

# MANAGING YOUR PIPELINE

*The deals you have currently in place may need more of your attention than usual during these challenging times in order to make them stick. Now is not the time to take a deal for granted. Here are some tips for keeping lines of communication open to hopefully head off any issues before they arise.*

## APPRAISALS

Call the bank about the appraisal. Will it be a drive-by appraisal or interior?

Make a package for your appraiser include the purchase and sale contract, listing sheet from MLS and make sure to have good interior photos so they can see any upgrades that would increase the value.

## INSPECTIONS

If it's your listing, call the co-broke agent after their inspection and ask for a heads up. Is there anything you should know about now.

If it's your buyer, be prepared to discuss issues and resolutions soon. Do not put anything off for tomorrow.

Ask your inspector to do a video walk through with you and your buyer at the end of the inspection. Make it easy by providing a zoom link and hosting the meeting.

## COMMUNICATION WITH CLIENTS

Now is the time to communicate regularly, especially if there are issues. Remember what your clients' objectives are: Move by a certain date, downsize, reduce house payment, clear a certain dollar amount from the sale, etc.

Coming back to meeting objectives and expectations will go a long way in getting your client through the closing process. What is in it for them?

## PROBLEMS

What is the real estate question? Often times we will need to filter through the emotions of a transaction to get to the real estate question. That is what you are there to answer.

If you run into problems with financing, inspections or anything starts to go sideways with a deal, contact your Sales Director. They are trained to be able to help you through this process. They are experienced agents with access to a network of professionals to help you keep your transaction together.

## BUILDING A TEAM

Now is the time to take control. Is your buyer using a known and trusted lender?

Is the closing/title company a known and trusted partner? As the agent for the seller are you verifying the buyers qualifications?

Now is the time to take the extra step, make the phone call, look at the deed, carefully go over disclosures. Get out ahead of issues and they will not take you or your client by surprise.



**Now is the time to take that extra step.**