Brokerage Interview Checklist

For newly licensed Florida agents

Ask each brokerage the same questions. Record specifics and request written terms.

Brokerage _____ Interview date _____

Contact _____ My available hours _____

Training

What would I do in my first week and month? Can I see the plan and schedule?

Practical feedback

Who reviews consultations, offers, disclosures, deadlines, and transaction records?

Mentor availability

Who is my contact, when are they available, and who provides backup?

Progression

What counts toward program completion? Who decides readiness? What changes afterward?

Tools

Which tools are included, which cost extra, and who teaches me to use them?

Leads

How are leads assigned? What referral charges and follow-up obligations apply?

Culture

Can I speak with a newer agent or attend a meeting? How are concerns handled?

License activation

Who handles activation, and how will I confirm my active status before practicing?

Costs and Written Terms

Separate brokerage charges from outside expenses. Note when each payment is due.

Cost or term	Amount / terms	Timing / paid to
Initial split and deductions		
Mentor or training charges		
Monthly / annual brokerage fees		
Transaction / referral charges		
Association / MLS / insurance		
Tools / marketing / other costs		
Charges in a month with no closings		
Changes after program completion		

Request before deciding

- ☐ Compensation agreement and complete fee schedule
- ☐ Training or mentorship terms and progression requirements
- ☐ Lead terms and rules for contacts, tools, and records when leaving
- ☐ Termination terms and any charges or repayment obligations

Example to discuss

Ask for one sample transaction showing the split and every deduction. Use the same assumptions when comparing brokerages.

Unanswered questions and documents still needed

My strongest reason to choose this brokerage

Keep your DBPR renewal deadline separate from brokerage training. Ask whether a course is approved for the required education. Explore Veranda Academy: https://verandarealtygroup.net/veranda-academy