

SALES BOSS

Another quality **Real Estate Dynamics** product



SALES BOSS is designed for a Principal of an agency to provide for Salespeople to follow and refer to for best practice policies, procedures, ideas, tips and legislation, applicable throughout each part of the sales process, including scripts and dialogues, letters, checklists, forms and examples of completed forms. All content in **SALES BOSS** is based on Agency risk management and best practice procedures and ideas.

SALES BOSS is a fabulous training tool and resource for any Real Estate Agency in

- NEW SOUTH WALES
- QUEENSLAND

SALES BOSS is accessed by Users on-line so it's always up to date with state specific legislation and the latest ideas.

SALES BOSS Modules are listed below with a guide to the content in each:



REFERENCES – Includes guides to forms and industry language and definitions + more, helpful industry related website links eg Office of Fair Trading, Direct Marketing

PLANNING – Includes planning, goal setting, results tracking, farm area planning, reports, spreadsheets, time management ideas, checklists, financial budget etc

PROSPECTING – Includes personal marketing ideas and strategies, plus over 70 prospecting ideas, prospecting letters, do not call register laws, working a database etc

APPRAISALS AND PRESENTATIONS – Includes scripts and dialogues, checklists, ideas for presentation kit and pre-listing kit, using CMA's, + lots more

LISTINGS – Covers legislation, form completion with samples, checklists, reporting, letters, reporting and listing tracker, tips and ideas etc

AUCTIONS – Covers all a salesperson needs to know and to action for an auction listing from start to post auction, including checklists, scripts and dialogues etc

MARKETING PROPERTY – Covers all aspects of securing and managing 'Seller / Vendor Paid Advertising', checklists, ideas, tracking enquiry, newsletters, feedback reporting to the Seller, legal pitfalls to avoid, Open for Inspection procedures and tips including personal safety and property security, + lots more

BUYER MANAGEMENT – Includes scripts and dialogues, Buyer Types, Contact Management System for Buyers, Managing Buyer Enquiry, Selling Skills, Open for Inspection Basics, Inspections by Appointment, Follow-up after Inspections, Disclosure to Buyers, How to Secure the Maximum Price, Multiple Offers, Customer Complaints, Buyer Meeting Prior to Auction

CONTRACTS – This module covers the process from the time of a Buyer offering to purchase a property through to the time the Contract becomes unconditional and includes sample documentation and templates, completed examples, best practice procedures throughout the process, legislation, reference material + more

SETTLEMENT – Covers procedures for Communication, Marketing the Sale, planning for Settlement, after Settlement has been effected, 1 month after Settlement, Reports, ideas, brochures etc

TENANTED PROPERTY SALES – Covers detailed procedures to follow if property listed for sale is tenanted, includes sample forms with wording to use, tips etc

KEYS – Detailed procedures and policies relating to keys received from Seller for property listing, keys leaving the office, security, keys returning to Seller or keys being handed to a third party, key auditing

HELP GUIDE – a helpful easy to follow guide to getting started and using **SALES BOSS**

It's affordable – enquire today!

Phone 1300 734 596

