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Practical Real Estate Brokerage **Ninja Selling** **Probates, a Training Manual in Real Property Management** *The Honest Real Estate Agent* North Carolina Real Estate Manual **How To Master Short Sales** **Virginia Real Estate Salesperson Practice Exams and Study Guide** **California Real Estate Principles** The Millionaire Real Estate Agent **The Ultimate Guide to List and Sell Commercial Investment Property** The High-Performing Real Estate Team Recruit: Recruiting Real Estate Agents *Real Estate Terms Pocket Dictionary* **Admin The Real Estate Mentor** *The Real Book of Real Estate Get More Buyers And Sellers! Outgoing Referrals 101* **The Book of Yes** **Property Management Operations Manual** *New York State Real Estate Exam Preparation and Success Guide* Arizona Real Estate **Rental Property Investing QuickStart Guide** *A Practical Guide to Estate Planning in Massachusetts* **Property Management Guide - You're Licensed! Now What?** The Complete Idiot's Guide to Success as a Real Estate Agent *AARP Crash Course in Estate Planning* *Soi* **Florida Real Estate Broker's Guide** **The McGraw-Hill 36-Hour Course: Real Estate Investing, Second Edition** *Upsold* **Real Estate Sales Mastery Underwriting Training Handbook** **Juvenile Court Hearing Officers Training Manual** **Modern Real Estate Practice in Illinois** Multi-Family Millions **Property and Casualty Insurance** Model Rules of Professional Conduct Adrian Bo's Real Estate Manual to MASTERY A Practical Guide to Commercial Real Estate Transactions **The Executor's Guide**

A complete curriculum for profiting in today's tough market! Opportunities abound in the real estate market. In order to find the best investments, though, you need to understand the changes brought on by the turbulence of recent years. Bringing you completely up to date on today's market, The McGraw-Hill 36-Hour Course: Real Estate Investing offers a fast-paced but thorough and well-rounded education on profiting in real estate. Revealing secrets previously reserved for industry insiders, veteran Jack Cummings offers the knowledge you need to get moving right away. This three-day "crash course" provides checklists and proven insider tips on how to: spot the hot properties of tomorrow calculate potential profits before investing increase property values make offers and counteroffers find the best sources of financing Get tips and advice from a true industry insider and start building your fortune now with The McGraw-Hill 36-Hour Course: Real Estate Investing. 2018 Axiom Business Book Award Winner, Gold Medal Stop Selling! Start Solving! In Ninja Selling, author Larry Kendall transforms the way readers think about selling. He points out the problems with traditional selling methods and instead offers a science-based selling system that gives predictable results regardless of personality type. Ninja Selling teaches readers how to shift their approach from chasing clients to attracting clients. Readers will learn how to stop selling and start solving by asking the right questions and listening to their clients. Ninja Selling is an invaluable step-by-step guide that shows readers how to be more effective in their sales careers and increase their income-per-hour, so that they can lead full lives. Ninja Selling is both a sales platform and a path to personal mastery and life purpose. Followers of the Ninja Selling system say it not only improved their business and their client relationships; it also improved the quality of their lives. The north Carolina Real Estate Manual is published by the North Carolina Real Estate Commission, an independent state regulatory agency. The Manual addresses the basics of North Carolina's real estate law and real estate brokerage practice. It is intended to serve both as the textbook for the real estate broker postlicensing courses and as a reference book for real estate licensees, as well as real estate attorneys, instructors or anyone else interested in real estate law and brokerage practice. Do you want to learn a skill that will set you apart from everyone else in the real estate industry?! You are literally holding 20+ combined years of short sale experience in your hands! It doesn't get more detailed than this. WE ARE GIVING IT ALL AWAY! The Short Sale Queen is back and has partnered up with Stephanie Parks to bring you this Short Sale Manual that will change the Real Estate Industry as we know it. In this revolutionary manual you will discover how to: Successfully process a short sale from beginning to

close! Have access to our entire CUSTOMIZED Short sale packet that we use everyday! How to negotiate any type of loan How to properly list a short sale How to dispute the price with the lender to get a value that makes sense. AND SO MUCH MORE!!! Learn everything you need to know to build your own short sale business and become the expert in your market The purpose of this training is to develop Sales Skills for today's agent that are impactful. These skills will help agents master the sales process which will help their clients through the decision making process and ensure that they are maximizing every possible opportunity. These skills are focused on the psychology of the sales process and should be tailored to the agent's own unique skill set. Many agents are Yes people or Order Takers, but at the core of our business we are sales people and you must evolve as a salesperson or you may struggle. It is our job to guide the prospects through the decision making process and the desired outcome, A Sale. This is done through strategic closing and fact finding questions. If you are asking the right questions and closing along the way it arms you with the proper tools to overcome objections. Inside the book is a code for the online course access too. Are you looking to pass the Virginia real estate exam? Take this study guide and ace your upcoming exam! The Virginia Real Estate Exam prep book is the ideal solution for anyone looking to pass their Virginia Real Estate salesperson test. Written by a licensed Virginia real estate broker, this book will teach you exactly what you need to pass the Virginia Real Estate exam. In this guide, you'll discover: 5 full-length practice exams with answers (200 questions) Study guide Test taking tips and procedures An overview of the Virginia real estate exam and what to expect Glossary of real estate terms Finally, you no longer have to worry about passing the Virginia real estate exam. This guide contains specific and helpful information designed to help you pass your exam easily. These questions and study material came directly from the Virginia Real Estate Laws as well as a licensed Virginia real estate broker with over 10 years of experience. If you are looking to pass your exam with flying colors, then this is the study guide for you. Buy the Virginia real estate exam prep book today and start your exciting career as a real estate agent! You've completed your real estate license course requirement hours. Check. You've taken and passed your state and national real estate exam. Check. You've interviewed and accepted an offer to join a real estate company who mirrors your goals and core values. Check. You just wrapped the company's internal training program - required as a tool for jump starting/fast tracking your real estate career. Check. You've learned about working with buyers, working with sellers, completing the contract, negotiating the contract, counteroffers, seller concessions, buyer concessions, home inspections, closing dates, closing attorneys, title companies, lenders, flood insurance, dual agency, designated agency, buyers agent, sphere of influences, listing presentations, broker tours how to complete a BPO, how to show property, marketing with door hangers, farming, mailings, print advertising placement scheduling, open houses, social media, how to operate your lockbox, how to read the showing reports, ordering directional signage, ordering business cards and much, much, more. Check. You are implementing all of the real estate tools you have been taught and trained to use for the past month, 3 months, 6 months. Check. You've closed your first buyer client sale and/or listed your first seller client property. Not quite? We've all been there. As frustrating as starting your career in real estate may be, we all had to start somewhere. Speed up the process of celebrating your first buyer or seller client closing with outgoing referrals. Something few real estate firms teach as part of their jump start/fast track training programs is the masterful art of generating an "Outgoing Referral". Why? Generating an outgoing referrals is not a new concept. Agent-to-Agent and Broker-to-Broker outgoing referrals have existed for as long as the real estate industry itself. Outgoing referrals from past/present clients, friends, family, associates, spheres of influence, et al; this is a category of real estate business that has not fully taken hold en masse among agents. One of the best and easiest revenue generators for new and seasoned real estate agents is outgoing referrals, yet this is the money we leave on the table. We work tirelessly with our buyers. We work tirelessly with our sellers. And yet, in-between contract to closing or upon first meeting our client, we forget to ask our buyers, "Do you have a home you wish to sell back in your city as you are transitioning to this new area"? And we forget to ask our sellers, "Once you sell this home we are listing today, where are you thinking of relocating?". Two missed opportunities to offer your clients round trip, 5-star service as they prepare to embark on their relocation. Yes. They may already be working with an agent; odds on they probably are. However, do you know if another realtor is in the picture, for sure? Isn't it worth 60 seconds of your time to inquire? Isn't this part of the total service we offer as real estate agents and brokers? And guess what? If your client's response is "No"; they are not currently working with a realtor on the other end; then you have opened the door to revenue you almost left on the table. This training manual and refresh guide will gently guide you on how to look for and professionally seek your

buyer client and/or seller client outgoing referral. A short prospecting conversation which can potentially yield a 25% - 35% referral fee once closed, can greatly add to your bottom line revenue in annual closed transactions. And, given the recent turn of events, with new laws and legislation affecting agency commissions; now more than ever, savvy real estate agents and brokers, must employ the full arsenal of tools we have available to grow our business base and expand its core with solid success. Just a short conversation with your client(s), who already trust your opinion, can open the door to future earnings. Combining the latest state specific information with solid industry fundamentals, this user friendly text gives students a strong foundation for a career in real estate."

California Real Estate Principles comes loading with instructor resources and extra features to enhance the student learning experience and make teaching the class easier than ever. This new fifth edition has been updated for 2004. Chapters include: Introduction Part 1: Teaching Outlines *Chapter 1 The Business of Real Estate *Chapter 2 The Nature of Real Property *Chapter 3 Ownership of Real Property *Chapter 4 Transferring Real Estate *Chapter 5 Encumbrances *Chapter 6 The Law of Agency *Chapter 7 Contracts *Chapter 8 Financing Real Estate *Chapter 9 Government-Sponsored and Other Financing *Chapter 10 Escrow and Title Insurance *Chapter 11 Real Estate Taxation *Chapter 12 Landlord and Tenant *Chapter 13 Real Estate Appraising *Chapter 14 Residential Design and Construction *Chapter 15 Government Control of Land Use Part 2: Chapter Quizzes and Exams, including a Math Appendix Quiz (you need a PIN number to access this file) *Chapter Midterm Exams (you need a PIN number to access this file) and Comprehensive Chapter Exam. Part 3: Answer Keys *Answer Keys for All Quizzes and Exams (you need a PIN number to access this file) Part 4: PowerPoint Slides The Essential Guide to Wills, Trusts, and your personal legacy. What you need to know before consulting your attorney. This book is designed to not only prepare you for successfully passing the New York State Real Estate Licensing Examination, but to also prepare you for a successful real estate career. This book is divided into three parts. The first part of this book provides the knowledge necessary for you to obtain a license to pursue the real estate profession. The second part covers the application of that knowledge which can serve as a precursor for achieving success in real estate. The third part focuses on identifying the specific niche to which that knowledge would be applied. This section will concentrate on the development of steps and systems to apply the knowledge, including effective operations during a period of a health crisis. It is with these three basic concepts that I write this book in hopes that you too can achieve the successes that have followed me throughout my career! What do you want for yourself in the next five, ten years? Do your plans involve marriage, kids, a new job? These are the questions a real estate agent might ask in an attempt to unearth information they can employ to complete a sale, which as Upsold shows, often results in upselling. In this book, sociologist Max Besbris shows how agents successfully upsell, inducing buyers to spend more than their initially stated price ceilings. His research reveals how face-to-face interactions influence buyers' ideas about which neighborhoods are desirable and which are less-worthy investments and how these preferences ultimately contribute to neighborhood inequality. ? Stratification defines cities in the contemporary United States. In an era marked by increasing income segregation, one of the main sources of this inequality is housing prices. A crucial part of wealth inequality, housing prices are also directly linked to the uneven distribution of resources across neighborhoods and to racial and ethnic segregation. Upsold shows how the interactions between real estate agents and buyers make or break neighborhood reputations and construct neighborhoods by price. Employing revealing ethnographic and quantitative housing data, Besbris outlines precisely how social influences come together during the sales process. In Upsold, we get a deep dive into the role that the interactions with sales agents play in buyers' decision-making and how neighborhoods are differentiated, valorized, and deemed to be worthy of a certain price. Struggling to understand real estate terms? This quick, on-the-go dictionary is a perfect solution. Do you have a hard time understanding real estate terminology? Do you wish there was a quick and easy to understand guide to summarize real estate concepts? The Real Estate Training Team has once again put together another helpful resource for aspiring real estate professionals. Let us explain in clear and concise words exactly what these different real estate terms mean. After working with thousands of real estate professionals, The Real Estate Training Team has learned exactly what new real estate professionals are looking for. This easy-to-follow reference guide makes understanding even the most difficult of real estate terms easy. The Real Estate Terms Pocket Dictionary gives you all the real estate terms that are actually used in the business in an easy to understand explanation. In this quick reference guide you'll discover: Easy to understand definitions of the 500 most commonly used real estate terms Examples and explanations of how these terms are actually used in the real

estate business. Further training and materials available on the Real Estate Training Team's website. Common formulas and equations. And much, much more! Finally, you no longer have to search through thousands of pages of dictionaries with complicated definitions. With a quick reference guide like this, you can easily understand all the terms in the real estate industry and become a better real estate professional. If you like straightforward, quick, and easy-to-understand information, then you'll love the Real Estate Training Team's newest publication with the Real Estate Terms Pocket Dictionary. Buy The Real Estate Terms Pocket Dictionary today to understand the real estate industry terminology!

Dearborn Financial Services is a leader in providing innovative education and compliance solutions to the financial services industry. For more than 80 years, decision makers and students have trusted Dearborn to provide quality licensing and career development programs along with industry-specific learning management and compliance solutions. We have built a long track record of success partnering with professionals and organizations globally to deliver fresh solutions that maximize training resources, boost productivity, and build customer value.

Book jacket. From the #1 bestselling author of "Rich Dad, Poor Dad" comes the ultimate guide to real estate--the advice and techniques every investor needs to navigate through the ups, downs, and in-betweens of the market. The guide is designed for real estate professionals who wish to take their real estate career to the next level as well as those who are interested in getting into the wonderful world of Property Management.

Who is This Training Program Created For? This training program is designed to set you up for success in starting a property management career once you've completed the real estate licensing course. The Property Management training is for:

- Brokers
- Professionals who want to start up a property management company.
- Agents
- Professionals who can be a property manager if the broker will allow. These professionals may want to consider becoming a broker, and starting their own company.
- Broker Associates
- A professional who is already a broker, but working under another broker.
- Those who are interested in becoming licensed to do property management.

You will learn how to market yourself, list, rent, prequalify, inspect and manage residential properties in accordance with the Residential Landlord Tenant Laws as well as starting your own property management company. This guide is highly recommended for all real estate professionals starting a property management division within their company or those desiring to become a property manager. Our guide and manual is going to take you step by step to set yourself up to become a successful Property Manager the proper way. Don't think of it as a course, think of it as a resource manual that you can refer back to time and time again. You'll learn things they don't teach you in other Property Management training programs. Whether you are trying to build your own Property Management Company or better serve your clients.

PROGRAM OBJECTIVES This training manual covers 5 modules of Property Management:

Module 1: Starting Your Property Management Company This module will explain how to become a property manager or start a property management company. We'll take you through the necessary steps to set up the foundation of your property management company. You'll learn what to do and how to do it!

Module 2: Marketing Yourself and Marketing Your Listings This module will cover all topics from marketing yourself and your properties. We'll take you through the necessary steps to market yourself and your listings. You'll learn what to do and how to do it!

Module 3: Tenancy This module explains how to help tenants with the move in process, information about writing leases, how to manage the maintenance of the property, and how to manage leases for violations and renewals. You'll learn what to do and how to do it!

Module 4: Accounting This module explains all the steps you need to take to set up accounting procedures for your property management company. You'll learn what to do and how to do it!

Module 5: Knowing The Laws - Protecting Yourself & Your Clients This module explains what you need to do to protect yourself if you encounter any problems. We'll take you through the necessary steps to Protect Yourself.

Property Management is a part of the real estate industry that will always be in demand in any economy. Becoming a Property Manager or starting a property management company can be overwhelming. It can also be very exciting and rewarding. While we learn a lot in our real estate course, it doesn't cover the necessary steps to become a property manager that will set you up for success. I've written and designed this course for those desiring to enter into the property management industry. This operations manual will provide you with the necessary forms, handbooks, and information needed to successfully start and manage a property management company. The content contained in this document is designed for real estate professionals who wish to take their real estate career to the next level.

This Operations Manual is designed to help brokers, agents, and broker associates prepare themselves for success in starting and managing a property management company.*

Brokers -Professionals who want to start up a property management company.*

Agents - Professionals who can be a property manager if the broker will allow. These professionals may want to consider becoming a broker, and starting their own company.* Broker Associates - A professional who is already a broker, but working under another broker. Includes Policies and Procedures, Owner Handbook, Tenant Handbook, FAQ's and over 175 forms. You'll see an email address in the book once purchased to receive the electronic version and editable formats for the handbooks and manual. You can also purchase the training course and workbook separately. How to become a Successful Property Manager. It is also good for a landlord owner manager. This manual is highly recommended for all real estate professionals starting a property management division within their company or those desiring to become a property manager. Going beyond the principles and practices students have already learned, this new edition explores the skills necessary for building and managing a successful real estate brokerage. Based on the revised FREC broker course syllabus, Florida Real Estate Broker's Guide provides a complete source for your broker prelicensing curriculum. Highlights include: * Four new case studies prepare students for realworld practice. * Timely, comprehensive coverage of all course topics makes supplemental material unnecessary. * Web resources encourage students to explore key topics. * Free Instructor Resource Guide includes chapter outlines, matching exercises, vocabulary lists and two practice exams. Transform your real estate business into a sales powerhouse In The High-Performing Real Estate Team, experienced real estate coach Brian Icenhower shares the systems and secrets of top real estate agents and brokerages. The book offers actionable systems and processes that can be immediately implemented to take you, your fellow agents, and your team or brokerage to the next level. Focusing on the 20% of activities that drive expansion, this book shows you how to create renewed enthusiasm, productivity, engagement, and exponential growth at your real estate team. With this book, you will: Discover how to create a viral goal that spreads throughout your team and drives change Learn to focus on core activities that result in the majority of your growth and productivity Cultivate personal responsibility with public accountability and accelerate growth with a custom team dashboard that measures metrics for success Written for real estate agents, teams, brokerages and franchise owners, The High-Performing Real Estate Team is an indispensable resource that will guide you toward growth while providing you with the resources and downloadable materials to reach your goals faster. With a career spanning more than 30 years, Adrian Bo has impacted Australia's real estate industry in a powerful and unique way. Consistently recognised as one of the country's top ten agents with over 2,500 properties sold for a combined total of more than \$4 billion, Adrian is also a highly skilled auctioneer with over 1500 auctions to his credit. An in-demand motivational speaker, mindset coach, industry advisor and mentor, Adrian Bo is the ultimate agent's agent. He is now finally willing to share his secrets to success with his 8 Step Road Map to Real Estate Mastery. **THE ULTIMATE BEGINNER'S GUIDE TO RENTAL PROPERTY INVESTING IN THE POST-PANDEMIC MARKET INCLUDES 8 HOURS OF ONLINE REAL ESTATE COURSES FROM THE AUTHOR + MULTIPLE FREE REAL ESTATE INVESTING TOOLS - FREE!** Do you want to learn how to leverage rental property investment to produce lasting passive income, achieve financial freedom, create freedom of time, and build true wealth? Have you purchased rental property investment 'training' with so-called 'gurus' and come away with a lighter bank account and no clear path to rental property investing success? If so, look no further than Rental Property Investing QuickStart Guide, the most comprehensive, practical, beginner-friendly rental property investing book ever written. Owning rental property is the best way to generate a passive income stream, period. While other investment vehicles may come and go, rental property investing has stood the test of time. Direct real estate investments-and the income generated by rental properties-play a major part in minting millionaires on a regular basis. Not only do rental property owners enjoy positive cash flow in the form of rents paid, but each of the properties they own appreciates in value. With tax-advantaged profits and a high degree of control over your investments, rental property investing is an attractive and streamlined approach to wealth creation. In Rental Property Investing QuickStart Guide, bestselling author, course instructor, real estate investor, and veteran consultant Symon He breaks down everything that aspiring real estate investors need to know to build a thriving rental property portfolio. With over 300,000 students in nearly 180 countries and a bestselling real estate investing book under his belt, Symon knows exactly what new investors need to get right, what they should avoid, and how they can protect themselves from risk on their rental property investing journey. Successful rental property investors enjoy lasting financial freedom. Whether you are a complete beginner or want to grow an existing rental property portfolio, with Symon's expertise at your disposal you can accelerate your rental property investing journey and live the life you deserve! This book is a comprehensive overview of real

estate law and practice in Arizona. REALTORS®, other real estate practitioners, and attorneys involved in the industry will find the information helpful to address everyday legal and practical real estate issues. If you are new to the industry, this book is an excellent resource as you gain experience. If you are a "seasoned" practitioner, you can use the book as a reference to answer day-to-day questions. The many references to case law, statutes, and rules are included for those who want to undertake further research on an issue. There are also numerous discussions of the standard Arizona Association of REALTORS® forms and contracts throughout the book. By understanding their duties and complying with the standard of care, real estate brokers not only diminish the potential of costly and time-consuming claims but also reduce the risk that clients will encounter problems during or after the transaction. Like all Icenhower training books, SOI : Building A Real Estate Agent's Sphere of Influence training manual is for those real estate agents wanting to move from a mere real estate practice to a systematized real estate business with the control and mastery of your results. You are not an 'average agent', so you need to employ the tried and tested ways of the nation's Top Producers for always having an abundance of prospective buyers and sellers lined up - people who know who you are by name and 'brand', who come to you first to list their property or to show them their next new one. Regardless of your specialty, location or client base, we'll show you how to systematize your approach to SOI : Building A Real Estate Agent's Sphere of Influence and employ the tried and tested way of taking back control - or grabbing it perhaps for the first time - of your ability to generate a predictable number of Closed Transactions month after month. We'll show you step-by-step how to grow your results year after year, and do it with no gaps in productivity or slumps in transaction activity, as you approach your business's SOI Referral Database like a master. Real Estate Mentor follows the journey of Amy Barnes, an aspiring real estate agent in Texas. After years of dreaming of becoming a real estate agent, Amy leaves her job at a local children's hospital admissions office to follow her dream. Armed with the drive to succeed and the support of her family and broker-mentor, Amy begins to learn what it takes to become a success in life and in real estate. The lessons she learns along the way propel her to a rewarding first year in real estate and place Amy in the driver's seat of her own destiny. The weekly lessons taught to Amy by her broker, Judy Everett, over breakfast at a local café, provide a roadmap to a successful real estate career. By following Judy's step-by-step practical approach, Amy is able to focus her efforts and energy on the things that matter most. By explaining the importance of great negotiation skills, time blocking, and continued network engagement, Judy is able to draw a clear picture of what life as a successful real estate professional really looks like and the sacrifices that are necessary along the way. In The Book of YES, you will find the most powerful scripts in the real estate industry today. If you're tired of the same old sales scripts or if you've done away with them all together, I know how you feel because I've been there. I was tired of seeing the same B.S.(bad sales) approaches and I wanted something that felt more natural for me. So I started creating my own scripts, for the simple reason that I hated being told, "No." For me nothing was worse than that feeling of rejection. I was determined to figure out the perfect thing to say in every situation, and how to say it in a way that would cause sellers and buyers to want to say "Yes!" to me every time. This book is the result of that quest. And I've broken it in two unique parts so you can spend less time reading it, and more time using the life changing scripts inside. Part 1 will give you the foundation for making the scripts work for you. Not just some of the time, but every time! You'll master how to inspire sellers to say "YES" to you giving you the magic key to unlock the success you want as a real estate agent. Part 2 Is the actual scripts that allow you to have smooth, choreographed conversations that lead you down the path to more success and more income. included in this section are... Prospecting scripts for sellers that lead up to the listing appointment. My unique Listing Presentation Scripts with examples of exactly how to deliver them for maximum impact. The Buyer Scripts that I've personally used for years to build my own real estate business from scratch. The Objection scripts that will show you how to overcome any objection with ease and never be scrambling for words when a client throws you a curveball. In all there are 27 scripts in this book that will show you how to handle any situation, conversation, and objection that might come your way. And each script has been tested, tweaked and perfected. How do I know this? Because I've used each and every one of them to close millions of dollars worth of real estate in my nearly 2 decade career. I've also taken the time to include things I've picked up over my career that will help take you beyond the scripts... How to identify resistance and influence triggers so you can naturally use the right words and phrases that gets more clients saying YES to you. My practice techniques for memorizing and using these scripts to their full impact. You won't just be pulling words from your memory, you'll be speaking from the heart so you come across as genuine. The "tiny tweaks" that turn a

regular script into something powerful. These seemingly little differences can have a huge impact in the way a prospect or client responds to what you say. The 9 Keys to more powerful conversations that go way beyond just the words you say to a client. I've mastered all 9 of these techniques and each one has made a huge difference in how I present myself to clients. The Book of YES is an action guide, not a book of theory. Think of it as YOUR PLAY BOOK for the key conversations you have with sellers and buyers. Along with the scripts you will find tactical notes on how to use the script, why it works, and when to modify the script for various situations. This book is not about intimidating your clients to agree with you, it's about inspiring them to say YES. And the more they do, the more abundance and success you will have in your life. The ultimate YES is saying YES to your goals, your dreams and your family so you can create the lifestyle that you want. The real deal on making it in real estate. Beginners and pros alike will benefit from the advice given by this helpful guide. With sections on a day in the life of an agent, prospecting for listings, and mastering sales skills, this is one book any savvy agent or agent-to-be cannot afford to be without. The handbook for students enrolled in The National Commercial Real Estate Association's (The NCREA) Online 3 Day Intermediate Course. To enroll in the course, visit www.TheNCREA.com/Events. The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts. Take your real estate career to the highest level! "Whether you are just getting started or a veteran in the business, The Millionaire Real Estate Agent is the step-by-step handbook for seeking excellence in your profession and in your life." --Mark Victor Hansen, cocreator, #1 New York Times bestselling series Chicken Soup for the Soul "This book presents a new paradigm for real estate and should be required reading for real estate professionals everywhere." -- Robert T. Kiyosaki, New York Times bestselling author of Rich Dad, Poor Dad The Millionaire Real Estate Agent explains: Three concepts that drive production Economic, organizational, and lead generation models that are the foundations of any high-achiever's business How to "Earn a Million," "Net a Million," and "Receive a Million" in annual income Focus on income, not office operations. Train your administrative assistant the right way to amplify your sales potential. Invest in your administrative assistant's training. This nine-module course will quickly educate and empower your new hire to own the administrative and transactional duties of your business. It not only identifies the four key roles of a real estate assistant, it also breaks down the precise workflows when serving as a listing manager, transaction coordinator, marketing director, and administrative manager. This book shows you exactly what your new assistant must know to keep your office running smoothly so you can meet prospects and take care of your clients. Focus on generating business, following up on leads, conducting appointments, writing offers, and negotiating contracts. If your business isn't growing then it's dying. To attract agents to your real estate team or brokerage, you must evidence your ability to increase their productivity and help them sell more real estate. In his most important work to date, veteran coach and real estate consultant, Brian Icenhower, shares the systems and strategies he used to build some of the fastest growing real estate companies in the United States. Recruiting is the single most valuable skillset in real estate and the linchpin of all successful real estate businesses. To exponentially and sustainably increase the net profit of your real estate business, it is essential that you operate a committed and systematic recruitment practice. From sourcing recruits and recruiting with technology to setting, conducting, and closing recruiting appointments, this exhaustive book provides invaluable insights and practical instruction for creating a production-centric growth environment that attracts agents to your real estate team or brokerage. With our consultative approach, recruits guide agents to a place where they self-discover that the best way to sell more real estate, become more successful, and increase their net income is by joining your team or company. Written in a user friendly style, this edition of the Illinois prelicensee's textbook has been thoroughly revised and updated throughout to reflect the "Illinois Real Estate License Act of 2000. In addition students and instructors alike will appreciate the inclusion of more quick memory devices, additional math examples, Internet references, updated questions and more. Multi-Family Millions offers expert advice for investors who want to make the transition from single-family homes to more profitable multi-family units. Successful real estate investor David Lindahl

shows you how to find troubled properties that are ripe for quick profits, how to fix or flip those properties, and how to re-sell at maximum value. With a proven step-by-step system for managing each stage of the process, this book shows you how to get started in moneymaking multi-family units?even while you work your day job. For proven guidance and techniques for handling a commercial real estate deal, this practical guide will help you negotiate and close the deal. The authors cover each step of a real estate transaction in the order in which it generally arises, and offers pertinent advice, practice comments, and sample forms throughout. Because much of the real estate lawyer's practice revolves around transactional documents, the book's chapters emphasize the drafting, negotiation, and revision needed to get a deal closed. Written by a law professor and two real estate practitioners, this book offers a useful combination of text overview and practice pointers. It helps lawyers with less experience navigate through the maze of steps involved in a real estate transaction. At the same time, it serves as a valuable reference for more seasoned attorneys as well as those whose practice is concentrated in other areas of the law. Downloadable forms are available online. Have you been thinking about getting a real estate license? Are you going to real estate school now? Have you recently passed your real estate exam where you live? One of the drawbacks of most real estate courses and schools is they don't teach you how to succeed as a Real Estate Agent once you get your license. This is the book for you because it will help you hit the ground running once you get your license. Mario Jannatpour is a active Realtor with RE/MAX Alliance in Louisville, Colorado and what he writes about is based on his experience of what it takes to be successful today as a Realtor. Mario has been a Realtor since 2002. Mario has also published "The Honest Real Estate Agent" video training series available on Amazon.

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