

# New Broker Training

## Registration

### Contact Information:

Name \_\_\_\_\_  
Firm name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_  
\*\*e-mail address \_\_\_\_\_  
WRA member # \_\_\_\_\_

\*\*A confirmation for this course will be sent by e-mail. You can also go to "myWRA" at [www.wra.org/myeducation](http://www.wra.org/myeducation) to verify course registration.

Fees:	Thru 2/3/2010	After 2/3/2010	ATD
<input type="checkbox"/> February 17-19, 2010	\$315	\$325	\$345

### Payment:

- Enclosed is my check made payable to the WRA  
 Charge my VISA/MasterCard (circle one)

Card number \_\_\_\_\_ Exp. date \_\_\_\_\_

- Special Services: Check here if you require special services to attend. Attach a written description of needs.

**Register by Mail:** WISCONSIN REALTORS® ASSOCIATION

4801 Forest Run Road, Suite 201 | Madison, WI 53704-7337

**Register by Phone:** 800.279.1972 | 608.241.2047

**Register by Fax:** 608.241.5168

**Online Registration:** [www.wra.org/newbroker](http://www.wra.org/newbroker)

**CANCELLATION POLICY:** The WRA reserves the right to cancel this course if not filled. Cancellations must be made in writing prior to the start of the course and will be refunded, minus a \$25 administrative fee. Registrations cannot be transferred from person to person.



4801 Forest Run Road, Suite 201 | Madison, WI 53704-7337

Register Today!  
[www.wra.org/newbroker](http://www.wra.org/newbroker)

# New Broker Training

February 17-19, 2010



**WRA**

Get a **Jump**  
on Operating Your Office!

WISCONSIN **REALTORS** ASSOCIATION

# Earned Your Broker's License ...



## Now What?

The WRA is offering a class dedicated to new brokers in preparation for starting your own office. You will learn about the daily practice of broker operations and management. Registration also includes the latest version of the Broker Desk Reference, a \$75 value.



### Business Structures and Models

Entity types and licensing requirements; business models; niche marketing.

### Employment and Compensation of Agents

Hiring; independent contractor agreements; personal assistants; termination of agents; compensation of agents; payroll.

### Financial Management and Budgeting

Industry terminology; methods of financial analysis; budgets; financial statements.

### Company Policies

Agency types; agency models; office policy manual.

### Supervision and Liability Protection

Supervision requirements; contract drafting and review; agent education; do not call regulations; advertising; incentives; insurance.

### Trust Accounting

Requirements; establishment; operation; disbursement of earnest money; reconciliation.

### Closing the Transaction

#### Property Management

Trust accounting; listing for lease; property management agreements.

#### Dealing with Other Companies

Compensation sharing and procuring cause; resolution methods for compensation disputes; disclosure; dealing with clients of another company; dealing with relocation companies.



### Jeff Kitchen, CRS, GRI

Jeff began his real estate career in 1974 and is presently broker/owner of Century 21 Affiliated in Beaver Dam. While specializing in residential real estate, relocation services and investment services, he is also an appraiser and auctioneer.

Jeff is a past WRA Chairman of the Board, and has been named Dodge County REALTOR® of the Year three times. In addition, he served as president of the Dodge County Board of REALTORS® and has served on numerous committees at the state level including Public Policy, License Law, Nominating and Strategic Planning.

**February 17-19, 2010**

**Class Time:** 8:30 am – 4:30 pm

**Check-in time:** 8:00 am

**Location:** Wisconsin REALTORS® Association  
4801 Forest Run Rd.  
Madison, WI 53704

**Register Today! 800-279-1972**

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