

New Real Estate Agent Guide: **What to Expect With Your First Deal**

As a new agent, your first deal will likely be with a buyer. Just like any new job, it's easy to get overwhelmed with the many moving parts. Use this checklist to ensure a smooth closing and a wonderful experience for your client.



- Make sure they are pre-approved.** Having a pre-approval greatly enhances your negotiating position – especially in a competitive market.
- Extend introductions to your client and all your people who will help close the deal,** including your transaction coordinator, title, escrow, lender and home warranty agent.
- Coordinate with the seller for a home inspection.** Be present for the inspection so you can hear it straight from the professional, review the report and go over it with your client.
- Explain closing timelines in detail** such as contingencies, appraisals, inspections etc. and stay in contact with your client every step of the way, so they know where you are in the process.
- Communicate, communicate, communicate!** Clearly outline the process every step of the way – it will lead to a much smoother process.
- Conduct a final walk-through.** After the mortgage has been approved, you will re-inspect the property to ensure it is in acceptable condition and that any personal property conveying is present.
- Ensure you have all the correct documentation, agreements and paperwork.** Your broker should be able to help you!
- Don't spend your commission before you have your check in hand.** Remember that anything can happen at any point and the deal isn't closed until it's closed.
- Ask for help!** If you get stuck along the way, reach out to an experienced agent in your office.