

## Real Estate Agent Interview Form

Please complete the following agent interview form and return to us ASAP to help us determine which real estate agents services we will be using to list our home for sale. Please also include any of your personal marketing brochures. Thank You.

<b>Contact Information</b>	
Name	
Office Phone	
Cell Phone	
Email Address	
Personal Website	
Office Name	
Address, City	
Office Website	

<b>Professional Background</b>	
Real Estate License Number	
Number of Years Licensed	
Number of Years in RE Business	
Total Transactions Sold This Year	
Total Transactions Sold Last Year	
Total Number of Active Listings	
Do You Have an Assistant	

<b>Pricing Offer</b>	
What Price will You List my Home For?	
How Long will it take to Sell?	
What is the Real Estate Commission?	Total:      % and how much for Buyers Agent:      %
Any other Fee's I must pay for?	

<b>Internet Marketing</b>	
REALTOR.com w/ Multiple Photos?	
On what site(s) will promote my listing?	

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**Other Marketing You Will Do**

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**Real Estate Services / Marketing Expectations**

Table: **U** => Us    **R** => Agent    **A** => Assistant    **O** => Other  
 Where: **H** = Our Home    **O** = Your Office  
 Est. Time: Enter number of hours it will take to complete

Services	Offered	Where	Est.Time	Performed by
Research Pricing Data / Asking Price	Yes   No			U   R   A   O
Appt. / prep of real estate listing agreement	Yes   No			U   R   A   O
Entry of Property into Local MLS	Yes   No			U   R   A   O
Entry of Listing on Realtor.com	Yes   No			U   R   A   O
Take Photos of Property for MLS listing	Yes   No			U   R   A   O
Lock Box Installation	Yes   No			U   R   A   O
Home Staging	Yes   No			U   R   A   O

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Advertising (Newspapers, Magazines, Etc)	Yes   No			U   R   A   O
Yard Sign Installation	Yes   No			U   R   A   O
Property Flyers	Yes   No			U   R   A   O
Co-broker Marketing / Broker Open House	Yes   No			U   R   A   O
Internet Advertising	Yes   No			U   R   A   O
Virtual Tour	Yes   No			U   R   A   O
Answering Phone Call Inquiries	Yes   No			U   R   A   O
Answering Email Inquiries	Yes   No			U   R   A   O
Public Open Houses	Yes   No			U   R   A   O
Showing / Viewing Appointments	Yes   No			U   R   A   O
Just Listed Postcards / Letters	Yes   No			U   R   A   O
Negotiating Purchase Offer & Counter Offers	Yes   No			U   R   A   O
Opening Escrow and Title	Yes   No			U   R   A   O
Preparing Selling Disclosures	Yes   No			U   R   A   O
Pre-qualification of Buyers with Lender	Yes   No			U   R   A   O
Deposit of Initial Down Payment	Yes   No			U   R   A   O
Remove Escrow Contingencies	Yes   No			U   R   A   O
Property Inspections / Termite Inspections	Yes   No			U   R   A   O
Follow Up w/ Agent, Lender, Escrow, Title, Etc.	Yes   No			U   R   A   O
Buyers Walk-Through Inspection	Yes   No			U   R   A   O
Final Termite, Inspection, Walk-Through Repair	Yes   No			U   R   A   O
Get signatures from on all documents	Yes   No			U   R   A   O
Delivery of Keys / Final Closing Statements	Yes   No			U   R   A   O

Thank you for taking the time. This will help us intelligently make our decision on who will list our home and best meet our expectations of the “who, what, when, where and how long” steps to selling our home will take.