

## Checklist for Retiring AEs

- \_\_\_\_\_ Check the terms of your employment contract, if you have one, to ensure that your preferred retirement date coincides with the date your contract expires. If you don't have an employment contract, have a conversation with your leadership to develop a written agreement that specifies your retirement intentions.
  
- \_\_\_\_\_ Confirm with your leadership that if there is a discrepancy between the retirement benefits stipulated in your employment contract and those outlined in the association's personnel policies, that your contract supercedes the personnel policies.
  
- \_\_\_\_\_ Have a conversation with your leadership to determine if they want you to help transition your replacement or if they want you to leave before the replacement starts. Establish an end date that is specified in writing.
  
- \_\_\_\_\_ If you are interested in working as a consultant for your association upon retirement, talk with your leadership about serving in this capacity.
  
- \_\_\_\_\_ Review succession planning tools linked at [REALTOR.org](http://REALTOR.org).