

CDAR New Member Orientation



NEW MEMBER ORIENTATION

WHAT DO I DO ALL DAY?

- Preview Property
- Hold open houses
- Pass out flyers in their chosen neighborhood
- Attend continuing education courses
- Meet contractors for home inspection
- Meet termite inspectors
- Write offers with buyers
- Go on listing presentation appointments
- Follow up on showings at their listings
- Prepare for open houses
- Follow up with open house guests
- Data input new listings in MLS
- Deliver/pick up custom materials at printers
- Coordinate final walk-throughs with clients
- Review/sign escrow instructions with their clients
- Review preliminary title reports for red flags
- Listen to offers coming in from other brokers on your listings
- Go on office caravans of newest listings
- Attend local CDAR meetings
- Notify neighbors of upcoming Open House
- Write letters to absentee owners in the chosen neighborhood
- Preview "For Sale By Owner" properties to discuss listings
- Coordinate termite repair and/or house tenting/fumigation
- Call listings which have expired with other brokers
- Prepare for buyers coming into town this weekend
- Meet photographers at property for flyers
- Install/remove lock-boxes and For Sale/Sold signs
- Scan MLS for newest listings for active buyers coming into office
- Get listing contracts extended if not sold yet
- Contact loan processors for constant progress reports
- Negotiate with sellers for price reduction
- Check voicemail regularly regarding follow-up
- Check in with your manager for status reports and review problems
- Keep office files current on active listings and open escrows
- Follow up with lender/appraiser if appraisal is low
- Run documents around for buyer to keep escrow on schedule
- Go to city hall to review permits on file for improvements
- Prepare Market Analysis for upcoming listing appointments
- Call sellers to keep them updated on progress
- Show property
- Work the front desk
- Meet appraisers
- Write ads
- Proof escrow instructions
- Attend office sales meetings
- Call prior clients for referrals and prepare mailings
- Knock on doors to meet folks
- Get keys made for lockboxes
- Meet buyers for final walk-through
- Notify neighbors of recent "SOLD" listings
- Notify neighbors of new listings
- Coordinate utilities on/off for clients that are moving over the weekend
- Write/edit custom farming materials, such as newsletters, etc.
- Follow up with escrow problems
- Coordinate buyers and loan officer meetings
- Check on vacant properties for flyers stock and recent showings

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NEW MEMBER ORIENTATION

JOB DESCRIPTION CHECKLIST

- Create a geographical farm list
- Follow up with co-op showings
- Install signs
- Attend listing appointments
- Prepare home highlights guide
- Process listings
- Make extra keys
- Install lock box
- Remove lock box
- Send required documents to Title company
- Mail "Just Listed" cards
- Follow up calls to "Just Listed" cards
- Mail "Just Sold" cards
- Follow up calls to "Just Sold" cards
- Update Listing Presentation book
- Write ads
- Meet structural inspectors
- Attend pre-settlement inspections
- Follow up loans in process
- Show properties
- Deliver contracts
- Negotiate contracts
- Pick up keys
- Preview homes
- Assemble Buyers Guide
- Send "Expired Listing" letter
- Deliver "Expired Listing" package
- Call FSBO
- Send FSBO letter
- Invitation calls to open house
- Invitation cards to open house
- Place door hangers for open house
- Place and take down open house arrows
- Prepare all mailings
- Send gifts
- Cold Calling
- Annual promotion invitations
- Answer phone calls
- Trips to and from printer
- Wash/clean car
- Enter listing data into MLS
- Verify property taxes
- Inspect and measure homes
- Take photo of new listing
- Meet appraisers
- Assemble closing files
- Schedule office tour of new listing
- Call seller on regular basis
- Send marketing updates to seller
- Home Highlights Guide to co-op offices
- Attend settlement
- Research homes for showings
- Make showing appointments
- Write contracts
- Process sale in progress
- Schedule and attend inspections
- Assemble FSBO leads
- Search MLS for expired listings
- Mail all direct mail pieces
- Hand-write "Thank You" cards
- Hold open house
- Attend educational programs
- All copying
- All faxing
- All entry of new date into PC
- All updating of information in PC
- Pay bills
- All typing
- Other: _____