

# Real Estate Sales Agent Job Description

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- Creating client leads to buy, sell, and rent property
- Counseling clients on market conditions, prices, and mortgages
- Comparing properties to develop a competitive market price
- Making lists for real estate sale properties, with information location, features, square footage, and more
- Displaying properties to potential buyers and renters
- Presenting purchase offers to sellers for consideration
- Facilitating negotiations between buyers and sellers
- Analyzing purchase contracts to make sure terms are met
- Promoting properties with ads, listings, and open houses
- Getting loyalty contracts, purchase agreements, rental agreements, deeds and other documents ready for each real estate transaction
- Maintaining real estate license and knowledge
- Comparing a property with similar properties that have lately sold to determine its competitive market price.