

REVIEWER CHECK SHEET

Thank you for taking the time to review the student assignments for this temporary licensee. They are a requirement of the Alabama Post License course and must be completed and reviewed prior to the certificate of completion being issued. They are not to be graded, and in some cases you will see that they are in draft form. This is a 'hands-on' learning process for the new licensee. He / she needs to learn your office policies and processes. It is also an opportunity for you to share ideas on business planning, prospecting and working with clients / customers.

Module	Assignments	Reviewed (initials/ date)
Business Planning & Prospecting		
	Database of Sphere of Influence	
	Financial, Marketing and Business Plan	
Working with Buyers		
	Buyer Presentation	
	Buyer Qualifiers	
	(2) Purchase Offers and all required forms	
	Buyer Cost Sheet	
Working with Sellers		
	Listing Presentation	
	CMA	
	Listing and all required forms	
	Seller Net Sheet	

Signature of Reviewer and copy of reviewer's business card is required.

The licensee will fax this form to the school.