a minimum of 1 TREC Approved Continuing Education hours every 6 months
Social Media & Web	Agents agree to have a social media presence and update it at least once a week. Agents must have their HAR & Texas Realtor website active and completed.
Advertising	Agents are responsible for their own advertising and costs. Any advertising must be approved by the Broker before use. TREC guidelines apply. Business cards must have the company logo and website on them and comply with TREC/NAR
Yard Signs	Broker has company yard signs that can be checked out. Any sign not returned or that is damaged will cost the agent \$75. Agents are permitted to have their own yard signs made but they must comply with company policy and TREC guidelines.
Lock Boxes	Broker does not provide lock boxes. Agents are REQUIRED to use Supra Bluetooth Lock Boxes that can be purchased from HAR. Combo Boxes can only be used temporarily on vacant properties that are being repaired and workers/inspectors need to go in and out. Combo Boxes can NEVER be used on occupied properties.
Policies & Procedures	Agents will be REQUIRED to sign an Independent Contractor Agreement and Statement of Understanding each year and an acknowledgement that they have read the Policies & Procedure Manual
Teams	Agents are permitted to set up Teams, however the Broker must be notified in advance and approve the team. The agent must also register the Team name and comply with all TREC guidelines concerning Teams and advertising by Teams.
Showings/Appointments	Agents are REQUIRED to use ShowingTime or ShowingSmart on all residential listings regardless if the property is occupied or vacant
Contract / Docs Review	Agents are REQUIRED to submit all contracts, forms, addenda, notices, MLS sheets on listings and company checklists for each transaction into Dotloop and add the broker to the file to ensure TREC compliance and maintain fiduciary oversight
Property Management	Agents are NOT PERMITTED to conduct property management duties (even on their own properties) unless they have one of the following Property Management designations: CPM, RMP, MPM, TRPM
Meetings	The Broker may call group meetings for training or to pass along important information. These meetings may take place in person at a location designated by the Broker, or by ZOOM. Agents will be notified in advance of any such meetings and the location or format being used.