



## MENTORING AGREEMENT

The Accel Realty Partners Mentor Program has been responsible for being the start of many successful Agents over the years. The way it works is a new Agent chooses a Mentor from a list of available Mentors and is responsible to contact, interview, and enter into this agreement within two weeks of joining the company. This document, once executed, should be submitted to the Office Manager and uploaded to your Agent dashboard for record keeping purposes.

- A “Mentee” is defined as a new licensee or an inexperienced Agent with less than one transactions closed within the previous twenty-four months
- Agents deciding to use a Mentor will do so for a recommended three transactions. (All mentored transactions must be completed with the same Mentor and preferably within six months.)
- Mentor and Mentee will communicate weekly from inception of this agreement to discuss Mentee’s needs and related progress. Mentor/Mentee can act as a “Team” throughout the transaction(s) and may appear as such in the eyes of any Clients.
- **The compensation between the parties shall be the Mentee agrees to pay at a minimum a 20% mentoring fee on the recommended first Three mentored transactions to the Mentor (with 10% to the Brokerage for a total split of 70/30).**  
If the Mentee leaves the Mentor Program for whatever reason and is licensed at Accel Realty Partners there shall be (1) one Mentoring Fee due upon their next closing to compensate Mentor.
- If necessary, Mentee/Mentor shall first try to resolve any issues and concerns they may have with each other directly. If issues cannot be resolved the Designated Broker should become involved.
- Marketing costs for transactions shall be solely absorbed by the Mentee. Mentee’s name shall appear on all marketing materials and all leads will belong to the Mentee. (Mentor can choose what marketing material and or signage to lend to Mentee, if needed.)



## **Mentor Requirements**

Mentor shall schedule not less than (1) one weekly communication with Mentee to discuss the steps outlined in the established Mentor program. This should include interactive and practical sharing of information, including all practical knowledge of Accel Realty Partners digital technology, transaction processes and operational systems. Mentor shall be responsible to explain the actions behind each step of the program and provide a good role model for Mentee to follow.

Mentor shall help Mentee create short-term and yearly goals and how to properly document and track them.

Mentor shall provide a written report on Mentee's progress to the Designated Broker on a regular basis regardless of any active transactions. When requested, Mentor shall provide a post-closing evaluation of Mentee's performance to the Designated Broker.

Mentor shall make necessary arrangements for another Mentor to cover at any time they are not available (i.e. vacations, illness, etc.)

Mentor shall clearly explain the role between the Mentee and the Designated Broker. It should be clear that any contractual or *Idaho Real Estate Commission* questions should be addressed with the Designated Broker by the Mentee at any time whatsoever.

## **Mentee Requirements**

1. Mentee shall furnish own prospects
2. Mentee shall be prepared to follow and execute the steps in the Mentor program.
3. Mentee shall maintain and manage their own digital transaction files.
4. Mentee shall have the basic listing and buyer presentations prepared and ready prior to their first transaction, in addition to being familiar with other company materials.
5. Mentee shall attend all required Agent trainings and company meetings.
6. Mentee shall create business development goals as requested.

## **Specific Program Milestones**

The following activities to be done jointly or with Mentor's guidance:



### **Listings:**

- Set pre-listing/listing appointment — Mentee should understand proper presentation, conversion and closing approach
- Use of pre-listing packet and complete final Listing Presentation
- Perform part of actual listing presentation to Seller(s)
- Pre-market preparation of property
- Schedule/attend inspections
- Complete listing forms and review reports, disclosures (for own understanding and method of explaining to Sellers)
- Understand Agent Listing Support (introduction of various programs and/or types)
- Pre-market repairs/improvements
- Enter listing in MLS or follow up on Agent Listing Support
- Implement marketing plan – (scheduling of open houses and related marketing, preparation of marketing material such as “Just Listed” cards, etc.)
- Digital signatures and uploading forms
- Communication with Seller – updates, feedback from showings, keeping flyers supplied, etc.
- Present offers – reviewing of contract, preparing counter offer, negotiations, etc.
- Escrow process: Paperwork flow, tracking dates, repairs, contingency removals, reviewing estimated HUD, etc.

### **Buyers:**

- Set and attend initial meeting with buyers – discuss pre-approval process, wants and needs, etc.
- Set up initial tour – previewing prior to showing, etc.
- Show properties to buyer(s): Mentor shall attend initial showing. Mentee shall show subsequent properties and follow up with Mentor
- Speak with listing agent about subject property (disclosures, inspections/reports, seller(s) desired terms, etc.
- Write offer - comparable search, pre-approval letter, cover letter, handling of deposit, etc.
- Offer presentation (importance of personal presentation where possible)
- Escrow process – ordering and attending inspections, lender communications, tracking of performance dates, reviewing and discussing inspections, discussing repairs (“contractual” versus “requested”), etc.



## Mentoring Agreement

It is agreed that \_\_\_\_\_ will mentor \_\_\_\_\_.  
*(Mentor's Name)* *(Agent's Name)*

**For this they will receive a \_\_\_\_\_% mentor fee from the Mentee's first \_\_\_\_\_ closings (in addition to 10% of any commission amount that will be paid to the brokerage).**

Upon approval of the Designated Broker, this Mentor relationship can be canceled, in writing, at any time by either party. If this agreement is canceled, the Mentor will be paid accordingly for any transactions actively pending at the time of cancellation. If the Mentee, whether intentionally or not, ends their participation in the Mentor program, the undersigned Mentor will be entitled to (1) one mentor fee payment on the Mentee's next closed transaction at Accel Realty Partners.

The mentor further understands that if he/she leaves Accel Realty Partners, the Mentor relationship will terminate immediately.

The preceding pages lists the primary responsibilities of the Mentor to help the Mentee.

_____ Mentor	_____ Date	_____ Agent (Mentee)	_____ Date
_____ Designated Broker	_____ Date		