

POLICY AND PROCEDURES MANUAL INFORMATION

User Friendly

Our products are simple to use and easy to convert to *your* company policy and procedures manual. Add text, delete what is not necessary, and/or copy and paste in text. Modify any part of the manual.

Readable

Although it is comprehensive, our manuals do not discourage reading by using wordy difficult-to-read legal verbiage. Because of the organized content, it makes it easy to follow the policies and procedures.

Choose from two formats

You can order a download or order the Workbook w/CD ROM.

- If you order the download, you can print the workbook or work strictly on your screen.
- With the workbook, you can make notes on how you are going to reformat the manual to meet the specific policy and procedures with your company. Then load the manual and forms from the CD ROM. The Workbook also comes with a convenient CD clean pocket envelope for safe storage.

Microsoft Word® Format

The manual comes in Microsoft Word® format, versions 6.0-2003. Of course, it will work in later versions of Microsoft Word®, such as 2007. If you have another word processing program, such as Word Perfect, check to see if it will import Microsoft Word® files.

100+ detailed pages

Each of the Real Estate and Property Management manuals has over 100 detailed pages of content, much more than most manuals currently available to the Real Estate industry.

Comprehensive

A policy and procedures manual should include the entire scope of the office. Everyone in the entire office is involved, including management, support staff, and agents. Everyone needs to understand how the "policies and procedures" integrate with their position in the company.

The manuals also contain detailed information on federal laws that governs all of the Real Estate industry. No manual can include all of the 50 state laws or regional or local laws/ordinances where your office is located. However, LandlordSource provides great assistance in imputing your state and local information.

Detailed outline

Click on the detailed PDF [outline](#) for our three manuals to see what is included:

Sample pages

Review [several excerpts](#) from our Policy and Procedures Manual.

Multi-page Product Instructions

Each manual has 20+ pages of product instructions so the user can produce a "professional" document. There are detailed tips on how to convert the manual to "your company manual," update your state and local laws, change the fictitious company name used in minutes with find and replace, revise formatting, use the Table of Contents, "what to do," "what not to do," and more. We urge all users to read the formatting instructions first to save even more time.

Convenient Table of Contents

Each manual comes with a detailed Table of Contents, making it easy for personnel to look up information. After adding, deleting, or revising content, the table will "automatically" update with just a few clicks.

Legislative information

Each manual contains important information on legislation that applies to all Real Estate offices, such as the various Fair Housing Acts, American Disabilities Act, Antitrust, RESPA, and more. This is a great tool for training all Personnel.

Multiple uses

Many policies and procedures manuals are written and then "gather dust on a shelf" in the office. You can use the manual to defend your policies and procedures, train personnel, use with performance reviews, and more. Update your manual regularly, and it will become a "productive working tool" for your office.

Interactive

The manuals are also interactive with the *Employee Manual/System* and the property management *Forms, Letters, and Agreements*.

There are forms included in the policy manual.

The following forms are included in the Property Management Manual.

The following forms are included with the Property Management Manual

1. Manual Acknowledgment Form
2. Personnel Information Form
3. Key/Alarm Agreement
4. Personnel Change of Information
5. Personnel Confidentiality Agreement
6. Disclosure Authorization
7. Supply Request
8. Office Policy Change
9. Internet/Email Agreement
10. Year-end Checklist

Manual pricing

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