

Mentorship Agreement - Basic Training

This agreement is made on the ____ day of _____, _____ between
_____ (Mentor) and _____ (Mentee).

Mentor responsibilities:

Train Mentee on the following:

- Transaction steps – Sale/Lease
- MLS search and general usage
- Contracts & Addendums
- Listing Agreements
- Company tools and systems
- Handling leads
- Scheduling and showing properties, making offers
- Agent Etiquette and best practices
- Assist mentee with their transactions while in the mentorship period
- Company policies
- Growth with company

Mentee responsibilities:

- Inform mentor of any and all transactions
- Do not assume – ask
- Follow mentor’s guidance – if unsure, contact broker
- Taking notes or recording training sessions is highly encouraged and recommended
- Have or obtain all tools required to perform agent’s duties
- Thoroughly read all documents, ask mentor about anything you don't understand
- When mentor is unavailable, questions and concerns can be addressed with recruiting agent or brokers

Initials: Mentor _____ Mentee _____

Compensation: (Check one)

Mentor training a new agent to be compensated for their time and efforts according to the following breakdown:

- 40% of agent's commission on 1st closed sales transaction.
- 30% of agent's commission on 2nd closed sales transaction.
- 20% of agent's commission on 3rd closed sales transaction.
- 10% of agent's commission on 4th closed sales transaction.

Mentor training an agent with some experience is to be compensated for their time and efforts according to the following breakdown:

- ____% of agent's commission on 1st closed sales transaction.
- ____% of agent's commission on 2nd closed sales transaction.
- ____% of agent's commission on 3rd closed sales transaction.
- ____% of agent's commission on 4th closed sales transaction.

This agreement is not applicable to lease transactions which are paid to mentee at 90% split.

Mentor and mentee agree that any disputes arising from this agreement are to be mediated by broker.

Broker reserves the exclusive right to terminate this agreement.

Signatures:

Mentor:

Date: _____

Mentee

Date: _____