

Thank You For Choosing To Join Our Team

Whether starting up a company or building a new team within an existing company, it's always critical to get the right team members with the correct skill set and attitude. We are very glad to have you with us and look forward to a mutually beneficial relationship. We're looking forward to being an integral contributor in the success and prosperity of your future with the mentorship and Q-ME system we provide!

- Enclosed is the Consultant packet.
- Please read the Q-ME system.
- Please fill out and sign all the paperwork.
- Start by learning the websites in the packet and learning to do the research.
- Practice on building files on 10 friends, family and neighbors.

Please, always be the ideal candidate, try to make it to all the meetings, and bring 2 friends or family members along. Advertising materials will be provided (examples are in the packet) as well as construction training is available, Monday-Friday from 10am-5pm.

Door knocking is an opportunity.

Real estate is the game.

The Serralles Training Group Q-ME system paves the way.





The Serralles Training Group

Q-ME System

THE FIRST STEP ON MAKING MONEY IN REAL ESTATE IS LEARNING HOW TO SET UP APPOINTMENTS WITH POTENTIAL CLIENTS.

1. **Get the address of a problem home** - Research Lis Pendens, Back Taxes, Code Violations or Drive around and find problem homes.
2. **Build a complete “Research File”** – (See “research file check list”)
3. **Bring file to Eddie for review** – He will discuss what to do and say.
4. **Log all files** and appointments in log book
5. **Only then** may you contact the future client
6. Set them up an appointment with Eddie, either at our office from 10-5pm, M-F or at their property at Eddie’s earliest convenience.
7. Eddie will then meet with them to help resolve their problem.
8. You will then follow up with the client with Eddie’s guidance.



“Research File” Check List

Property Appraiser Public Records

1. County Records
2. Realist
3. IMAP

Tax Records

1. County Tax Records
2. Payment History

Clerk Records

1. Name Search
2. SunBiz if LLC. or INC.

Code Enforcement

1. Look For Violations

Construction Service

1. Permits
2. Property Card

Check MLS

1. MLS History

Owners Info.

1. Complete Property Lead Sheet
2. Name, Address, Phone #, Social Media, Mortgage Balance, Etc.
3. Picture of Property



Serralles Training Group

Consultant Resources

Originator Name	Phone	Date
Email:		

Websites

1. MLS Search (Or Our App)
2. Realist (Within MLS)
3. Hillsborough County Property Appraiser - <http://www.hcpafl.org/>
4. Hillsborough County Clerk - <http://pubrec3.hillsclerk.com/oncore/Search.aspx>
5. Hillsborough County Tax Collector - <http://www.hillstax.org/services.aspx>
6. Hillsborough County Court Cases
<http://pubrec10.hillsclerk.com/Unsecured/default.aspx>
7. Hillsborough County Arrest Inquiry
<http://www.hcso.tampa.fl.us/PublicInquiry/ArrestInquiry>
8. Netronline - <http://www.netronline.com/>
9. Total View Real Estate - <http://www.totalviewrealestate.com/>
10. True People Search - <https://www.truepeoplesearch.com/>
11. Zillow - <http://www.zillow.com/>
12. Trulia - <http://www.trulia.com/>
13. SunBiz - sunbiz.org
14. Find Comps Now - findcompsnow.com
15. Rent-O-Meter - <https://www.rentometer.com/>
16. For Sale By Owner - <http://www.forsalebyowner.com/>

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Consultant Script

Hello, I'm _____ with the Serralles Group, The real estate & mortgage solution company!

For Pre-Foreclosure

The reason I'm here today is because per public records, I see you're in pre-foreclosure and our company Serralles Group specializes in helping people who face these situations with some options at no cost to you! "If you have some time to come into our office and meet with Eddie Serralles", or "schedule a zoom call", or "we can meet at your property" to share with you our expertise in assisting you in preventing foreclosure, whether you want to stay in the property or get rid of it! What day and time is good for you?

For Back Taxes

The reason I'm here today is because I've done some research in your neighborhood and noticed a lot of owners are having issues with their property taxes and some were even in pre-foreclosure, our company the Serralles Group specializes in helping people who face these situations with some options at no cost to you! If you have some time to come into the office and meet with Eddie Serralles, we'd like to share with you our expertise in assisting you in preventing your property from getting taken away for back taxes, whether you want to stay in the property or get rid of it! What day and time is good for you?

If no

(okay, just keep us in mind if you need any real estate assistance, thank you, have a great day)

If yes

(What day and time are you available?)

Rebutals:

No thanks I don't need help right now

(Oh! Understandable! I believe timing is everything in life I assume you don't need me right now, but down the road you're going to have questions and concerns, what's the best time to follow up with you?)

Please take me off your list

(Okay sorry, I should have better explained the purpose of my call, I'm reaching out to homeowners to let them know they have options to any problems they might be facing whether it's taxes, pre foreclosures, the city, we assist at no cost and provide options to get out of any jam!)

I already have an attorney on it

(That's completely okay! You can still have your attorney if you'd like however; our job is to get you results in the shortest amount of time at no cost to you! We're not here to hurt you, we're here to be an asset to you)

Some pre-foreclosure options: (Short sale, short pay off, and more)

Some tax options: (we loan money, we can pay cash for your property, market the home for top dollar)



Information Sheet

	Date
Name	Cell
Email	Phone
Address	License #
Emergency Contact Name	Contact Phone

Real Estate Experience

Specialty Skills

Investment Tools

Investment Strategies

Goals

Time you can invest?			Skill Level : 1= Some Knowledge 5= Very Experienced					
	A.M.	P.M.		1	2	3	4	5
			Real Estate	1	2	3	4	5
Monday	<input type="checkbox"/>	<input type="checkbox"/>	Property Management	1	2	3	4	5
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	Marketing	1	2	3	4	5
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	Loans/Mortgages	1	2	3	4	5
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	Construction	1	2	3	4	5
Friday	<input type="checkbox"/>	<input type="checkbox"/>	Time Management	1	2	3	4	5
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	Short Sale Experience	1	2	3	4	5
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	Banking Experience	1	2	3	4	5



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Property Lead Sheet

Seller's Name	
Property Address	_____
	MLS # _____

Phone _____	Phone _____
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How much are you asking for the property?	\$ _____
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Is the property vacant or are there tenants living there?	<input type="checkbox"/> Vacant
	<input type="checkbox"/> Occupied
Is this a rental property?	<input type="checkbox"/> Renters If so, what is/was it rented for: \$ _____ Years there? _____

How many Bedrooms are there? 1 2 3 4 5	Bathrooms 1 2 3 4 <input type="checkbox"/> ½
Does it have a garage? 1 2 3	Or carport? 1 2 3
What is the square footage? _____ Acres?	Does it have a pool? <input type="checkbox"/> Yes <input type="checkbox"/> No
How old is the roof?	How old is the electrical?
Any additional buildings on property? <input type="checkbox"/> Yes <input type="checkbox"/> No	HOA Fees?

How much in repairs <u>DOES</u> the property need?	\$ _____	Kitchen remodeled? <input type="checkbox"/> Yes <input type="checkbox"/> No Year? _____
		Bathroom remodeled? <input type="checkbox"/> Yes <input type="checkbox"/> No Year? _____
Are there any judgments/liens? <input type="checkbox"/> Yes <input type="checkbox"/> No	Taxes Owed? <input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No	

Why are you selling?	Are you working within a specific time frame?
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Is there a mortgage on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much is the balance? \$ _____
Would you consider owner financing? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If I pay you all cash and close quickly, what is the best you can do? \$ _____
Is that the best you can do?

Let me do some research. I will get with my partner and I can call you back ... Is this time tomorrow a good time?
What is the best number to call you back on? _____ Best Time: _____ <input type="checkbox"/> Rec'v Text

To Do/Appointment Date	Day	Time		
			Tax Value	\$ _____
			MLS Value	\$ _____
			FCN Value	\$ _____
			Zillow Value	\$ _____
			Appraisal/BPO	\$ _____

Notes _____



Serralles Training Group

10 Family, Friends or Neighbors to practice the Q-ME system on.

Name	Phone	Address



The Serralles Training Group: **Code of Ethics**

Code of Ethics

Demonstrate honesty, integrity, fairness, respect for others and confidentiality.

Comply with laws, policies, and procedures.

Accept responsibility for personal actions and behaviors.

Follow professional codes of ethics.

Disclose any unlawful activity upon application to and throughout the program.

Pass criminal background checks and drug screening, as required.

Create and maintain appropriate interpersonal relationships in all settings.

Ideal Candidate

Here at the Serralles Training Group the Ideal candidate will:

Demonstrate the belief that all individuals can succeed.

Provide encouraging feedback to all individuals.

Respect and respond to individual needs.

Provide equitable learning and development opportunities for all.

Promote positive outcomes based on assessment results.

Professional Identity and Continuous Growth

Maintain positive attitudes in academic and professional settings.

Demonstrate professional appearance.

Act on constructive feedback from others.

Conduct self-assessments through reflection to overcome limitations and enhance strengths.

Demonstrate self-initiated learning.

Communicate effectively and appropriately.

Show punctuality in meeting academic and professional obligations.

Leadership

Create opportunities for the mutual benefit of all involved.

Promote positive change through personal interactions, organizations, communities, and the profession.

Initiate, suggest, and contribute in appropriate ways.

Maintain knowledge of and disseminate information about current training and best practices.

Advocacy

Support and empower individuals from diverse backgrounds.

Advocate for the social, emotional, physical, educational, behavioral, and basic needs of others.

Demonstrate empathy, professional self-confidence, fairness, persistence, and problem-solving on behalf of others.

Collaboration

Respond respectfully to individual perspectives and differences of others.

Engage in culturally responsive practices in interactions with learners, families, communities, and colleagues.

Share information and ideas with others.

Cooperate with personnel.

Collaborate to resolve differences and solve problems respectfully.

I have read the professional dispositions and indicators above. I agree and understand that developing and modeling professional dispositions is important to being an effective, professional candidate. I am committed to both growth and excellence in demonstrating these professional dispositions. I understand that progress in my training program depends upon successful demonstration of these professional dispositions.

Name: _____ Date: _____

Signature: _____

Drop/RE/Originators/Forms/Ideal Candidate



TRAINING GROUP

Serralles Training Group “Investor/Consultant/Apprentice” Contract

This agreement is made between the Serralles Training Group and

_____ hereafter referred to as consultant,

This agreement is effective as of _____, 20_____.

1. DESCRIPTION OF SERVICES: The Consultant agrees to provide the following:
Their time, effort and commitment in following the Q ME System.
2. PERFORMANCE OF SERVICES: The consultant shall determine the manner which the services are to be performed and the specific hours that are to be worked by the consultant. Serralles Training Group will rely on the consultant to determine how much time is needed to fulfill the consultant’s obligations under this agreement.
3. PAYMENT: As long as the Consultant follows the Q-ME system in finding a deal, Eddie Serralles will provide the funds and split the net profits with the Consultant 50/50. The Consultant will not be paid like a real estate agent or mortgage loan originator and will not be paid for any type of referrals. The consultant is only to be paid as an investor. (Some checks may be payable from the Title company in the form of a wholesale marketing fee.)
4. TERM/TERMINATION: This agreement shall be terminated if the Consultant does not follow the Serralles Training Group “Code of Ethics” as well as if the Consultant tries to act as a Real estate agent or Mortgage Loan Originator, unless the Consultant is licensed to do so.
5. RELATIONSHIP OF PARTIES: It is understood by both parties that the consultant is an Independent Contractor. The Serralles Training Group does not provide any type of fringe benefits such as health insurance, paid vacation, or any other type of employee benefit. The Serralles Training Group agrees to provide the Q-Me system and Mentorship. (“A Second Home, A Second Income”)

6. CONFIDENTIALITY: The Serralles Training Group recognizes that The Consultant will have access to confidential information, such as
 - Prices/Terms
 - Costs
 - Future plans
 - Business affairs and other proprietary information which are valuable, special and unique assets of the Serralles Training Group and need to be protected from improper disclosure. In consideration for the disclosure of the Information, the Consultant agrees that the Consultant will not at any time or in any manner, either directly or indirectly, use any Information for the Consultant's own benefit, or divulge, disclose, or communicate in any manner any Information to any third party without the prior written consent of the Serralles Training Group. The Consultant will protect the Information and treat it as strictly confidential. A violation of this paragraph shall be a material violation of this Agreement.
7. UNAUTHORIZED DISCLOSURE OF INFORMATION: If it appears that The Consultant has disclosed (or has threatened to disclose) Information in violation of this Agreement, The Serralles Training Group shall be entitled to an injunction to restrain the Consultant from disclosing, in whole or in part, such Information, or from providing any services to any party to whom such Information has been disclosed or may be disclosed, notwithstanding that this shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.
8. CONFIDENTIALITY AFTER TERMINATION: The confidentiality provisions of this Agreement shall remain in full force and effect after the termination of this Agreement.
9. AFFILIATED BUSINESS ARRANGEMENT DISCLOSURE: The Serralles Training Group, Tampa Heights Mortgage Inc., Serralles Construction Inc. and The Serralles Group Inc. are all owned by Eddie Serralles. By using one of the above companies, does not obligate you to use another. Eddie has created a **“One Stop Shop”** for the convenience of all your real estate, mortgage, and construction needs.
10. NON-COMPETE REQUEST: The Serralles Training Group requests that in exchange for teaching the Q-ME System and Mentorship, that the Consultant agrees to use our affiliated business's.
11. ENTIRE AGREEMENT: This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.
12. AMENDMENT: This Agreement may be modified or amended if the amendment is made in writing and is signed by all parties.
13. SEVERABILITY: If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it

would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14. WAIVER OF CONTRACTUAL RIGHT: The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

15. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of _____.

16. CONSULTANT INFORMATION:

- Name: _____

- Email: _____

- Phone: _____

- Professional Licenses or LLC's / DBA's (If Applicable)

Consultant Signature: _____

Date: _____

Eddie Serralles with the
Serralles Training Group: _____

Date: _____