

## ***C Land Realty Basic Training Course (Rev. Nov 2019)***

### **Class Topics**

#### **Week 1**

1. Introduction – C Land (K.I.A. : 3C)
2. Residential Rental procedure

#### **Week 2**

3. File Organization/Use of MLS and other sites
4. Buyer Agent-ship – Buyer closing procedure

#### **Week 3**

5. Time Management (Client Management)
6. Seller Agent-ship (I) – Prospecting/Farming/FSBO

#### **Week 4**

7. Seller Agent-ship(II) – Listing preparation & Presentation
8. How to do CMA.

#### **Week 5**

9. Relationship Building Mental Habits
10. Seller Agent-ship(III) – Seller closing procedure

#### **Week 6**

11. Transaction Document Requirement
12. Open House / Uptime duty

### **References**

C Land Management  
Mastering the Art of Selling by Tom Hopkins / Brian Tracey Seminar  
Edited Materials by Stephen Lee

Stephen Lee's file / NJMLS, Hudson MLS, Garden State MLS  
Zipformplus.com  
Edited Materials by Stephen Lee

The 7 Habits of highly Effective People by Stephen Covey  
Mastering the Art of Selling Real Estate by Tom Hopkins

Edited Materials by Stephen Lee  
Edited Materials by Stephen Lee/ NJMLS

The 7 Habits of Highly Effective People by Stephen Covey  
The 8<sup>th</sup> Habit by Stephen Covey  
Edited Materials by Stephen Lee

Edited Materials by Stephen Lee  
Edited Materials by Stephen Lee/C Land Policy

**Week 7**

13. Negotiation Principle & Technique

Negotiation Genius (Deepak Malhotra, Max.Bazerman) - HBS

14. Lease Agreement Review(I)

Getting to Yes / Getting past No (William Ury) – HBS

Lease contract by NJAR

**Week 8**

15. Selling Success

How to master the Art of Selling by Tom Hopkins

The Millionaire Real Estate Agent by Gary Keller

16. Lease Agreement Review (II)

Lease contract by NJAR

**Week 9**

17. Introduction to Commercial properties and Business sale

Edited Materials by Stephen Lee

18. Sales Contract Review (I)

Sales contract by NJAR

**Week 10**

19. Special Issues(Environmental)

Edited materials by Stephen Lee

20. Sales Contract Review (II)

Sales contract by NJAR

**Week 11**

21. Short Sale Process

Edited materials by Stephen Lee

22. Sales Contract Review (III)

Sales contract by NJAR

**Week 12**

23. Risk Management Procedure

Edited materials by Stephen Lee

24. Code of Ethics

NAR Code of Ethics