



Client Consultation Assignment #3: Ten Properties Comparison Spreadsheet



Background Info:

Good real estate agents always carefully consider their client's needs and wants, and then find as many potential properties as they can, in order to give their client a choice.

Objective:

Now that you have researched the MLS and other internet sites for some possible homes for your client, you will contact your client with ten potential properties. You will be sending them a spreadsheet comparison of the properties via e-mail, and asking them to reply with their top five choices from the ten you send. This way, you will narrow your house hunt down to five properties for the next consultation: the Virtual Home Tours.

Directions:

Step 1: Download template. First, download the *Client Consultation Form #3: Ten Potential Properties* Template from the Real Estate Project Webpage.

Step 2: Search for Properties. Now, research homes, using your client's home wish list to guide you. This part of the process is time consuming. Here is a great website to start with: The MLS (Multiple Listing Service) of San Diego- <http://www.mlsofsandiego.com/>

Step 3: Complete Spreadsheet. Next, fill in the Excel Spreadsheet with information (Photo, Address, Price, Square Feet, Bed, Bath, Neighborhood, and Pros & Cons) for each of the ten properties you have chosen for your client. Give as much helpful detail as you can to help your client, especially in the pros and cons section.

Step 4: Link to MLS. Then, insert a hyperlink into the web address for each of the ten homes on the sheet. Your clients will then be able to click on the hyperlink and look at each home online.

Step 5: Proofread and Format. Proof your spreadsheet and polish the formatting it is perfect in grammar and aesthetically pleasing. Feel free to change and/or add onto the formatting. Also, feel free to add other pieces of information that you deem important for the client's decision-making.

Step 6: Send E-Mail & Attach Sheet. Now, write an e-mail to your client and ATTACH the .xls of the completed Ten Potential Properties. See the *Client Consultation # 3 E-Mail Template* online for an example of what to write in the text of this e-mail to your client.

Step 7: Follow Up. Finally, after you have e-mailed your client the completed Ten Potential Properties Comparative Analysis, you will follow up with them and ask for their top five choices from this property list.