



MINIMUM REQUIREMENTS FOR A REMAX COMMERCIAL® DIVISION DESIGNATION

To be recognized as having a REMAX Commercial® Division, a REMAX brokerage must have a minimum number of Sales Associates providing services with respect to a minimum volume of commercial real estate transactions to properly serve the market in which the office operates. To receive and maintain the REMAX Commercial® Division designation, a REMAX office must meet the following requirements:

1. Minimum Number of Qualified Sales Associates. The REMAX office must have a minimum number of “Commercial with Residential” (“**COMRES**”) Sales Associates (i.e., Sales Associates who provide authorized services with respect to both, residential real estate and commercial real estate) and/or “Commercial-only” (“**COM**”) Sales Associates (i.e., Sales Associates who only provide authorized services with respect to commercial real estate), as follows:

- Low-Density Market (population less than 20,000): one COMRES Sales Associate or one COM Sales Associate.
- Medium-Density Market (population of 20,000 – 70,000): one COM Sales Associate.
- High-Density Market (population greater than 70,000): two COM Sales Associates.

2. Sales Associate Qualification. For a Sales Associate to be recognized as a COMRES or COM Sales Associate (including on the remax.net Sales Associate roster and on the remaxcommercial.com website), the Sales Associate must have one of the following designations and/or must meet the below education/experience requirement:

- CCIM – Certified Commercial Investment Member;
- SIOR – Society of Industrial & Office Realtors;
- CPM – Certified Property Manager;
- ALC – Accredited Land Consultant;
- Completed the CCIM Intro and CCIM 101 courses or an equivalent course available in your market; or
- At least one year of experience representing clients in commercial real estate transactions.

3. Minimum Volume of Commercial Transactions. The REMAX office must complete at least \$10 million in closed commercial real estate transactions every year.

Instructions: *To request the REMAX Commercial® Division designation for your REMAX office, please complete and submit to us the attached form, together with such additional information as will support your office’s compliance with the above requirements (resume, past sales/leases, certifications, etc.). Email the completed form and documentation to your Global Service Consultant for our approval.*

REMAX Commercial Division designations will be subject to a yearly audit by RE/MAX, LLC, and the office may be returned to residential-only designation if the minimum requirements noted above are not met.

If you have questions or seek more information, please contact the REMAX Commercial department at commercial@remax.com or 303.770.5531.



REQUEST FORM FOR A REMAX COMMERCIAL® DIVISION DESIGNATION
(one form per office location)

Office Name: _____ Office ID Number: _____

Office Address: _____ Country/Region: _____

Office Phone Number: _____ Broker/Owner _____

Select the market size your REMAX Commercial Division will serve (see requirements on previous page):

- ☐ Low-Density Market (population below 20,000)
- ☐ Medium-Density Market (population 20,000 – 70,000)
- ☐ High-Density Market (population above 70,000)

1. List the names of the commercial Sales Associates in your office, select whether they are: Commercial-Only (COM) or Commercial with Residential (COMRES) and indicate which standard they have met from the drop down menu (see requirements on previous page).

Name: _____	☐ COM	☐ COMRES	Standard Met? _____
Name: _____	☐ COM	☐ COMRES	Standard Met? _____
Name: _____	☐ COM	☐ COMRES	Standard Met? _____
Name: _____	☐ COM	☐ COMRES	Standard Met? _____

2. Describe how you plan to set up your REMAX Commercial division so it is distinguished from the residential side of your REMAX office (i.e., branding, signage, workspace, phone number, marketing materials, etc.).

3. Explain how you plan to recruit additional commercial Sales Associates:

** This Section to be Completed by Regional Office**

Region Approval: _____
_____, Area Vice President

Date: _____

Region Approval: _____
Shawna Gilbert
Senior Vice President, Global & Commercial

Date: _____