

Request Showing Feedback  
 Return Phone Calls  
 Show Lots & Lots of Properties  
 Prepare Offers for Buyers  
 Translate Inspection Report  
 Deliver Earnest Money  
 Create Marketing Pieces  
 Recommend Vendors for Inspection Items  
 Coordinate Disclosures  
 Remind Clients About Utilities  
 Preview Homes  
 Track Deadlines  
 Communicate/Negotiate with Appraisers  
 Attend Continuing Education Classes  
 Negotiate Inspection Repairs  
 Know Local Market Stats  
 Network with Other Agents  
 Follow Up for Showing Feedback

# WHAT A SINGLE AGENT DOES ALONE

Prepare Market Analysis  
 Negotiate Offers  
 Input Listings into MLS & Ensure Accuracy  
 Schedule & Attend Final Walkthroughs  
 Keep up with Changing Legislation  
 Coordinate Closings  
 Attend Inspections  
 Keep Clients Calm  
 Follow Up with Lenders  
 Create & Maintain Website  
 Schedule Showings  
 Return Emails ASAP  
 Provide Feedback for Showings  
 Review Title work for possible Problems  
 Compete with Thousands of Other Agents

