New Agent Orientation Policy

We believe that all associates of Show Vegas Realty should be properly introduced to our office. For that purpose, we schedule a New Agent Orientation once a month that covers, but is not limited to:

- Ownership, Management and Support Staff
- Corporate Culture and Organization Overview
- Office Protocols, Systems and Resources
- Document Processing and Office Timelines
- Payment Timelines and Office Timeline.

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Business Development Manager

…………………………………………
Broker/Owner

……………………………………
Agent

………………………………………..
Date

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NEW AGENT ORIENTATION
Module #1 - Ownership, Management and Support Staff

Ownership/Management

Inessa Shahinyan – Owner, CEO, Broker
Show Vegas Realty is owned and operated by Inessa Shahinyan, a native of Armenia and a US resident for 16 years.

Show Vegas Realty started out on Regatta Drive in the Desert Shores area, and moved to its current location in June 2017.

Inessa is currently the Broker/Owner and active in all real estate transactions, hiring of agents, agent training and 24/7 availability for her agents.

Support Staff

Graeme Latta
Show Vegas Realtys Business Development Manager is Graeme Latta, who is well versed in real estate transactions and is active within the Las Vegas Realtors Association.

Currently the Chair of the Global Business Committee for the 2nd time, and also on the Committee of the Nevada Global Business Committee, and its past Chair of 2020.

Graeme takes care of the office management, is the transaction co-ordinator and assists with training, hiring of agents and orientation.

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NEW AGENT ORIENTATION

Module #2 - Corporate Culture and Organization Overview

Review of the Show Vegas Realty General Operating Procedures Manual, and particularly the following:

- CORE VALUES
- POLICY
- PROCEDURES
- CODE OF CONDUCT
- DUTIES AS AN AGENT

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NEW AGENT ORIENTATION
Module #3 - Office Protocols, Systems and Resources

Office Protocols

General communications around Office, expectations and resources available to agents.

Systems & Resources

Systems that we use here are that all agents files that are currently open should be onsite and available to the Broker and the Division should they be required to view.
All agents are responsible for their files accuracy, and if agent is not comfortable with completing a file, they are to use the Transaction Co-ordinator or use the available resources for completing the file.
Resources that we have are clean, open, inviting office space at no cost to the user, printer, files, knowledge base with the Broker/Owner and the Business Development Manager.

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NEW AGENT ORIENTATION

Module #4 - Document Processing and Office Timelines

Document Processing

All documents should be processed through the Transaction Co-ordinator unless the agent is competent at completing and compiling their own files.
Documents are available in the MLS Transaction Desk module of the MLS program, and if this is not available, then the Business Development Manager will provide the relevant files and documents required.
Before the file is deemed complete and ready for filing, it must be checked by the Business Development Manager for accuracy.
Any adjustments or collection of files will be charged at a nominal fee of $50 if the file is not correct for completion.

Office Timelines

Office Timelines are in line with the contingency dates inserted on your contracts, and will be adhered to.
Any changes or extensions to timelines should be documented in the first instance and relayed to all parties concerned.

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NEW AGENT ORIENTATION
Module #5 - Payment Timelines and Office Timeline.

Payment Timelines

Only when an agents completed file is certified as complete by our Business Development Manager will it be released for filing, and payment of the commission due to the agent.

As soon as Escrow has recorded a transaction, they will in most cases the next business day issue the commission check due to the agent.

This check is delivered to the agency so depending on courier times, it will be communicated to the agent that the check is ready for pickup as soon as it arrives in the office.

The only delay to having your check issued is that if the file is incomplete and needs mending, or if the Broker/Owner is not in the office to write the check. If this was the case, arrangements would be made to have the check available same day at a later time.

Office Timeline

Office payments of $50 per month is required to be paid at the end of each month, or in advance if the agent prefers.
Please do not neglect this payment and if need be, please make arrangements so that you are never in arrears.
Monthly office fees in arrears do accumulate a late fee, so stay in front.