

# The Property Shop Realty

Real Estate 101



# Overview

The purpose of this class is to provide agents with some real estate basics.



# Real Estate 101

- When talking with other agents, both listing and selling, always be professional, friendly and courteous.
- Real Estate is a small world and we all work together.
- Answer your phone whenever possible. You can't sell a property or meet buyers if they can't talk to you.
- Your voicemail needs to have your name and company name.



## Real Estate 101...cont.

- Don't assume anything
- When writing clauses in a contract be sure the wording is correct and clear – contact your Broker if you aren't sure
- Never be afraid to ask questions



## Showing Listings

- Prior to showing any listing call the agent and verify it is available
- Always leave a business card on the counter of any property you show
- If there are any issues at the property (locks don't work, unsecured property, etc..) call the Listing Agent and notify them
- Be sure you turn off all lights and secure the property after viewing

## Showing Listings...cont

- Be sure you return the key to the lockbox
- If lockbox is a contractor lockbox – scramble the code
- Never park in the driveway at the property, it is better to park in front
- Be aware of pets, even the friendliest animals can be aggressive when the owners aren't home
- Never give your Supra Key or a lockbox code to **ANYONE**

# Business Card Sample



17505 N 79<sup>th</sup> Ave #111-C  
Glendale, AZ 85308

**Michael Franklin**  
Designated Broker

Direct: 602-688-1875  
Fax: 1-866-929-7520

Email:  
[info@ThePropertyShopRealty.com](mailto:info@ThePropertyShopRealty.com)



[www.ThePropertyShopRealty.com](http://www.ThePropertyShopRealty.com)



