



903 Realty, LLC

Master Brokerage Policies & Procedures Manual

DBA: 903 Realty

Real Talk. Real Results.

SECTION 1 – BROKERAGE IDENTITY & CULTURE

903 Realty, LLC (DBA: 903 Realty) operates under the guiding principle: Real Talk. Real Results.

We are committed to:

- Ethical representation beyond minimum TREC standards
- Clear communication with clients and cooperating brokers
- Consistent supervision under TREC Rule §535.2
- Protecting client interests above commissions
- Professional conduct in all public representations

SECTION 2 – BROKER RESPONSIBILITY (TREC §535.2)

The Broker of Record maintains active supervision of all license holders.

Supervision includes:

- Contract and document review
- Advertising compliance review (TREC §535.154)
- Ongoing risk management oversight
- Enforcement of brokerage policies
- Corrective action when required

All transaction documents must be submitted within 24 hours of execution.
Records retained minimum four (4) years per TREC requirements.

SECTION 3 – LICENSING & EDUCATION

All affiliated agents must:

- Maintain active Texas license

- Complete CE and Legal Updates
- Notify broker of disciplinary actions
- Maintain active E&O insurance
- Comply with TREC Chapter 1101, TRELA

SECTION 4 – ADVERTISING COMPLIANCE (TREC §535.154)

Advertising must:

- Clearly display “903 Realty”
- Avoid misleading claims
- Include written listing authorization
- Follow team name guidelines
- Include brokerage name on social media

The broker reserves the right to approve or remove advertising.

SECTION 5 – TRANSACTION MANAGEMENT

Required:

- IABS provided at first substantive contact (§531.20)
- Buyer Rep Agreements required
- Seller’s Disclosure when required
- Proper addenda usage
- Earnest money and option fee handled per contract

Files must be complete before closing.

SECTION 6 – TRUST FUNDS & ESCROW

903 Realty does not commingle funds.

Earnest money delivered to title company per contract deadlines.

Option fees delivered to seller per contract terms.

Receipts maintained in transaction file.

SECTION 7 – FAIR HOUSING & ETHICS

Strict adherence to Fair Housing Act.

No discriminatory conduct permitted.

All clients treated equally and professionally.

Violations subject to termination.

SECTION 8 – RISK MANAGEMENT

Wire fraud warnings required.

Encourage written communication.

Document all negotiations.

Mediation preferred prior to litigation.

SECTION 9 – COMPENSATION STRUCTURE

Commission Model:

- Referral fees disclosed and documented
- 1099 Independent Contractor status
- Commission paid by CDA at closing

SECTION 10 – SOCIAL MEDIA & BRAND STANDARDS

Agents represent the 903 Realty brand publicly.

Posts must be professional.

No misleading guarantees.

Political or controversial content not allowed when tied to brokerage identity.

SECTION 11 – ONBOARDING & TRAINING

New agents must:

- Complete onboarding orientation
- Review this manual in full
- Sign acknowledgment
- Submit first three contracts for enhanced broker review

SECTION 12 – DISCIPLINARY PROCEDURES

Violations may result in:

- Written warning
- Mandatory retraining
- Suspension of transactions
- Termination of affiliation

AGENT ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the 903 Realty Policies & Procedures Manual.

I agree to comply with all brokerage policies and TREC regulations.

Agent Name: _____

Signature: _____

Date: _____