**Showing Agents **

To achieve higher sales, we offer a Showing Agent (SA) for any Working Agent producing over 20 units per year. Showing Agents are no charge to Working Agents. May ONLY do the following tasks for Working Agents:

* Will meet with WA and client for initial consultation. Role will be explained.
* Responsible for providing same level of service to client.
* Assist WA with searches and refining when needed.
* Setting up showing appointments, conducting tours when needed.
* Drive buyers to homes.
* Show properties to buyers.
* May not advise or offer any info outside of what is on the MLS sheet. Any future questions will be relayed to WA and WA will follow up.
* Text/Email WA ASAP but no later than end of day of showing, call right away if urgent
* Touch base with Buyers and WA daily (if active) to let them know SA is still on top of it
* Open up for inspections when available.
* WA must be at inspections well before debriefing, even if client absent.
* Give keys to buyers if WA not available. WA must follow up, preferably in person.
* Should be available when WA is not – vacation, Saturdays, evenings
* Will not write offers, although may help WA in preparation.

Working Agent requirements:

* MUST do an initial consultation/presentation with buyer if using SA. Should intro SA then.
* MUST still connect with buyers often during the process – lunches, some showings, etc. Maybe lunch as celebration once under contract?
* No more than 2 agents (1 WA + 1 SA) are ever to touch the client, be very careful of this.

**Misc:**

* This is a training position for future outside sales.
* We will develop a program for SA to help with client calls and touches as a Concierge Agent.
* SA will be allowed to do open houses and pick up clients for WAs for a 25% referral fee.
* SA may be an outside agent (non-team member, brand new agent) leading to a position on the team.
* SA may work a client if it works for the client. A WA or TL will be involved.
* SA gets $35 for the first door, then $25 per door when showing (absorbed by the company). This includes mileage if within the following parameters:
	+ 15 miles (30 round trip) for the first home, others within 10 miles of each other.
	+ If more than that, pay standard US mileage rates for extra miles (58.5 cents in 2022)
* Admin SA gets the same $25 on top of regular pay, but not for personal clients.
* Attend Office Meetings and Tours as available.
* SA must do lead generation.
* Need to develop a handoff dialogue for the Buyer’s presentation.
* SA is a 25% assistant if with Long Realty. Can’t pay them on a 1099. Use a payroll service. Paid monthly.