



# Recruiting New Offices

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Any independent real estate company/office that you recruit can either join an existing Metro Brokers Office Location or convert their office space to that of a Metro Brokers Office. Applications for converting offices are subject to the same requirements as applications for new offices. If an office is located within the Denver Metro Area (defined below) the office must have a minimum of 6 licensees. Other requirements for a new office are:

- Offices must be located in areas zoned for business & have a physical location to conduct business.
- If the proposed office location is within a 1/2 mile\* of an existing Metro Brokers' office in the Denver Metro area only, you must get written approval from that nearest office and then the Board in its review will consider whether or not they feel opening a new office within such proximity to an existing office would be detrimental to the success of either office. The distance must be measured linearly along the surface of the earth from front door to front door of each office space.
- In the Denver Metro area, all offices are required to have at least six licensees, one of which must be a Shareholder. In all other areas, the required number of licensees will be determined by the Membership Committee and the Board of Directors.
- Offices are encouraged to be open for business from 9:00 a.m. – 5:00 p.m. Monday through Friday, 9:00 a.m. - 4:00 p.m., Saturday and Sunday.
- Each office must have phones answered professionally offering the ability to set showings. Offices may use an automated attendant only if the option to connect to a live operator is an option on the menu.
- If the office site does not have a conference room or meeting space, the building must have a conference room available to the office tenants.
- Opportunity to have exterior signage, or a copy of the covenants not allowing exterior signage, should be included with application. If more than one company does business in a particular location, signage must clearly state that there is more than one company at that location. Examples of wording that may be used in conjunction with the logo are: Real Estate Offices, Metro Brokers Real Estate Offices or Metro Brokers Offices. Interior signage must be clearly displayed at entry location of suite/office. If no interior signage is allowed a copy of the covenants not allowing interior signage must be included with application.
- Convenient access to the public.
- Adequate parking.
- All new offices will be inspected by a member of the MBI staff and/or members of the MBI Membership Committee to verify conformity with these requirements.

*\*The Denver Metro Area is defined by municipalities within the C-470, E-470/Northwest Parkway perimeter and Highway 93 in the west corridor. Also included are the cities of Boulder, Lone Tree, Parker, and the developments within Highlands Ranch.*

When a new office applies, a new office application and associated documentation must be submitted and an application must also be submitted, along with its associated documentation, for every active licensed Broker that is associated with that office. All applicable fees must be paid.