Sample Mailer to Agents for Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position**: Leasing Consultant

**Legal Requirements:**

1. Real Estate License
2. Proof of vehicle insurance
3. Place company as additional insured on your vehicle
4. Valid driver’s license
5. Must have a vehicle to go to properties to view and show

(You do not and cannot have prospects in your vehicle)

**Duties to be carried out:** See attached position contract

**Compensation, Etc.:**

**Salary** - $ X .00 Per Month

**All Major Holidays Are Paid**- Approximately 7

**Hours:** 8:00 am to 5:00pm

**Car Usage:** Mileage paid

**After 90 days you qualify for:**

1. A Review of your Base Salary but increase is subject to management’s discretion
2. Individual Bonus of $250.00 is leasing goal is reached
3. General Business Bonus of $250.00 is average rating for the team is 85% or higher
4. Medical Benefits company pays 55% of your personal premium (Family members can be added but it would be at your expense)
5. Dental Benefits company pays 25% of your personal premium (Family members can be added but it would be at your expense)
6. Retirement benefits company pays 1-3% of your total salary (It starts once you have earned $ X or more)
7. You receive your birthday off with pay (Any day except on the 5th or 6th of the month)
8. Paid Vacations (1 week for years one and two of employment- 2 weeks per year for each subsequent year)
9. Company pays for any approve educational courses (Example is to get or to retain your Real Estate License courses or renewal. Being paid for your time to take the courses are not included)
10. Annual Bonus if Company reaches its goal. (Amount to be determined and varies from year to year)

**Beyond 90 days:**

You will receive a 30-minute meeting once a month with management

You will then receive an annual review 9 months from your 90-day review and then every 12 months thereafter

Total compensation package if all terms are met can be approximately **$X per year** including compensation and benefits.