**Real Estate Partner 2**

**TOP 3 DUTIES**

1. **Work all buyer leads from listings, ads, the Internet, open houses and personal referrals**
2. **Show property and negotiate contracts**
3. **Prospect two hours/day**
4. Work all buyer leads from listings, ads, the Internet, open houses and personal referrals:
	* Buyer consultation
	* Show property
	* Attend inspections and closing
5. Show property and negotiate contracts:
	* Use CORE showing checklist
	* Write and negotiate offers
	* Hold a minimum of two open houses per month
6. Prospect two hours/day:
	* Follow up on leads from Lead Tracker
	* Cold call expired and FSBOs
	* Call business people, builders and referral partners