



Real Estate Agent Mentor Program Agreement

Description: Welcome to the Mentorship Program at RE/MAX Four Corners and RE/MAX Landmark. This agreement outlines the responsibilities, expectations, and compensation structure for both Mentors and Mentees participating in the program, in accordance with **TREC Rule 535.2(i)(5)**.

The program requires a **minimum commitment of 6 months and 3 closed transactions**. If the 3-transaction threshold is not met within the initial 6-month period, the mentorship will automatically extend in 3-month increments until the requirement is fulfilled. If all criteria are met, the Mentee may request an extension for continued guidance.

To ensure mutual understanding and accountability, **both the Mentor and Mentee must review and sign this form** to acknowledge agreement with the terms of the program.

This program is designed to foster professional growth, build confidence, and ensure that new agents receive the support and hands-on experience needed to launch a successful real estate career.

1. Participant Information

- Mentor Full Name _____
- Mentee Full Name _____
- Today's Date _____
- Program Start Date _____
- Program End Date _____

2. Program Objectives

The goal of this program is to provide guided, hands-on training to help the mentee learn open houses, buyer/seller appointments, MLS, writing of contracts, guide through contract negotiations, social media advertising rules, and office systems. **Mentorship helps ensure a smooth and confident start to their real estate career and grow for the long-term.**

3. Mentor Qualifications

To ensure a high standard of guidance and leadership, all mentors participating in the RE/MAX Four Corners & RE/MAX Landmark Mentorship Program must meet the following criteria:

- The Mentor must have a **minimum of three consecutive years of active experience in real estate** and have successfully closed **at least 20 transactions** within their area of practice.
- Mentors must be **active members of the Agent Leadership Team** or receive **prior approval from the Broker** to serve in this role.
- A Mentor may **not mentor more than two mentees at a time**, unless additional mentees are **explicitly approved by the Broker**. This limitation does **not include agents who are already part of the Mentor's real estate team**

4. Mentor Responsibilities

Mentors are expected to provide hands-on guidance, real-world training, and ongoing support to ensure the professional growth and compliance of their mentees. Responsibilities include:

- **Open House Training:** Host a minimum of **two open houses per month** with new agent mentees during their first 1–2 months. As mentees progress, they will conduct **1–2 solo open houses per month**, with the mentor remaining available for questions and feedback.
- **Appointment Exposure:** Whenever possible, **include mentees in buyer and seller appointments** to provide insight into client interactions and real-world experience.
- **Marketing & Social Media Compliance:** Provide training on **marketing strategies and social media best practices**, ensuring all activity on personal and business platforms aligns with **TREC compliance standards**.
- **MLS Training:** Guide the mentees on **MLS input procedures, property searches, and reporting tools** to build their technical proficiency.
- **Brokerage Tools Orientation:** Familiarize mentees with all relevant **RE/MAX Four Corners and RE/MAX Landmark technology platforms and transaction systems**.
- **Contract Review & Transaction Support:** Offer support on **contract preparation, offer negotiation, and transaction compliance**, ensuring the mentees meet all legal and ethical standards.
- **Weekly Mentorship:** Maintain **weekly availability** for mentorship sessions and ongoing **Q&A support**, fostering confidence and accountability

5. Mentee Responsibilities

As a participant in the mentorship program, mentees are expected to take an active role in their development, maintain professionalism, and demonstrate a commitment to learning. Responsibilities include:

- **Participation:** Attend all scheduled **open houses, buyer consultations, and listing appointments** alongside the mentor to gain real-world experience.
- **Training Completion:** **Complete all assigned training tasks** and learning modules in a timely and thorough manner.
- **Technology & Compliance:** Learn and effectively use all **office technology systems** while adhering to **brokerage guidelines and compliance standards**.
- **Coachability:** Remain **open-minded and coachable**, showing respect for the mentor's time and guidance. All business systems, scripts, and processes shared by the mentor must be treated as **confidential**.
- **Communication:** Maintain consistent and proactive communication with the mentor during **scheduled check-ins** to discuss training progress, transaction-related questions, or contract guidance.
- **Professional Conduct:** Be **respectful, responsive, and engaged** in all mentorship activities. Follow the mentor's instructions and demonstrate initiative in applying what is learned.
- **Ongoing Development:** Actively **participate in training sessions and development opportunities**, seeking continuous improvement throughout the program.

6. Compensation Acknowledgment

- The **Mentor** will receive **30% of the net commission** earned from each of the Mentee's closed transactions during the mentorship program.
- This compensation is in recognition of the Mentor's time, guidance, and support throughout the program.
- By initialing below, both parties acknowledge and agree to the terms of this compensation structure.

Mentee Acknowledgment: I understand and agree to the compensation terms outlined above.

Mentee Initials: _____

Participant Roles:

Mentor Name: _____ | Mentor Initials: _____

Mentee Name: _____ | Mentee Initials: _____

7. Broker Communication

The **Mentor** is responsible for submitting **monthly progress reports** to the Broker, providing insights on the Mentee's coachability, engagement, and overall likelihood of success in the program.

The **Mentor** agrees to **refer any real estate matters beyond their scope of experience or expertise** to the Broker or another qualified Mentor as appropriate, ensuring the Mentee receives accurate and professional guidance.

8. Termination of Agreement

This agreement may be terminated by either the Mentor or Mentee with written notice via email, provided the Broker is copied on the communication. The Mentee acknowledges that if the agreement is ended before the completion of its term, and no alternate mentoring arrangement is available, the brokerage may be required to offboard the Mentee in order to comply with state regulations concerning agent supervision and oversight.

If the Mentee departs the brokerage, this agreement shall be considered immediately terminated; however, any compensation owed to the Mentor for transactions initiated during the mentorship term will remain due, regardless of the brokerage at which the transaction ultimately closes. All terminations are subject to the Broker's discretion.

Agreement and Acknowledgment

By signing below, both the Mentor and Mentee acknowledge that they have read, understood, and agreed to the terms and expectations outlined in this Mentorship Agreement. Each party commits to upholding the responsibilities and guidelines set forth and will act in good faith throughout the duration of the mentorship.

Mentor Signature: _____ **Date:** _____

Mentee Signature: _____ **Date:** _____

TREC Rule 535.2, specifically subsection (i)(5), requires a sponsoring broker to ensure a sales agent receives coaching and assistance from an experienced license holder competent in a new type of real estate brokerage activity three times before the agent can perform it independently.

*** Lease/Rent transactions do not count towards the accumulation of closed transactions.**