

## **LFFRED Private/Shared Office Analysis & Request**

Office space is finite, and this fact requires that the assignment of private or shared office space be handled in a way that is equitable for both the brokerage and the agent, and that the distribution of the offices is done in a fair and managed way. Empty offices or offices used for storage only are a waste of space.

It is important that assigned office space be used as a valuable tool and not merely a status symbol or storage bin.

As LFFRED does **NOT CHARGE** for office space, we believe these requirements to be reasonable.

Production is reviewed on a yearly basis; it is expected that the agent be actively working in the business and closing sales on a monthly basis.

For an office assignment, it is expected that the agent will:

**Have their own personal computer/laptop in the assigned office while in the office (Select One)**

*Reason: An office without a computer is pointless; 98.7% of a Realtors<sup>®</sup> job is done on a computer*

Have

Do Not Have

Will Have When Office Assigned

**Work in the assigned office as opposed to working in the bullpen (Select One)**

*Reason: An assigned office is pointless if the agent just works in the bullpen*

Will be working in assigned office

Really like working in the bullpen

**What are the agents planned time commitments of being present in the office? (Select One)**

*\*Reason: A private office sitting empty is pointless and denies use of it to other agents*

Daily

A couple of hours a week

Once a week

Occasionally

Rarely – I mostly work from home

**Agent agrees to give PHM, RGS, L&F Insurance the chance to earn their client's business**

Agree

Disagree

Agent Name:

Date:

Email Completed Form To [fredva@LNF.com](mailto:fredva@LNF.com)

Submission Of Request Is Not An Office Assignment & Will Be Reviewed By Managing Broker & Responded To

Created 6/26/2020; subject to change

COVID-19 Is taken into account

