

Real Estate Broker Interview – Date / Time: _____

Broker Name:

Email:

Address:

Phone Number:

1. Are office meetings mandatory?
2. What does the training program entail. Can you get detailed on it or have an agenda I can review?
3. Who will be the main point of contact when I need help?
4. Do you hold regular office meetings? What days / times and what will be discussed?
5. What is the gross sales for your Office last year / year to date?
6. How many agents do you have?
7. What kind of paperless software system do you use?
8. Do you provide a website and CRM?
9. How long have you been in business?
10. What is the company culture like?
11. How many offices do you have and how does the access work?
12. Are there additional charges for using desks, printers, copier, computers, etc?
13. Is there floor time or walk in traffic?
14. Does the office market my listings?
15. Are there open house opportunities on other in-house agents' listings?
16. What are they looking for in an agent joining their office?
17. Do you have a mentor program? Or teams looking a build on? If so how does it work?
18. What kind of fees do you have? Monthly / Transaction?
19. Is there a sign on fee?

- 20. Do you offer signs, lock-boxes, business cards, etc.
- 21. Is there a transaction coordinator?
- 22. What marketing materials are available to use for buyer and seller presentations? Or generic marketing materials.
- 23. What is the commission split you offer? Does it change or reset annually depending on volume sold?
- 24. How are commissions paid? Are they paid at close? If not, what is the time frame from closing to check in hand?
- 25. Do you provide leads? If so, is there a different split or additional fees?
- 26. Is the company financially stable?
- 27. Who is the broker of record and office manager?
- 28. Do they compete?
- 29. What has been their real estate experience? Did they actually sell real estate? Or are they just a manager?
- 30. Who and what does the staff consist of? What do they do?
- 31. What do the top producing agents make in the office?
- 32. Is it ok if I call some agents in your Office to ask feedback of the brokerage?
- 33. (If Yes) Can they provide a list?
- 34. Can you get a copy of the independent contractor agreement and any other documentation that you will be required to sign?

Notes:

Immediately After The Interview: Rate 1-10 with 10 being the best.

- What was the gut feeling? _____
- Did you feel they were honest? _____
- Broker or Manager Personality _____
- Agent Personalities You Met _____
- Office feel / Cleanliness / Vibe _____
- Commission plans _____
- Overall answers _____
- See yourself working there _____
- Support _____
- Excitement _____
- Overall _____