Team Member (licensed)

Why Contracts Matter:

Hiring the right person is only half the battle—clear expectations and legal structure complete the relationship. Team contracts provide mutual clarity, professional boundaries, and alignment from day one. This section outlines the difference between employee and independent contractor agreements, explains the purpose of non-competition clauses, and offers templates tailored to common real estate team roles.

Each contract should define:

- Job role and expectations
- Compensation structure
- Hours of work and vacation policies
- Term length and renewal options
- Confidentiality and non-competition obligations

Every team member, whether administrative staff or licensed agent, must sign a formal agreement before beginning their role. While sample contracts are provided, they must be reviewed and customized with the help of legal counsel.

"SAMPLE CONTRACT"

Word Version - Click Here

Field Sales Associate Agreement *Team Member Contract – The "Insert Team Name" Team*

Purpose

This agreement outlines the expectations, responsibilities, and compensation structure for the role of Field Sales Associate with The "Insert Team Name" Team, operating under Century 21 Heritage Group Ltd. As a team member, you are entering into a professional independent contractor relationship governed by the terms in this agreement.

1. Duties & Responsibilities

As a licensed real estate professional affiliated with The Anna Shirazi Team, your responsibilities include:

1. Secure signed representation agreements with buyer and seller clients.
2. Represent and negotiate on behalf of clients ethically and effectively.
3. Learn and master all team presentations, market reviews, and call scripts.
4. Develop strong knowledge of mortgage processes, the local real estate market, and homeownership.
5. Conduct property showings with buyer clients.
6. Report all transactions under the designated team lead or broker's name.
7. Maintain consistent and timely follow-up with all leads—no lead should be left unattended.
8. Attend all required team meetings, huddles, and training sessions.
9. Deliver exceptional client service through a professional home search or listing process.
10. Log all significant client communication in the CRM system within 24 hours.
11. Adhere to the team dress code and professional presentation.
12. Track weekly activity metrics (calls, contacts, appointments, offers, deals, etc.).
13. Submit weekly trackers to the operations manager.
14. Set and review monthly and annual production goals.
15. Maintain a valid Ontario real estate license.
16. Maintain a valid driver's license and automobile insurance.
17. Complete other duties as assigned.
18. Uphold a positive, team-first attitude while following all team systems and procedures.

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2. Team Support

What You Can Expect:

- Leads, appointments, and direct introductions to new clients.
- Ongoing mentorship and coaching.
- Access to marketing systems and tech tools.
- Support building your book of business and past client database.
- Continuous professional development and training opportunities.

What We Expect:

- Full compliance with team scripts and systems.
- Active participation in roleplay and skill-building exercises.
- Clear communication with clients and internal team.
- Signed written agreements for all buyer clients.
- Weekly client updates and touchpoints.
- Quarterly outreach to your database and past clients.

- Market reviews delivered to listings every 21 days.

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3. Compensation & Pay Structure

You will be compensated on a commission basis, aligned with team policy. Details of the tiered commission structure, referral splits, personal deal allowances, and mentor arrangements are outlined in Schedule B.

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4. Term & Termination

This agreement begins on the effective date below and continues until terminated by either party with 30 days written notice. If termination occurs before 24 months of active team membership, a training reimbursement fee may apply, as outlined in Schedule C.

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5. Confidentiality & Non-Solicitation

You agree to abide by the Confidentiality and Restrictive Covenant Agreement in Schedule A. This includes protecting all client data, marketing materials, systems, and team intellectual property.

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6. Compliance

You are responsible for maintaining legal compliance with RECO and TRESA regulations. You must submit updated CRA tax assessments annually to confirm independent contractor status. All expenses related to your licensure, insurance, and tax filings are your responsibility.

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7. Tools & Resources

You are required to provide a personal laptop and cell phone. The team will provide access to CRM tools, marketing platforms, training content, and shared office resources. Maximum reimbursements for CEU credits and certain tech tools may apply.

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8. Expectations of Conduct

As a representative of The Anna Shirazi Team, you are expected to maintain the highest standard of professionalism and integrity. Your conduct directly reflects on our brand and brokerage.

Signatures

By signing this agreement, you acknowledge that you have read, understood, and agree to the expectations, duties, and terms outlined herein.

Effective Date: _____

Team Member Name: _____

Team Member Signature: _____ Date: _____

Team Leader Signature: _____ Date: _____

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