Realty Office





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

progress. 10. Calculates brokerage commissions and submits request for payment. COMMERCIAL LEASING AGENT 1. Completes Commercial Real Estate licensing exam. 2. Prepares and sends Building Lease invoices. 3. Completes lease agreement for each JA BizTown business. 4. Collects and stores the "For Lease" signs. 5. Presents options for expanding businesses to a second location. PROPERTY APPRAISER 1. Measures/surveys each business noting size and other relevant and required information. 2. Completes property appraisal for each business. 3. Posts completed property appraisals in each business. 4. Completes a citizen survey about new property developments. progress. 10. Calculates brokerage commissions and submits request for payment. DESIGN SPECIALIST 1. Visits JA BizTown businesses to provide remodel design services. 2. Takes measurements of the business. 3. Proposes remodeling estimates to business CEOs. 1. Completes Residential Real Estate licensing exam. 2. Prepares residential sales marketing display for customers. 3. Assists customers with finding a home based on their needs and wants. 4. Completes required paperwork for each home purchase. 5. Prepares sales listing for clients seeking to sell their	CEO/BROKER	CFO
 decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Signs Insurance Policy and Lease Agreement. 6. Completes the Investment Application. 7. Prepares and gives speech at the Opening Town Meeting, if time permits. 7. Commercial Leasing Agent 9. Makes business expense payments. 8. Submits business deposits. 9. Makes business commercial and tracks loan payoff progress. 10. Calculates brokerage commissions and submits request for payment. DESIGN SPECIALIST 1. Visits JA BizTown businesses to provide remodel design services. 2. Completes lease agreement for each JA BizTown business. 3. Inputs employee payroll information. 6. Completes Com Promissory Note. 7. Makes business expense payments. 8. Submits business cloan payments and tracks loan payoff progress. 10. Calculates brokerage commissions and submits request for payment. DESIGN SPECIALIST 11. Visits JA BizTown businesses to provide remodel design services. 22. Takes measurements of the business. 33. Inputs employee payroll information. 44. Processes susiness payroll. 55. Prepares direct deposit enrollment paperwork. 66. Completes Loan Promissory Note. 76. Makes business expense payments. 87. Submits business deposits. 9. Makes business cloan payments and tracks loan payoff progress. 10. Calculates brokerage commissions and submits request for payment. 11. Visits JA BizTown businesses to provide remodel design services. 12. Takes measurements of the business. 13. Prepares adject died property appraisal sin each business cerois payment. 14. Processes susiness payroll. 15. Completes Loan Promissory Note. 16. Completes Loan Promissory Note. 17. Makes business devosits. 18. Visits JA BizTown businessers bere pr	Submits Loan Application to bank.	Places supply order.
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home.		Prepares sales listing for clients seeking to sell their home.
6. Calculates individual commissions earned from sales.		6. Calculates individual commissions earned from sales.
7. Creates marketing material for home sales.		7. Creates marketing material for home sales.