Team Policy

Management Guide

At Chantel Ray Real Estate, we believe that allowing our agents to create Teams is an important way to build a healthy real estate practice.

If two or more agents decide to form a team, then they must register with the company as a Team and indicate the type of team that they’re going to operate under. This registration must be completed and approved by CR Management before the team can begin to operate as a team.

To register, the form must be completed on the team site at [www.chantelrayteam.com/team](http://www.chantelrayteam.com/team). Teams are required to keep their registration current, any changes need to be submitted within 1 business day.

When completing registration, the team must indicate the following:

1. They must provide a team name that they plan to operate under, and management must approve the name.
2. The team must identify a team captain, who will serve as the main point of contact for CR Management.
3. The registration must name all producing agents who will be a part of the team.
4. If the team has a licensed administrative support agent, the team must identify who that person is. This person does not count towards the production minimums for the team.
5. They must indicate which size team they’re operating as. We have three different team size classifications:

Small Team: 2-4 people

Large Team: 4-9 people

Mega Team: 10+ people

1. They must indicate which of the following agent classification they are going to function as; either:
2. Elite Agents: teams that register under this classification are only allowed to include agents who are Elite Agents. These teams must maintain a .33 closing average per person on the team. These teams cannot include Pro Plan agents but can have a mix of agents with some getting leads/appointments and some not.
3. Pro Plans: teams that register under this classification are only allowed to include Pro Plan Agents. These teams must maintain the closing average per person on the team as agreed to by the MP.

Once these requirements are met, then that team is able to equally share in all commissions among the team members, as they see fit.

Teams are allowed to make referrals to other agents outside their team and can receive referrals from other agents outside their team and can pay or receive a referral fee for that referral business. Teams are also allowed to have licensed administrative assistants, but that assistant cannot do any business other than completing administrative related tasks for team members.

For the purposes of any company contests, teams will be grouped together by team size, regardless of classification.

If teams wish to change their classification, they may do so, but have to finish out all deals first before moving to the new classification.

Teams wishing to dissolve their team must notify their MP in writing, provide a date the team will be dissolved, and outline how their business will be shut down.

Any team that includes two people who are married or dating must work as the same type of agent and even if not registered as a formal team must operate as the same type of agent within the company.