

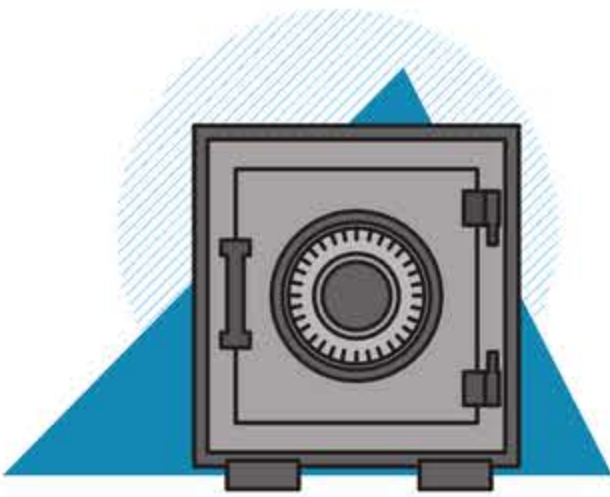
Survival Guide

Follow these steps to avoid unnecessary troubles on the road from contract to close



The Tools

Checklists save lives! They also make real estate transactions much smoother and easier, when they are utilized. Add important dates to your calendar, keep your checklists current and use the "tools of the trade" to streamline the process.



Defend

Be sure that you take precaution with sensitive information from buyers or sellers. Don't email information such as their social security numbers or wiring instructions. Let whomever needs that info handle it and simply make sure they got what they needed.



Kindness makes even the most difficult transactions easier.

Be Proactive

The goal of any great TC is to stay a step or two ahead of her agents. The only way to do this is to work on the items on the task list before they are due. Your goal should be to deliver what the agents need, before they have asked for an update on it.



Safeguard

NEVER, NEVER, NEVER open a suspicious email with an attachment requiring you to enter your password. Bad things happen when your email is hacked. If in doubt, pick up the phone and call the person who sent it. You may save their day as they've been hacked and now need to fix it.



Trust/Verify

We've all been told "I'll do that today" or "Yes, the repairs are complete". Your answer is "AWESOME, please send me"..... (_____) whatever documentation you need to confirm the person has done what they say they will do.