

Rental Manager

1. Helps the broker in the recruitment process by creating job advertisements and setting up interviews with prospective new agents to be hired by the broker.
2. Responsible for the full training of all new rental agents.
 - “Go-to-guy” for any rental related questions by new agent – mentoring role
 - Assist all agents with any rental when called upon or when broker is unavailable.
3. Creation of
Training Manual for Rental Agents
 - Letter of Expectations – formal letter from the owner addressing the agent, Defines the agent role in the company, - duties, deals, responsibilities
 - Office Tasks and Company Policies
Floortime, Walk-ins, Listing fees, franchise fees,
 - The Rental Process - from start to finish
(Placing Ads, Getting listings, Answering an add Call, booking appointments, Data Collection, Showings, Closing techniques, Application Process, Leases, Payslip, etc....)
 - Checklist of Tasks to be completed during the agents first 3 days of work
 - (Create a CL account, see at least 10+ properties, post CL ads for each one, as well as 10 on Boston.com, and 10 on Boston Apartments, Copley email address, voicemail setup, shadow 2 experienced agents on a showing..etc....)

- 1st Draft of Training Manual to be presented prior to **November 1st** with final draft 2 weeks following owner’s edits
4. Office Manager in all things Rental Related --- readily available to all rental agents at all times
 - scheduling floor times and making sure they are being covered all day 9am-6pm
 - conducting periodic rental meetings
 - distributing leads, phone calls, and walk-ins...
 - Responsible for being in the office anytime when owner/broker is not
 - @copleyrealestate.com email for every agent and voicemail setup

Compensation

For satisfying all tasks and fulfilling all responsibilities associated with the training and mentoring of new rental agents.

10% of total commission from each deal completed by any new agents for their first 10 deals
(Agent pays full 10% for first 5, and broker would pay it on the next 5.)

Acknowledgement by both parties

I, Geoffrey Reynolds agree to the terms above and hereby appoint Gregory Vardaro as the Rental Manager and will pay him accordingly as outlined in the aforementioned description of such position

Geoffrey Reynolds

_____/_____/_____
date

Gregory Vardaro

_____/_____/_____
date

