### Questions to Ask When Interviewing a Real Estate Brokerage

**Brokerage:** ____________  
**Interviewer:** ____________  
**Location:** ____________  
**Date of Interview:** ____________

<table>
<thead>
<tr>
<th>Brokerage Preference of Professionals to Recruit</th>
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<tbody>
<tr>
<td>☐ Which type of professional does the brokerage cater to?</td>
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<tr>
<td>☐ What percentage of its professionals have been in practice less than 3 years?</td>
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<tr>
<td>☐ What percentage of its professionals have been in practice between 3 and 5 years?</td>
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<tr>
<td>☐ What percentage of its professionals have been in practice more than 5 years?</td>
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<tr>
<td>☐ What is the broker/delegate ratio to its professionals?</td>
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<tr>
<th>Brokerage Training and Support for New Professionals</th>
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<tr>
<td>☐ Does the brokerage have systems to support its new professionals 24/7/365?</td>
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<tr>
<td>☐ Are there any costs associated with brokerage training or support?</td>
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<tr>
<td>☐ Who at the brokerage offers training and support to its new professionals?</td>
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<tr>
<td>☐ What training and support is offered to new real estate professionals? (i.e. review listing presentation, help draft contracts or conditions)?</td>
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<tr>
<td>☐ Does broker/delegate review service agreements and trade documents while the transaction is taking place?</td>
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<tr>
<td>☐ Is there a limit to the number of times or hours available for support?</td>
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<td>☐ Does the brokerage have automated oversight processes to prevent errors?</td>
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<td>☐ Does the broker/delegate explain incorrect or incomplete documentation?</td>
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<tr>
<td>☐ Does the brokerage provide marketing training opportunities?</td>
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<td>☐ Does the brokerage provide an in-brokerage marketing material designer?</td>
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| ☐ Does the brokerage have a mentorship program?  
  ☐ If yes, is there a special program to be followed? (details)  
  ☐ If yes, who are the mentors?  
  ☐ If yes, what is the cost to the professional being mentored?  
  ☐ If yes, how are the mentors compensated?  
  ☐ If yes, when is the mentorship program completed?  
  ☐ If yes, what happens if the professional and the mentor don’t get along? |

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<tr>
<th>Brokerage Continuous Learning Opportunities</th>
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<tbody>
<tr>
<td>☐ What types of continuous learning opportunities does the brokerage offer?</td>
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<tr>
<td>☐ What level of professional are continuous learning opportunities geared towards?</td>
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<tr>
<td>☐ How often are continuous learning opportunities offered?</td>
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<tr>
<td>☐ How is continuous learning delivered? (i.e. e-learning, video, classroom, webinar)</td>
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</table>
### Brokerage Compensation Packages

- Does the brokerage enter into employment or independent contractor agreements?
- What compensation packages does the brokerage offer to professionals?
- What services are included in the brokerage fees or commission splits?
- Does the brokerage offer benefit programs?
  - If yes, what does the brokerage offer?
  - If yes, who pays the cost?
- Are there any fees in additional to the fees packages, compensation packages, or commission splits?
- Does the brokerage provide in-house advances on commissions?
  - If yes what are the terms for in-house advances on commissions?
- What are the termination terms for the employment or independent contractor agreements?
- What happens with service agreements for clients recruited by the real estate professional?
- Does the brokerage have any restrictions regarding employment outside of the brokerage?

### Brokerage Services to Its Real Estate Professionals

- What technologies does the brokerage offer and what is the cost to use them?
- What is the timeframe in which for commissions are paid to professionals?
- Does the brokerage pay commissions by cheque or direct deposit?
- What signs are available and what is their cost (i.e. for sale signs, open house signs, sign installation)?
- Does the brokerage provide real estate forms? If so, what is their cost?
- Does the brokerage provide materials for listing presentations and property listings?
- Does the brokerage provide materials for working with buyers?
- Does the brokerage provide access to client meeting rooms?
- Is the brokerage part of a real estate referral network?
  - If yes, how are network referrals disseminated at the brokerage?
  - If yes, do new real estate professionals receive network referrals?
  - If yes, is there a cost to receiving a referral from the brokerage?
- Does the brokerage work with relocation companies?
  - If yes, how are relocation referrals disseminated at the brokerage?
  - If yes, do new real estate professionals receive relocation referrals?
  - If yes, is there a cost to receiving a relocation referral from the brokerage?
- Does the brokerage have an on-duty system to handle general inquiries (i.e. walk-ins, call-ins, online inquiries)?
  - If yes, what is the likelihood of new professionals getting clients this way?
- What marketing materials are available for professionals (i.e. pre-designed brochures, folders, moving tip sheets)?
  - If so, is there a cost for brokerage provided marketing materials?
### Brokerages Preferred Area(s) of Practice

- In which area(s) of real estate does the brokerage usually practice (i.e. residential, commercial, rural, property management)?
- What are the brokerage’s preferred practice area(s)?
- Does the brokerage prohibit practice in one or more real estate areas?
- What expertise does the broker/delegates have in the brokerage’s practice area(s)?
- In what geographic location does the brokerage operate?

### Brokerage Business Model

- Is the brokerage part of a franchise system?
  - If yes, how does being part of a franchise benefit its new professionals?
  - If yes, do I have to pay franchise fees?
- How does the brokerage market its image and brand?
- Do the brokerage professionals pay for or contribute towards its marketing?
  - If yes, what are the fees paid by the brokerage’s real estate professionals?
- Does the brokerage practice designated agency or agency according to the common law?

### Brokerage Culture and Health

- How long has the brokerage been in business?
- How many professionals does the brokerage have working for it?
- How does the brokerage communicate with its professionals (i.e. online, in person)?
- How many brokerage offices does the broker manage and where are they located?
- Does the broker/delegates also trade in real estate at the brokerage?
- Does the brokerage have comprehensive and clear policy and procedures manuals?
- Does the brokerage hold brokerage meetings?
  - If yes, how often are brokerage meetings held?
  - If yes, what are the usual meeting topics?
  - If yes, is attendance at the meetings mandatory?
  - If yes, where and how are meetings held (i.e. virtual, in person)?
- How does the brokerage use technology (i.e. websites, online forms, online leads)?
- What are the brokerage policies on its professional’s personally trading in real estate (i.e. buying, selling, leasing properties)?
- How does the brokerage deal conflicts between its professionals?
- How does the brokerage deal with conflicts between professionals and clients?