

Broker Management Course Outline

Must Have Wyoming Specific Information

Trust Accounting, Title Insurance, Handling Earnest Money, Disputed Funds (min 2 hours)

Broker Responsibility and How to Supervise

- a. Supervision, Management & Training
- b. Track licensees' CE and E & O

Agency/Relationships

Contracts, Forms

- a. Inspection Deadlines, Process & Resolutions
- b. Counter Offers
- c. Withdrawn/Rejected/Failed Offers
- d. Cancel/Withdrawal/Dissolve Buyer/Seller Representation Agreements

Office Policies and Procedures

- a. File Maintenance/Record Keeping
- b. Independent Contractor Agreement
- c. Unlicensed Employee/Assistant, Office Staff
- d. Teams

Compensation

- a. Arranging referrals (paying and receiving)
- b. Co-broker/co-listing (check for WY licensure)
- c. How to pay your agents (splits, sliding scales, systems)

Ethics/Professionalism

Foreclosure, Short Sales

Closing, Settlement, HUD1

Law/Legislation

Advertising, Marketing

Errors & Omissions

Conflict, Negotiation & Mediation

Fair Housing