

ARIZONA STATE ADDENDUM TO REAL BROKER NATIONAL POLICIES AND PROCEDURES MANUAL

Real Broker AZ, LLC, an Arizona Corporate Entity of Real Broker, LLC (Company) makes this addendum a part of the Independent Contractor's Agreement to set forth state specific policies and procedures for a licensee affiliating with the Company in the State of Arizona (Agent). This addendum supersedes all previous Arizona state addendums. The Company reserves the right to modify, suspend, or discontinue any of the terms, policies, procedures and/or benefits described in this addendum with proper notice.

Branch Office

Before opening a branch office the designated broker shall submit to the Arizona Department of Real Estate the Branch Office Application ([Form LI-219](#)) . In addition the designated broker shall appoint a manager for this branch office. No Agent shall open a branch office without obtaining prior written permission of the designated broker.

Continuing Education Requirements

To be eligible for renewal a real estate salesperson or associate broker shall complete 24 credit hours of continuing education courses in the following categories; Agency law, contract law, commissioner's standards, Real estate legal issues, fair housing, disclosure, business brokerage and general real estate. A completion of an additional three hours shall also be taken in each of the mandatory categories; Agency law, contract law, commissioner's standards, Real estate legal issues, fair housing and disclosure.

Advertising

All Arizona Agents, whether a salesperson, associate broker, team or group shall ensure that all advertising contains accurate claims and representations of the information advertised. Agents shall not misrepresent the facts or create misleading impressions in any advertisement.

- An Agent shall not advertise property in a manner that implies that no salesperson or broker is taking part in the offer for sale, lease, or exchange.
- All advertisements must identify in a clear and prominent manner the Company's name (Real Broker AZ, LLC)
- A licensee who advertises property that is the subject of another person's real estate employment agreement shall (1) obtain written permission to advertise that property; and (2) Display the name of the listing broker in a clear and prominent manner.

Signage

Before placing a sign giving notice that a specific property is being offered for sale, lease, or rent, an Agent shall secure written consent of the property owner through a listing agreement. The sign shall be promptly removed upon request of the property owner.

Duties to Client

A licensee owes a fiduciary duty to the client and shall protect and promote the client's interests over his own. Any Information a licensee possesses that materially or adversely affects the consideration to be paid by any party shall be disclosed to all other parties, including;

1. Any information that the seller or lessor is or may be unable to perform;
2. Any information that the buyer or lessee is, or may be, unable to perform;
3. Any material defect existing in the property being transferred; and
4. The existence of a lien or encumbrance on the property being transferred.

An Agent affiliated with the Company in the State of Arizona shall before the parties enter any binding agreement;

1. Disclose if the Agent is acting as a principal.
2. Disclose if the Agent has an interest in the property in question.
3. Disclose whether the purchaser or seller is a member of the Agent's immediate Family
4. Disclose whether a member of the Agent's immediate family has a financial interest in the transaction.

Property Negotiations

Except for FSBO (For Sale By Owner) properties, negotiations shall be conducted through the principal's broker or broker representative, unless:

1. The principal waives this requirement in writing, and
2. No licensed representative of the broker is available for 24 hours.

Compensation

An agent must have an active salesperson or associate broker license to receive compensation.

Unlicensed Assistants

An unlicensed assistant is an unlicensed individual hired by an Arizona licensed real estate broker or salesperson as an assistant, who is not engaging in any activity for which a real estate license is required. An unlicensed assistant cannot be compensated on any basis that relies on the ultimate sale or closing of a property. Compensation of

an unlicensed assistant shall only come from the licensed broker or salesperson hiring the assistant. The broker or salesperson hiring an unlicensed assistant is responsible for the activities of the assistant and may be held personally responsible for any violations, whether intentional or unintentional.

Under the direct supervision of an Arizona licensed broker or salesperson
An unlicensed assistant may perform the following tasks:

- Personal errands for the licensee
- Clerical/administrative tasks including filing, copying, mailing, scanning, answering phones, forwarding calls or transcribing callers' information for Licensee
- Using technology as a tool to complete tasks assigned by a licensee, which are not activities otherwise requiring a real estate license
- Preparing marketing materials approved by the Designated Broker
- Delivering documents
- Assist at an open house with a licensee present
- Set or confirm appointments for:
 - A licensee to list or show property
 - A buyer with a loan officer
 - A property inspector to inspect a home
 - A repair/maintenance person to perform repairs/maintenance
 - An appraiser to appraise property
- Transmitting only instructions or information to clients, contractors, inspectors, appraisers and maintenance/repair people as completed and dictated by a Licensee.
- Unlocking a home for a licensee so that the licensee can show a client the property or preview the property (No discussion about the property).

An unlicensed assistant shall not perform the following activities:

- Originate documents
- Perform a walk-through inspection or Tenant Vacate Inspection
- Provide advice, pricing, or opinions of value to a consumer
- Provide advice or negotiate with anyone regarding a property or transaction
- Assist in the preparation of documents with a consumer
- Hold/host an open house without a licensee being present
- Collect or offers, attempts or agrees to collect rent for the use of real estate
- Assist or direct in the procuring of prospects calculated to result in the sale, exchange, leasing or renting of real estate pursuant to A.R.S. 32-2101(48)(i) unless exempt under A.R.S.32-2121(A)(10). Be advised that the exemption in A.R.S. 32-2121(A)(10) is very fact specific and limited in scope.

- Attend closing with a consumer without a licensee being present

Please contact the Arizona Designated Broker regarding Questions about this addendum.

Contact Information:

Designated Broker: Shelsi Guthrie

Email: AZBroker@therealbrokerage.com

Phone: (480) 907-8294

Broker License #: BR532488000 Expiration: 12/31/2024

Entity Name: Real Broker AZ, LLC

Brokerage License #: LC696641000