

# **BUSINESS SNAPSHOT**

## ***BIZREALTY***

### **Business Overview**

BizRealty appraises and calculates the property value of every business in BizTown. BizRealty also collects rent and recycling from every business in BizTown. The rent and recycling fees, if collected, are enough to allow BizRealty to pay off their loan!

### **Business Activities**

- The Property Appraiser visits each business to calculate the property value, using the Property Appraisal Forms and Property Appraisal Checklist provided on their clipboard
- During Business Start-Up, the Leasing Agent fills out a Rental Agreement for each business. After the National Anthem, the Leasing Agent visits each business to obtain a signature from the CEO and reminds the business to mail their payment check for rent.
- The Environmental Specialist takes the tri color recycling cart from the entrance of BizTown and collects all the paper left in each business's blue recycling bin. He/she empties the recycling cart into the brown recycling container and then conducts a recycling survey and collects recycling fees.
- After receiving a few payment checks, the CFO follows his/her Job Directions and makes a Business Deposit. This includes entering the payment checks into his/her computer and printing a deposit ticket.

### **Employee Responsibilities**

- **CEO** Takes Loan Application and Promissory Note to bank for approval, signs all paychecks and business checks, and assists all other employees.
- **CFO** Issues paychecks to each employee and pays all business costs for the day. Makes business deposits.
- **Property Appraiser** Picks up supplies using the \$5.00 check from the CFO, uses appraisal form for each business and calculates the property's value by measuring the business area and taking inventory of all business assets and equipment.
- **Leasing Agent** Fills out a lease agreement with each CEO.
- **Env. Specialist** Transfers the paper recycling left by each business into the BizTown recycling bins, conducts recycling survey and collects \$2.00 recycling fee from each business.