

# Realty Office

## Business Overview



Offers professional real estate services by licensed professionals. Services include residential home sales, commercial leasing, and property appraisals.

<p style="text-align: center;"><b>CEO/BROKER</b></p> <ol style="list-style-type: none"> <li>1. Submits Loan Application to bank.</li> <li>2. Oversees business operations and makes business decisions.</li> <li>3. Opens Utility account.</li> <li>4. Distributes business supplies.</li> <li>5. Signs Insurance Policy and Lease Agreement.</li> <li>6. Completes the Investment Application.</li> <li>7. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Places supply order.</li> <li>2. Submits online request for business loan.</li> <li>3. Inputs employee payroll information.</li> <li>4. Processes business payroll.</li> <li>5. Prepares direct deposit enrollment paperwork.</li> <li>6. Completes Loan Promissory Note.</li> <li>7. Makes business expense payments.</li> <li>8. Submits business deposits.</li> <li>9. Makes business loan payments and tracks loan payoff progress.</li> <li>10. Calculates brokerage commissions and submits request for payment.</li> </ol>
<p style="text-align: center;"><b>COMMERCIAL LEASING AGENT</b></p> <ol style="list-style-type: none"> <li>1. Completes Commercial Real Estate licensing exam.</li> <li>2. Prepares and sends Building Lease invoices.</li> <li>3. Completes lease agreement for each <i>JA BizTown</i> business.</li> <li>4. Collects and stores the "For Lease" signs.</li> <li>5. Presents options for expanding businesses to a second location.</li> </ol>	<p style="text-align: center;"><b>DESIGN SPECIALIST</b></p> <ol style="list-style-type: none"> <li>1. Visits JA BizTown businesses to provide remodel design services.</li> <li>2. Takes measurements of the business.</li> <li>3. Proposes remodeling estimates to business CEOs.</li> </ol>
<p style="text-align: center;"><b>PROPERTY APPRAISER</b></p> <ol style="list-style-type: none"> <li>1. Measures/surveys each business noting size and other relevant and required information.</li> <li>2. Completes property appraisal for each business.</li> <li>3. Posts completed property appraisals in each business.</li> <li>4. Completes a citizen survey about new property developments.</li> </ol>	<p style="text-align: center;"><b>REAL ESTATE AGENT</b></p> <ol style="list-style-type: none"> <li>1. Completes Residential Real Estate licensing exam.</li> <li>2. Prepares residential sales marketing display for customers.</li> <li>3. Assists customers with finding a home based on their needs and wants.</li> <li>4. Completes required paperwork for each home purchase.</li> <li>5. Prepares sales listing for clients seeking to sell their home.</li> <li>6. Calculates individual commissions earned from sales.</li> <li>7. Creates marketing material for home sales.</li> </ol>