



ALWAYS!

- 1. Get an Information About Brokerage Services document #TAR-2501 signed.**
- 2. If you are working with a Seller, get a Listing Agreement signed.**
- 3. If you are working with a Buyer, get a Buyer's Agreement signed. You can find one on the intranet site.**
- 4. Give the Buyer an option period. Even if he says that he does not want one.**
- 5. Have all pages and changes initialed and have the contract signed.**
- 6. Make sure that there is an effective date on the contract when completed.**
- 7. On our listings, always pay the Buyer's Agent 3% of the Sales Price. Just because you may cut your commission do not expect the buyers agents cut theirs with you.**
- 8. Put all of your listings with Centralized Showing Services.**
- 9. Fill out a REALM Realtors Funding Sheet.**
- 10. Always send a copy of your listings and contracts to the Company.**
- 11. Be a good Co-op agent.**
- 12. Check the REALM Realtors Intranet site weekly.**
- 13. Keep the Company aware of any of your address, email, or telephone number changes. You can do this on the intranet.**
- 14. Get a Seller's Disclosure on your listings! Even Vacant Land! Give the Seller plenty of time to complete it. Use the 3 page one from T.A.R. # 1406**
- 15. Get your Buyer's pre approved. Don't forget that Eric Reed is able to help pre-approve your clients and will run them through our ABA mortgage company.**
- 16. Make sure that the Utilities are on in your Listings for inspections.**
- 17. Make sure that you terminate the contract during the Option period. If you don't have an amendment signed by the Option ending date, it is too late.**
- 18. If the Seller is to remain in the house after closing, make sure that there is a lease signed at or before the closing.**

19. If the Buyer is to occupy the property before closing have a leased signed before the occupancy.

20. If you have any question about whether what you are doing is correct ASK NEIL.

Never!

1. On your listings, NEVER put any commission to be paid to a sub-agent. ONLY pay the Buyer's agent.

2. Never think that the rule, all listings must be with Central Showing Service doesn't pertain to you.

3. Never have Condominium Documents or Title Commitments faxed to the Company.

4. Never make large numbers of copies at the office.

5. Never use the message service on the intranet to send EVERYONE the same email. If you have a message that you would like to go to all of the agents, give it to Neil. Once he has approved it, he will email all of the agents.

6. Never attend the inspection. Just let them in and leave or sit in your car.

7. Never wait until the last minute to learn to Sell a HUD home, complete a listing agreement, or a purchase contract.

8. Never do loans on any of the properties where you are the Realtor as well. Applies to Loan Officers.

9. Never give out an agent's number other than the one that is listed in bold on the directory without asking the agent's permission first.

10. Never make any changes to or install any programs on the office computers without first asking Eric and getting his approval.