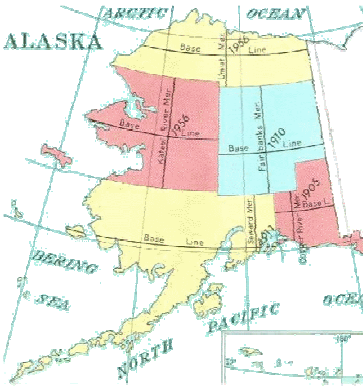


# Royse and Associates



## Alaska Real Estate Brokerage Policy and Procedure Manual

**\$298**

**Used By over 250 Alaskan Brokerages**  
**Customized over 60 Times with the Brokerage's Name**  
**Satisfies Regulations and Statutes**  
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### **Sec. 08.88.685. Policies, Guidelines, and Requirements.**

- (a) A broker shall adopt written policies and procedures available to the commission and to members of the public on request that
- (1) require real estate licensees to comply with all real estate laws;
  - (2) require real estate licensees to act fairly and honestly in all dealings;
  - (3) require real estate licensees to notify the broker or a broker designee of any legal dispute or allegation of wrongdoing from a seller, buyer, lessor, or lessee;
  - (4) require real estate licensees to maintain regular communication with the broker or a broker designee; and
  - (5) identify and describe the relationships in which the broker and the real estate licensees who work for the broker may engage with a seller, buyer, lessor, or lessee.
- (b) The commission shall adopt regulations that establish
- (1) guidelines to assist a broker to adopt the written policy required by (a) of this section;
  - (2) the contents and format of the pamphlet to be provided by a licensee under AS 08.88.615(a)(6); and
  - (3) requirements for a broker's supervision of the real estate licensees who work for the broker.
- (c) Based on the content and format for the pamphlets established under (b)(2) of this section, a real estate broker shall produce and pay the costs to produce the actual pamphlets to be provided by licensees in the broker's business under AS 08.88.615(a)(6).

### **12 AAC 64.117 Broker's Written Policy.**

A broker shall adopt a written policy manual that addresses guidelines and procedures

- (1) to determine the designated licensee;
- (2) that establish a policy for when the broker becomes a designated licensee;
- (3) for neutral licensees;
- (4) for a single real estate licensee representing one party in a transaction while providing specific assistance to an unrepresented party in the same transaction; and
- (5) for maintaining confidentiality within the office for all transactions.
- (6) for the supervision of teams, if applicable, to include a policy covering
  - (A) the usage of the consumer disclosure required under 12 AAC 64.118; and
  - (B) how consumers are represented within a team.

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## Alaska Real Estate Brokerage Policy and Procedures Manual

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