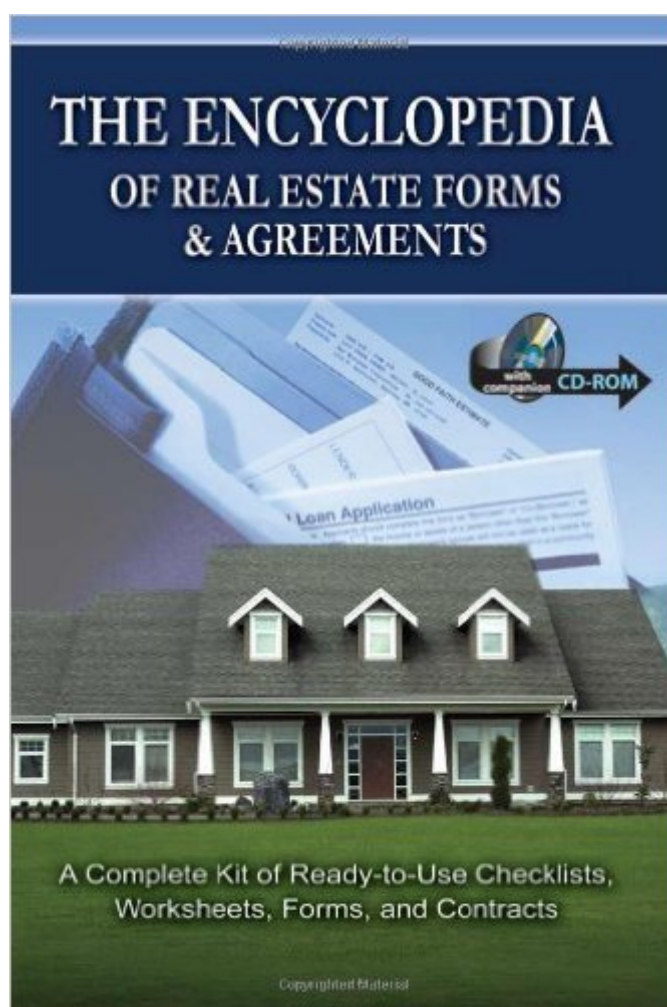


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# The Encyclopedia Of Real Estate Forms & Agreements: A Complete Kit Of Ready-to-Use Checklists, Worksheets, Forms, And Contracts - With Companion CD-ROM



## Synopsis

In this book, you will find more than 250 essential forms, agreements, and contracts for buying and selling real estate, running your business, and managing property and tenants. Designed for new and veteran agents, property managers, and brokers alike, this book is your "survival kit" for the real estate industry. It will show you how to overcome common issues you might face with buyers, sellers, and tenants to ensure maximum profitability. The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at [sales@atlantic-pub.com](mailto:sales@atlantic-pub.com) Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

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## Customer Reviews

This book contains every conceivable form, contract, worksheet or checklist you could ever need in regards to the purchase, sale and lease of residential and business real estate. The companion CD contains 250 ready-to-use forms which can be customized for your own personal needs. Being a

very detailed and organized person, I find the checklists and forms included to be invaluable tools. It's the most complete reference I've found. There are checklists and forms for conducting home inspections, tenant walk-throughs, move in/move out task list, what a seller should do before an open house, interior design and work lists, questions to ask when hiring designers and contractors, and much more. The comprehensive glossary at the end is most helpful when explaining terms to clients and would also come in quite handy for those who are new to the business. This book is a valuable resource for those just beginning a real estate career as well as those that are seasoned professionals. Having these forms and agreements at your fingertips will save you a great deal of time and money.

If you need real estate help, then this is the book for you. The layout of all of these forms allows it to be a very easy read, and easy for anyone to use because of the simple fill in the blank method used. I also believe that the check lists make it easy for anyone who uses this book to make sure that they are including everything so that there are no loop holes within the contracts. At the beginning of Chapter 4, I like that it gives the buyer questions to consider that many people would forget about when they are looking for into buying another house. These are vital questions that could make or break a deal and having them within this book is a great idea. Most of these forms seem to contain every single little detail that could possibly be encountered when buying/selling a house. This gives the buyer/seller better feelings about the transaction. Later on in Chapter 4, giving a walk-through of what to say in different situations when one is trying to become a real estate agent of a property that is either "For Sale by Owner" or other situations is a great way to allow them to make sure that they answer all of the questions that are the most important to themselves as well as to make sure they come off in a friendly manner towards the seller of the house. I like that this book expands to include apartments as well as houses, it allows it to be more beneficial to a wider array of people. I really think that this is a great asset to anyone who plans on working in real estate, or even those who are just trying to sell their house on their own.

Yes, this book does indeed cover a lot of content and includes VERY basic / minimalistic forms that are better served to help start as the beginning content for contracts or other legal communication. It's a good reference book to have when you're in a bind and something is better than nothing. But there's also a lot of great content on free sites like [totalrealestatesolutions.com](http://totalrealestatesolutions.com) that is better. (This is a free site and I have nothing to gain from the recommendation other than helping pass along something that's helped me learned with others).

A one of a kind reference tool that should be on every real estate professional's bookshelf. This book will provide users with a good overview of what to expect when dealing with the legal aspects of the real estate business and the types of documentation that is necessary. It is equally beneficial for the real estate professional who spends their every waking moment making deals and drawing up agreements as it is for the part-time landlord who must contend with contractors, tenants and designers. Prospective homebuyers and real estate speculators will find these boilerplate forms helpful as well, as they will provide valuable insight as to what is required to protect themselves and their assets when negotiating a new contract.

This Encyclopedia is an easy to use, comprehensive, well organized reference. It is very simple to find exactly what you are looking for because the chapters are laid out in a very relevant order. This kit contains resources for buying, selling, and leasing residential and commercial real estate. It also contains many thought provoking questions and helpful tips for any party entering into real estate transaction. I would recommend this tool for anyone interested in pursuing a career in real estate in order to familiarize themselves with common real estate terms. It even contains a chapter addressing issues and explaining protocol for real estate agents to follow. This kit could be useful for a person selling their real estate on their own ("for sale by owner"). However, I think that having a realtor and lawyer are invaluable in such circumstances and can save a lot of money in the long run.

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