

Policy Manual Introduction

The Asset Vu, Incorporated (dba Asset Vu Real Estate Brokerage) Policy Manual is provided as a resource for our associates and employees in their conduct of daily real estate and business activities. It will provide instructions for cooperation between associates, employees and management, as well as detailed procedures for real estate related activities.

At all times, Asset Vu, Incorporated intends to abide by all federal, state and local laws and regulations, as well as those of our local association and the National Association of Realtors®. Should any instruction or policy in this manual be in contradiction or in violation of laws or regulations, bring it to the attention of management for possible correction. It is expected that all associates and employees will also attempt to keep up with applicable laws and follow them at all times.

Though all associates, employees and management personnel should follow the instructions in this policy manual, doing so is not a guarantee of continued employment, nor is this an employment contract.

Asset Vu, Incorporated reserves the right to amend this policy manual as necessary. Amendments will be published as handouts to all associates and employees, as well as discussed in meetings if appropriate. Failure to attend a meeting where changes are discussed does not excuse the associate or employee from understanding and compliance.

All employees and associates will acknowledge receipt, understanding and agreement to comply with each amendment as it is issued. One copy will be delivered, whether in print, via email or other method. Within five days of the date of delivery, employee and/or associate shall return a copy of this document to the Office Manager with signature. It is your responsibility to retain a working copy of this office policy manual at all times, and to place amendments into your copy as they are issued. Management may ask to review your copy at any time to assure compliance.

Acknowledgement:

I _____, have received, read, and understand the policy manual and its introduction issued by Asset Vu, Incorporated on _____.

Signature

Date

Print Name