

BUILDING YOUR REAL ESTATE BUSINESS - CONSULTANCY SERVICE

If you are starting or growing your business, the REIQ's Building your Business Consultancy is just what you need. In this changing market, it is imperative that your sales and property management departments are operating at maximum efficiency and effectiveness.

A highly-skilled REIQ specialist will work with you and your staff to identify the key strengths of your business, as well as the areas that are in need of attention.

This consultancy encompasses:

- Check of key legislative compliance and best practice issues
- Discussion of new business opportunities
- Business and marketing planning review
- Risk management strategies and procedures
- Protecting your biggest financial asset
- Operational systems
- Staff performance and management hints (if relevant)
- Technology update

You will spend the day reviewing your current activities and making a plan to help secure the future of the sales business, the rent roll and improve your agency. Affordable, unobtrusive and totally confidential, this one-day consultancy service will be one of the best investments you make in the ongoing profitability and performance of your agency.

Consultants

Malcom Riley – Malcom has extensive experience in agency management, RTRA Act and Property Occupations Act compliance, best practice, property management performance and benchmarking and all aspects of daily sales and property management. Malcom regularly coaches new business owners to assist them in establishing a successful and profitable property management business.

Kim Coffey - Kim's experience is in RTRA Act and Property Occupations Act compliance and best practice, property management documentation, rent roll management and real estate workplace health and safety. Kim's approachable style and extensive knowledge makes her a perfect consultant for new business consultancies.

Connie McKee- Connie's experience is in RTRA Act and Property Occupations Act compliance, best practice, QCAT practices, rent roll establishment and all aspects of agency management. Connie is recognised as a leading property management specialist, and has extensive experience in owning and running a highly successful property management business.

Marie Williams - Marie is a Real Estate professional with over 26 years' experience in Sales, Property Management and administration management. Working at independent boutique agencies as well as the larger franchises she has developed a deep understanding of all aspects of real estate life. Marie established a successful real estate consulting business, providing team motivation, risk management checks, system analysis services and agency start up consultancy. The sum of Marie's experience is obvious in her training sessions where she reinforces real estate theory with real knowledge.

Duration, time and date:

Standard timeframe is single day/six hours. Time and date will be coordinated with client depending on consultant availability.

Fee for a this consultancy:

\$2200 including GST plus any applicable airfare, accommodation and car hire costs to regional areas.

Now is the time to strengthen and protect one of your most important assets.

Cancellation/Refund Policy: Transfer of dates may be made at no cost. However, a cancellation fee of 50% of total quote will apply if cancelled within 5 days of commencement date. Thank you for considering the REIQ for your training needs. Please contact Anna MacMaster on (07) 3249 7362 or email courses@reiq.com.au for more information. To book, fill out the attached booking form.

Consultancy registration form



Consultancy Topic:

Consultancy date:

Number of attendees

Location:
(i.e. Brisbane)

Cost:

Please note: Your session will only be confirmed once payment has been received by the REIQ. GST is included in all prices.

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For information on any of our consultancy services go to www.reiq.com or P 3249 7373

Mr Mrs Miss Ms

First name

Middle name (if applicable)

Last Name

Office name

Business address

Post code

Work phone

Mobile phone

Fax

E-mail

How did you find out about the REIQ Consultancy service?

PAYMENT METHODS (Please tick appropriate box)

Payment must be received prior to the session

REIQ Account

Membership no.

Authorised REIQ account signatory name (please print)

Signature of authorised person

Direct deposit (Use your FULL NAME as your reference)

Bank:

Commonwealth

Account name:

The Real Estate Institute of Queensland Ltd

BSB:

064-000

Account number:

1474 8696

MasterCard

Visa

(NOTE: All credit card transactions will have a 1.75% surcharge added to the course fee)

Amount

Card no

CCV*

Expiry

*The CCV for MasterCard and Visa is the last three digits of the number found on the card's signature block.

Cancellation/Refund policy: Transfer of dates may be made at no cost, however at least five business days notice is required. A cancellation fee of 20% of total quote will be incurred if booking is cancelled within three weeks of session date and 50% of total quote if cancelled within five days of session date.

I have read and understand the REIQ Cancellation/Refund policy above

SIGNATURE

Privacy Policy

The personal information you have provided on this form may be used to contact you with information on new products, services and industry events, or simply to participate in member surveys. The vast majority of our members and non-member clients welcome this communication. However, in full recognition and respect of your privacy rights, we would like to confirm this with you. You can withdraw this permission at any time by making contact with us. Please note: Our primary forms of communication with attendees are email (for session confirmation) and phone (for clarification of course details). Please tick the following boxes to indicate how you would like us to contact you. To view our full Privacy Policy | reiq.com | P 3249 7347

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