

Tips for Working with Coop Agents

Buyer Agent

- Provide feedback promptly. (Include information for seller to increase salability, improvements, cleaning, yard work...if there is a problem at the property.)
- Notify listing agent if there appears to be inaccurate information on MLS.
- When dealing with a multiple offer situation, ask listing agent how they will present offers and what will be important to the seller. Provide information about your buyer that might make your buyer's offer stronger than other offers.
- Make sure the contract is filled out completely. (If you are a new agent, have your broker or an experienced agent review it prior to submitting.)
- Communication is key throughout the contractual process.
- Always deliver earnest money to listing agent or title company per contract timeline.

Listing agent

- Provide clear directions on MLS and ShowingTime to help Coop agent access property.
- Provide clear instructions about receiving offers.
- If you have a process for multiple offers, make that known to Coop agent.
- Input complete MLS information including directions to the property (not "Use GPS").
- Turn in contract to title company timely so earnest money can be received.

Remember...

- Both agents have the same goal.
- Respond to all communication in a timely manner.
- Never take anything too personally. You are just the messenger.
- If there is a problem, handle it immediately and consult with your broker.
- Be sure to communicate clearly when working with an administrator or transaction coordinator so paperwork is handled correctly.
- Disagree politely. Make a good impression. You may coop with the same agent again.
- Be helpful...Be kind...Be part of the solution, not part of the problem.
- Mutual respect is essential.