

Commercial Real Estate Agent Job Description

- Handling cold calls to business owners and managers, both to locate new potential sales and to collect statistical information
- Providing tenants and landlords with relevant information on leasing availability, current market conditions, and property values
- Researching and analyzing typical lease payments for other commercial properties and office complexes in the area
- Assisting attorneys in preparing real estate contracts such as deeds, leases, and mortgages
- Utilizing statistical analysis techniques, including breakeven analysis, to help clients determine a basic margin of safety
- Preparing offers, term sheets, and lease amendments, and participating in contract negotiations and due diligence
- Maintaining current knowledge of market conditions, property values, and legislation that may affect the real estate industry
- Researching and discussing property maintenance costs and possible renovations, networking with local businesses, negotiating between buyers and sellers, overseeing property inspections, arranging for financing, and facilitating final transactions
- Drafting correspondence to existing and prospective clients
- Engaging in local business community and charitable events, as well as industry and professional associations for the purpose of creating new contacts and generating new business
- Maintaining accurate and up-to-date information in company CRM or Database that supports owner activity reporting.