

A Note from Your Principal Broker



Welcome to Benchmark!

You have made a wise decision in joining our team as you continue to grow your real estate business! I am confident you will find our company to be the perfect platform for you in meeting the needs of your clients.

As we move forward together in this new venture I would like to ask you to “help me, help you” in making your experience at Benchmark the best it can be for you and your business.

As your principal broker, I am responsible to the Tennessee Real Estate Commission (TREC) for **ANY AND ALL** activities you perform under your real estate license. In order for me to protect your license (as well as mine) I ask the following of you:

1. **Carefully read and study the Benchmark Realty, LLC Policy and Procedures Manual.** This document provides you with everything you need to know concerning paperwork submission, earnest money deposits, advertising, commission payments and other activities under our business model. In most cases, your questions can be answered by referring back to the policy manual. It is an excellent resource for navigating the Benchmark system.
2. **Please plan on attending the next Agent Orientation session.** It is held on the 1st Wednesday of each month at our office in Cool Springs. You will learn how our company operates as well as how to manage all your paperwork at Benchmark!
3. **Please ensure all your transaction paperwork is submitted on time and complete! In addition, turn in earnest money as soon as possible.** I am responsible to TREC for all documents and monies associated with a real estate transaction.
4. Review and abide by the **National Association of REALTORS® Code of Ethics and Standards of Practice.** As REALTORS®, we commit to knowing this document and following its guidelines in our real estate practices. Your continued success is dependent on operating within the articles of the Code.
5. **Stay on top of your TREC license continuing education requirements.** It is **your responsibility** to ensure all CE requirements – including completing the TREC CORE course – have been met prior to license renewal.
6. **Please pay your REALTOR® association dues and RealTracs fees when due.** You will be unable to access the MLS and TAR's Transaction Desk if your fees are not current.
7. **Finally, if you find yourself “backed in a corner” with a listing or contract and are uncertain as to how to handle a situation...ask me!** Do not hesitate to call, text or email me if you have a question. I am here to help. I usually can be reached at the office during regular office hours. When I am out of the office I am always available via my cell phone (615-308-5900.) *Remember, the “dumb” question is the one you don't ask!*

Again, welcome to the Benchmark family! We are glad you are with us!

Best regards,

A handwritten signature in blue ink that reads "John M. Giffen".

John M. Giffen, CRB, CRS, GRI
Principal Broker