



**ILLINOIS  
REALTORS®**

## Designated Managing Broker



**DO have a written office policy which includes regular training**

**DO oversee the agents sponsored by your company** (Especially new broker licensees who have not completed post-license education)

**DO have a succession plan for your company**

**DO keep a current list of licensees sponsored by your company.** (Double-check your list with IDFPR's)

**DO have written independent contractors' agreements with your sponsored licensees**

**DO strongly consider both E&O and GCL insurance coverage**

**DON'T throw the office policy in a file and forget about it**

**DON'T allow new broker licensees** (who haven't completed post-license education) **to:**

- **Handle escrow funds including earnest money deposits**
- **Sign contracts that bind the company, i.e., listing agreements and buyer brokerage agreements**
- **Negotiate contracts without DMB supervision and oversight**

**DON'T practice real estate brokerage without insurance coverage unless you can afford to "self-insure"**

**NOTE:** Where not required by law, these suggestions are best practices and brokerages must make independent decisions for their businesses.