**Chantel Ray Real Estate**

**Management Guide: Agent Roster List**

According to the Virginia Department of Professional Regulation (DPOR), each branch office of a real estate firm must post a roster of current, active agents that are based out of the branch office. This guide describes the process for maintaining the lists within our offices.

How it Works

Each branch office within the organization needs to have a current list of agents posted in a conspicuous place within the office. The Managing Partner for each office should determine the appropriate place within the office for the list to be posted.

When agents join our organization, or leave our organization, these lists need to be updated because the list is required to be current at all times.

The on-boarding and off-boarding checklists for agents on the Team Website reflect the need to make these changes to the lists. The Branch Office Administrators within each branch office needs to make these changes as they on-board or off-board agents and then repost the updated lists.

The Managing Broker within the branch office is ultimately responsible for ensuring these lists are correct. In the absence of the Managing Broker, then the Managing Partner is responsible. If both of those positions are vacant, then the regional Managing Broker is responsible for ensuring the list is current and meets the DPOR requirement.