



ALBCommercialCapital

New Advisor Package
Your first step towards making money

your source for multifamily & commercial lending

The **will** to win,
the **desire** to succeed,
the **urge** to reach your full potential...

these are the **keys** that will unlock the door to **excellence**.

-Confucius

CORPORATE HEADQUARTERS
2476 Lake Ave | Altadena CA 91001

Call Toll Free
800-510-2214

Dear Friend,

Thank you for your Interest in becoming part of our team. My name is Leonard Manriquez and I founded ALB Commercial Capital (ALB) back in 2001. Since then I have never turned back, have had no regrets and feel so lucky to have found a career that is not only very lucrative but enjoyable and rewarding. This letter is very important to you if you are interested in entering the field of Commercial Real Estate finance because it provides to you the details on how you can join up with our firm and dramatically improve your earnings by originating commercial loans.

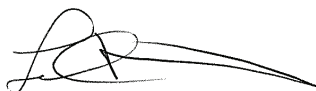
First, let me tell you that I am a successful commercial mortgage Broker, businessman, husband, and father. If you wish, I can furnish you with my complete personal references and business credentials. And second, I don't believe in wasting your time, so I want you to know that I have proven to myself that anyone can build a solid career in commercial finance with the right tools and resources. You can earn big money, maintain a great lifestyle too, and, you should want to prove this to yourself.

You may not know this but there is a huge opportunity for you right now in the small balance commercial loan market. This niche of the Real Estate market is still experiencing historically low interest rates with billions of dollars in loans that are coming due and in need of refinancing; We work in all stages of the real estate cycle helping clients with purchase loans or refinance loans, and you too can get your share.

The reality is that sales & loan volume will be increasing nationwide and many of the properties or clients that need your help are located in your own backyard. Can you imagine how this could improve your business and earning potential? It is my sincerest wishes that you become aware of it, and that you consider applying to become one of our Commercial Loan Advisors as soon as you can.

I cannot promise you that success will be instantly yours by joining ALB Commercial Capital, but I can guarantee that our Firm can offer you everything that you will need to excel as a Mortgage Broker servicing the Commercial Real Estate Markets.

Sincerely,



Leonard Manriquez
CEO

COMMERCIAL LOAN OFFICER FACT SHEET

Position	Commercial Loan Advisor
Description	<p>A Commercial Loan Advisor is responsible for the originating of new commercial loans. To be successful, an Advisor must build deep relationships with a wide variety of clients and establish credibility as a source of trustworthy and Knowledgeable advice. An Advisor must be able to excel at building a business and demonstrate excellence at client service. It is recommended that an Advisor develop a consultative, rather than a transaction-oriented approach towards clients and prospects, and lastly an Advisor must have a solid understanding of the key calculations used daily in commercial real estate & finance and be able effectively communicate this information to clients verbally and with the use of excel spreadsheets.</p>
Qualifications/Skills	<ul style="list-style-type: none"> • Four Year Degree minimum in Finance, Business and or Economics, MBA preferred • Always a Top-Performer in direct sales, selling sophisticated large ticket product or service on a consultative basis. Typically working with a long sale cycle. • Knowledge of Excel , Word, use of the Web, and Access, computer savvy • Comfortable selling directly into Real Estate Offices, Property Management firms, Law Offices, or CPA firms, just to name a few • Strong people skills needed to sell directly to the local business community • Having lots of long term relationships with local professionals is a plus. • Bilingual always a plus • Confident Self started & Motivated • Must have a Real Estate sales person or Brokers License
ALB Commercial Capital Resources	<ul style="list-style-type: none"> • <i>Private Offices available</i> Office will include phone, Computers & Wifi Access- for lap tops (network connects to printer, fax & scanner) Includes desk, file cabinet and chair (all property of ALB) • Shared Office's Desk space with Workstations and phones also available • All Advisors have freedom to use conference rooms for client meetings • Advisors are assigned a gmail address (john@albcommercialcapital.com), user name and password for company intranet, credit report services, title, and other 3rd party services that we utilize • All Advisors can use ALB copier, scanners, fax and printers • All Advisors will have a voice mail set up on our telephone system • ALB office receptionist will professionally answer calls and then transfer to voicemail extension, home office, satellite office , cell phone, or pager plus email the message to the advisor. • ALB has experienced loan processors streamlining the loan process • Advisors are granted access to industries best multifamily & Commercial loan products • Available to Advisors are pre-designed marketing letters, rate sheets, flyers, power point presentations, envelopes, letterheads, newsletters, etc. • Mentors- Are available to answer questions and on a shared split can work transactions with New Advisors. • You can grow your business with the help of our Company INTERNS • Monthly meetings that includes, product training, case studies, lender interviews, pipeline reports, etc. • Company wide marketing (SEO, social media, twitter, etc.)
New Commercial Loan Advisor Requirements	<ul style="list-style-type: none"> • Advisors will be required to provide a brief Bio that is used in preparing your ALB New Loan Advisor Press Release • Will need to provide ALB with a professional Color head shot photo which will be placed on the corporate website & used in press releases. • Real estate Licensees will need to transferred their license as employed under the ALB Commercial Capital Brokerage (Office Admin will handle this) • Broker Licensees will need to add their Brokers license as affiliated with the ALB Commercial Capital Brokerage (Office Admin will handle this)

EMPLOYMENT HISTORY

(List Present or Most Recent Positions)

1

 Name of Employer Type of Business

 Department Your Position Yrs Employed

 Employer Address City State Zip Code

Duties Performed:

 Name of Immediate Supervisor Position of Supervisor

 Reason(s) for Leaving

2

 Name of Employer Type of Business

 Department Your Position Yrs Employed

 Employer Address City State Zip Code

Duties Performed:

 Name of Immediate Supervisor Position of Supervisor

 Reason(s) for Leaving

3

 Name of Employer Type of Business

 Department Your Position Yrs Employed

 Employer Address City State Zip Code

Duties Performed:

 Name of Immediate Supervisor Position of Supervisor

Reason(s) for Leaving

REFERENCES minimum of 3 (three) (Do Not List Relatives or Former Employers)

1

Reference Name _____ Phone Number _____

Reference Address _____ City _____ State _____ Zip Code _____

2

Reference Name _____ Phone Number _____

Reference Address _____ City _____ State _____ Zip Code _____

3

Reference Name _____ Phone Number _____

Reference Address _____ City _____ State _____ Zip Code _____

OTHER APPLICABLE INFORMATION

Activities / Interests (Student, Professional, Community, etc.):

Special Talents / Skills (Typing, Short Hand, Computer Programs, etc.):

Additional Languages Spoken / Written / Read (Notate Fluency):

ADDITIONAL REMARKS

We at ALB Commercial Capital appreciate your interest in seeking employment with our company. Please feel free to make any additional remarks in the space provided below or submit any additional information that would be helpful in evaluating your qualifications.

AGREEMENT

(Read the Following Carefully and Affix Your Signature Thereafter)

I hereby certify that to the best of my knowledge and belief the answers given by myself to the foregoing questions and all statements made by myself in this application are correct.

If employed, I agree that all material created and produced (whether in written, graphic or broadcasting form) and all inventions (new or changes in progress) developed during my employment are the exclusive property of the company to use and/or sell. Subsequent to my employment with this company, I will not disclose, use or reveal any confidential information related to the company without first obtaining written consent from an officer of the company.

I hereby apply for employment upon the basis and understanding that such employment may be terminated at any time upon notice given to me personally or sent to my last known address.

I consent the company to obtain such personal and job related information as required in connection with this application to become an employee of ALB Commercial Capital

Signature of Applicant

Date

Print Name

Remember to include your Resume when submitting this application.

Fax to (626) 296-7771 or E-Mail to info@albcommercialcapital.com