



**AGENT TRAINING
ZOOM MEETING**

Tuesday, July 28th 2020

7:00pm – 7:30pm

AGENDA

7:00pm – Agent Story / Idea sharing

7:08pm – Using Checklists to Avoid Mistakes

7:17pm – Customer Service Video Tutorials

7:22pm – Marketing Yourself

7:27pm – Training Available

7:00pm

Agent Story & Idea Sharing

Please prepare a story, idea, news or article about real estate that you feel would benefit the rest of us. If you have a new listing, buyer or closing that recently happened or will happen in the next 30 days let us know.

New Listing

New Buyer

Closing

Area News

New Business In The Area That Will Be Opening

Real Estate Article Of Interest That You Read

Personal News You'd Like To Share

Checklists to Avoid Mistakes



LISTING CHECKLIST

This form to be completed and kept on file for all MLS listings

ADDRESS: _____ MLS # _____

<input type="checkbox"/>	CMA of area properties completed and explained to client
<input type="checkbox"/>	Listing Agreement completed and signed by you and the client
<input type="checkbox"/>	Listing Data Sheet completed
<input type="checkbox"/>	Sellers Disclosure completed by seller
<input type="checkbox"/>	Copy of Survey, T-47 Affidavit & Floorplans or other documents (if available)
<input type="checkbox"/>	At least 12 photographs taken (Virtual Tour if applicable)
<input type="checkbox"/>	Lock Box installed (record lock box serial # on file)
<input type="checkbox"/>	Yard Sign installed
<input type="checkbox"/>	Listing Flyers completed (or use a QR Code on the sign)
<input type="checkbox"/>	Talking House installed (if desired)
<input type="checkbox"/>	Seller's Disclosure (& other Disclosures) scanned into .PDF format for MLS
<input type="checkbox"/>	Survey & T-47 (if available) scanned into .PDF format for MLS
<input type="checkbox"/>	Photos selected and resized to 500K or smaller for MLS
<input type="checkbox"/>	MLS listing created on HAR.com Matrix using Listing Data Sheet
<input type="checkbox"/>	Uploaded all photos, .PDF files, virtual tours etc. to MLS
<input type="checkbox"/>	Entered all listing data and contact information on ShowingTime Website
<input type="checkbox"/>	Emailed Dave Turnquist a .PDF copy of all documents listed above
<input type="checkbox"/>	Turned a signed copy of this form in to Dave Turnquist with all boxes checked

AGENT SIGNATURE _____ DATE _____

ADDRESS: _____



CLOSING CHECKLIST

Details	Date	✓ or N/A
Executed Earnest Money Contract and Earnest Money brought to Title Company		
Buyer and Lender contact information provided to Title Company and TILA Authorization Form		
Seller and Lender Payoff contact information provided to Title Company		
MLS changed to Option Pending or Pending or Pending Continue to Show		
Inspections Completed and Amendment for repairs prepared if needed		
MLS Changed to P or PS		
Title Commitment received and reviewed for possible liens or problems		
Lender and Title Company status/update for documents still needed or problems		
HOA Deed Restrictions obtained and sent to buyer		
Survey completed or current survey sent to Title Company and buyer's agent		
Closing date and time set up with Title Company. Status check for problems.		
Home Warranty ordered		
Realtor Rebate Form completed and sent to Title Company		
Commission Disbursement Form completed and signed by broker and sent to Title Company		
Closing Disclosure received at least 3 days prior to closing and reviewed for accuracy		
Lockbox and signs removed from property		
CLOSING, Signed Closing Disclosure received and commission checks received in correct amounts		
Keys, garage door openers, etc given to buyer		
MLS Changed to SOLD. Closing Disclosure and office commission check given to Dave Turnquist along with this form		
Closing Disclosure and docs scanned and saved in pdf format for auditing purposes		

Agent Signature _____ DATE _____

Customer Service Video Tutorials

Make videos designed to help educate / explain real estate issues and topics so the general public can better understand the process. Create something of VALUE to them that doesn't cost them anything



San Jacinto Properties

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Talking House

Home

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Land

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Selling

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SELLING A HOME

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PROPERTY MANAGEMENT

VIDEO TUTORIALS

RTGAGE INFORMATION

HOW MUCH IS MY HOME WORTH

COMMENDED VENDORS

PROPERTY TAX INFORMATION

San Jacinto Properties, 3222 Somerton Dr., La Porte TX 77571 Office: 713-894-9436 Fax: 281-476-6533

Dave@SanJacintoProperties.com

David Turnquist, Broker/Owner TREC License # 0463938

[Texas Real Estate Commission Consumer Protection Notice](#)

[Information About Brokerage Services](#)



Real Estate Tips

7 videos • 18 views • Last updated on May 28, 2020

Public



No description

Dave Turnquist

SORT BY

- Real Estate Reality Check - 5 Steps To Buying A Home
Dave Turnquist
5 Steps to Buying 21:23
- Real Estate Reality Check - Lease Applications
Dave Turnquist
9:17
- Real Estate Reality Check - Pricing Your Home
Dave Turnquist
8:57
- Real Estate Reality Check - \$0 Down vs \$0 Closing Costs
Dave Turnquist
5:43
- Real Estate Reality Check: FSBO or use an Agent
Dave Turnquist
13:28
- 5 Tips for Home Sellers Before You Sell Your Home
Dave Turnquist
7:39
- Renting vs Owning a Home
Dave Turnquist
10:02

7:22pm

Marketing Yourself – What are you doing to let people know you are a Realtor?



Open House Setup



Dave Turnquist has been a licensed real estate agent/broker in Texas since 1999. Dave is a graduate of the [University of Houston](#) and holds the e-PRO and CREI designations in real estate. He currently serves as the Director of Education for the [Texas Real Estate Teachers Association](#) and is a Professor of Real Estate at [San Jacinto College](#) in Houston, TX.



As the Broker/Owner of San Jacinto Properties, Dave and his agents are ready to assist you with any of your residential real estate needs including buying, selling, leasing, property management, investors, comparative market analysis, and real estate advising.

We service the following areas: Houston, Pasadena, Deer Park, La Porte, Seabrook, Kemah, Clear Lake, Webster, League City, Friendswood and Pearland



Dave's HAR Website



Dave's TXR Website



Dave's Company Website



La Porte Home Search



Dave's YouTube Channel



San Jacinto Properties Facebook



Free Home Valuation



Dave's Zillow Profile

Multiple
Web Sites
And
Social Media

You
Cannot
Be An
Invisible
Agent

San Jacinto Properties is licensed by the Texas Real Estate Commission, License # 0468998
3222 Somerton, Dr. La Porte, TX. 77571 (713) 894-9436 Dave@SanJacintoProperties.com



Texas Real Estate Commission Consumer Protection Notice

Information About Brokerage Services



EQUAL HOUSING OPPORTUNITY



Door Magnet



Window Decal



Post Cards

Pens

7:27pm

Training Available



Yvonne Grayson
832-620-3023
ygrayson@texantitle.com
Business Development
Clear Lake-1300 Hercules
Pasadena-6021 Fairmont



Hope You Stay Safe In This Bad Weather!
Please Consider South Land Title on Your Next Contract.
Door Prizes in Every Class, Thanks to Our Sponsors! July and August Virtual

HOA Addendum, In Detail

LOCATION
Virtual On line

DATE AND TIME
08/11/20 9:00am - 08/11/20 11:00am

2 hr CE, \$20, Instructor Sue Presley

Email Marketing

LOCATION
Virtual On line

DATE AND TIME
08/12/20 1:00pm - 08/12/20 3:00pm

2 hrs CE, \$20, Instructor Montana Thigpen

TREC Legal 1

LOCATION
Virtual On line

DATE AND TIME
08/20/20 9:00am - 08/20/20 1:00pm

4 hr CE, \$25, Instructor Jim Atkinson

The Rules and Regs of TREC Forms

LOCATION
Virtual On line

DATE AND TIME
07/30/20 9:00am - 07/30/20 12:00pm

3 hr CE, \$25, Instructor Lloyd Hampton

Master the TREC 1-4 Family Contract

LOCATION
Virtual On line

DATE AND TIME
07/30/20 12:30pm - 07/30/20 3:30pm

3 hr CE, \$25, Instructor Lloyd Hampton

Landlord & Tenant Law

LOCATION
Virtual On line

DATE AND TIME
07/31/20 9:00am - 07/31/20 1:00pm

4 hr CE, \$30, Instructor Lloyd Hampton

How to Video Market Like a Real Estate Pro

LOCATION
Virtual On line

DATE AND TIME
08/03/20 10:00am - 08/03/20 12:00pm

2 hr CE, \$15, Instructor Montana Thigpen

The Ibuyer and You

LOCATION
Virtual On line

DATE AND TIME
08/04/20 10:00am - 08/04/20 12:00pm

2 hr CE, Instructor Jim Atkinson

Back up and Multiple Offers

LOCATION
Virtual On line

DATE AND TIME
08/13/20 9:00am - 08/13/20 11:00am

2 hrs CE, \$20, Instructor Sue Presley

Intro to Commercial Real Estate

LOCATION
Virtual On line

DATE AND TIME
08/17/20 9:00am - 08/17/20 12:00pm

3 hr CE, \$25, Instructor Lloyd Hampton

Questions / Comments

