**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