



REQUIREMENTS FOR ESTABLISHING A QUALIFIED RE/MAX COMMERCIAL® DIVISION

To be recognized as a RE/MAX Commercial Division, a brokerage must have a minimum number of commercial brokers to properly serve the market in which it operates. The more commercial brokers an office has, the better that office's ability to serve local commercial clients.

Offices are reviewed on the following minimum standards:

1. Low Density Market (population less than 39,999)

Commercial divisions in this market are required to have a minimum of one "Commercial with Residential" (COMRES) broker. It is recommended they have at least one "Commercial-only" (COM) broker.

2. High Density Market (population greater than 40,000)

Commercial divisions in this market are required to have a minimum of two "Commercial-only" (COM) brokers or one COM broker plus two COMRES brokers.

In order for an associate to be recognized as a COMRES or COM broker on the remax.net roster and to appear on the remaxcommercial.com site, they must meet at least one of the following criteria:

1. CCIM – Certified Commercial Investment Member
2. SIOR – Society of Industrial & Office Realtors
3. CPM – Certified Property Manager
4. ALC – Accredited Land Consultant
5. Negotiated over \$10 million in closed commercial real estate transactions involving investment analysis
6. Completed the CCIM Intro and CI 101 courses and working with a mentor

To request commercial division status, please complete the attached form. Please submit any additional information that will support the approval process (resume, past sales/leases, certifications, etc.).

Email the completed form to your Regional Director or FDC (Franchise Development Consultant) for approval. Your Regional Director or FDC should then email the form to the Contracts Department to create a DocuSign, which will then be sent to the Regional Vice President and the Senior Vice President of Commercial.

Upon receipt, the application will be reviewed to determine if your office meets the required criteria. Please note, commercial divisions will be subject to a yearly audit, and the office may be returned to residential-only status if the minimum commercial standards are not met.

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

**REQUEST FORM FOR A QUALIFIED
RE/MAX COMMERCIAL® DIVISION**
(one form per office location)

Office Name:

Office ID Number:

Office Address:

Country/Region:

Office Phone Number:

Broker/Owner:

1. Select the market size your commercial division will serve (see requirements on previous page):

Low Density Market – (population below 39,999)

High Density Market – (population above 40,000)

**2. List the names of the commercial brokers in your office, select whether they are
“Commercial-only” (COM) or “Commercial with Residential” (COMRES) and indicate which standard
they’ve met from the drop down menu (see requirements on previous page).**

COM COMRES (standard met)

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

4. Explain how you plan to recruit additional commercial brokers:

**** THIS SECTION TO BE COMPLETED BY REGIONAL OFFICE ****

Region Approval

Date

Regional Vice President

Approved _____

Date _____

Shawna Gilbert
Senior Vice President, Global Development & Commercial
RE/MAX, LLC