

# Sample Policy and Procedure Manual

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## XYZ COMPANY Unclaimed Property Policies and Procedures Manual Last Updated July 20XX

### UNCLAIMED PROPERTY POLICIES AND PROCEDURES

#### PURPOSE, MAINTENANCE, AND CONTACTS

##### I. Purpose

[Entity] is dedicated to complying with the unclaimed property reporting laws of every jurisdiction to which it may become accountable. Unclaimed property is generally intangible property that has not been claimed by its true owners for a period of time. It is [Entity]'s goal to limit all payments back to each state by having internal controls in place that will reduce dollars escheated back to each state and return property to the true owner where possible.

Some examples of unclaimed property typically handled by our company include but are not limited to:

- Uncashed payroll checks
- Uncashed vendor checks
- Uncashed member refund checks
- Unused prepaid personal training hours
- Unidentified remittances

# Nar Policy And Procedure Manual Real Estate

**California (State).**



## **Nar Policy And Procedure Manual Real Estate:**

**The Residential Real Estate Brokerage Industry**, 1984 **California. Court of Appeal (1st Appellate District). Records and Briefs** California (State)., *California. Court of Appeal (4th Appellate District). Division 2. Records and Briefs* California (State)., *Warren's Weed on the New York Law of Real Property* William X. Weed, 1950 **Real Estate Brokerage, a Management Guide** John E. Cyr, Joan m. Sobeck, Laurel D. McAdams, 1999 With its emphasis on the nuts and bolts of starting and operating a broker brokerage this new edition supplies all the information agents and brokers need includes checklists forms and step by step explanations that guide the reader through must know topics **Antitrust and Real Estate**, 1982 *Commercial Investment Real Estate Journal*, 1997 Real Estate Brokerage John E. Cyr, Joan m Sobeck, 1988 **Real Estate License Examination Study Manual** California. Department of Real Estate, 1975 Real Estate Books and Periodicals in Print, 1982 **Federal Regulation of Real Estate** Paul Barron, 1983 This book provides detailed coverage of all aspects of compliance with every major federal statute affecting real estate sales leasing and financing The Real Estate Settlement Procedures Act the FTC the interstate Land Sale Full Disclosure Act the Bankruptcy Code and other federal regulations are discussed Real Estate Outlook, Market Trends & Insights, 1993 California Real Estate, 2006 **Realtor Magazine**, 2008 **Labor Relations Reference Manual**, 1993 Vols 9 17 include decisions of the War Labor Board Real Estate Today, 1987 **American Jurisprudence Trials**, 1964 An encyclopedic guide to the modern practices techniques and tactics used in preparing and trying cases with model programs for the handling of all types of litigation **Policies and Procedures Manual** Real Estate School (Tallahassee, Fla.), 2000 Policies and Procedures Manual for Real Estate Brokerages - Washington State Edition Kathy Power, 2002-08-24 Our very comprehensive user friendly manual is totally customizable for Washington State Real Estate Brokerages and comes with 15 continuing education clock hours for WA State RE License renewal This manual is provided in hard copy and CD copy in MS Word and PDF formats that will give you the ability to quickly adapt and implement policies and procedures for your company s sales and support staff Providing them with written direction on how you expect your company to function at the same time protecting your company from liability issues that could result from lack of documented direction Successful Real Estate Office Policies and Procedures California Real Estate Association, Los Angeles, 1959

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