

Realty Office

Business Overview



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



<p>CEO/BROKER</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business 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. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress. 10. Calculates brokerage commissions and submits request for payment.
<p>COMMERCIAL LEASING AGENT</p> <ol style="list-style-type: none"> 1. Completes Commercial Real Estate licensing exam. 2. Prepares and sends Building Lease invoices. 3. Completes lease agreement for each <i>JA BizTown</i> business. 4. Collects and stores the "For Lease" signs. 5. Presents options for expanding businesses to a second location. 	<p>DESIGN SPECIALIST</p> <ol style="list-style-type: none"> 1. Visits <i>JA BizTown</i> businesses to provide remodel design services. 2. Takes measurements of the business. 3. Proposes remodeling estimates to business CEOs.
<p>PROPERTY APPRAISER</p> <ol style="list-style-type: none"> 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. 	<p>REAL ESTATE AGENT</p> <ol style="list-style-type: none"> 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 home. 6. Calculates individual commissions earned from sales. 7. Creates marketing material for home sales.