

PROFESSIONAL COURTESIES: A Guide for REALTORS®

Prepare for Showings

- ❖ When asking about a property or when talking with another REALTOR®, always identify yourself as a REALTOR®.
- ❖ Don't show any property without an appointment, including vacant properties.

Showing the Property

- ❖ Punctuality and courtesy go hand-in-hand. Call if you are running early, late, or need to cancel your appointment.
- ❖ Never allow buyers to enter a property unaccompanied. Be sure that children are always supervised.
- ❖ Follow REALTOR® safety procedures.
- ❖ Leave your business card.

After the Showing

- ❖ Make sure the house is left the way you found it. Turn off the lights, shut the windows, and lock the doors.
- ❖ Communicate. Provide feedback to the listing agent.

Presenting the Offer

- ❖ The buyer's agent should deliver the offer to purchase along with the earnest money to the listing agent in a timely manner.

After the Sale

- ❖ Agents should keep each other informed of any issues in a timely manner and work as cooperative liaisons between the parties to ensure a smooth settlement.



QUICK REFERENCE GUIDE

MAR: (207) 622-7501

Maine Listings: (207) 780-1366

or help@mainelistings.com

NAR: (800) 874-6500

or nar.realtor.org

Real Estate License Questions:

(207) 624-8603

Technology Helpline: (877) 562-3157

WHO SHOULD I CONTACT?

zipForms: MAR

MLS & Electronic Signature: Maine Listings

Legal Helpline & Password Help: MAR

Update Your Member Profile: Login to the
GrowthZone Info Hub via the GPBR Website
(below)

THE GREATER PORTLAND
BOARD OF REALTORS®

2271 Congress Street

Portland, ME 04102

(207) 775-1097

Hours: M-F, 9:00-3:00

www.greaterportlandboardofrealtors.com



Professional Development

Consumer Outreach

Advocacy

REALTOR®

**Member
Benefits**

Community Engagement

Professional Standards

Networking

www.greaterportlandboardofrealtors.com



THREE-TIER MEMBERSHIP

Members of the Greater Portland Board of REALTORS® (GPBR) are also members of the Maine Association of REALTORS® (MAR) and the National Association of REALTORS® (NAR).

Through this collaboration with the national, state, and local associations, REALTOR® members gain access to a wider range of resources and benefits. Your membership gives you access at all three levels.

NAR MAR



GPBR



THE BOARD STORE



Located at 2271 Congress Street, the Board Store has everything you need - from signs to lock boxes. Store hours: Monday-Friday, 9:00 a.m. to 3:00 p.m.

THE BENEFITS OF BEING A MEMBER

OUR MISSION

The purpose of the Greater Portland Board of REALTORS® is to serve its members by providing and promoting services to enhance members' abilities to conduct their businesses with integrity and competency; with due consideration for the promotion and preservation of a favorable political environment for brokerage operations and the right to own, use, and transfer real property.



GPBR is a member-led organization to ensure that your needs and interests are at the heart of the association. Our Board is made up of a dedicated group of member volunteers, and member involvement is critical to our success.

PROFESSIONAL DEVELOPMENT:

- ❖ Quarterly Membership Meetings & Classes
- ❖ Free Continuing Ed. Courses throughout the year
- ❖ Free Code of Ethics Training
- ❖ Monthly Market Reports
- ❖ Affiliate Membership Roster
- ❖ Yearly REALTOR® Safety Training
- ❖ Designated Broker Round Tables

CONSUMER OUTREACH:

- ❖ Promote the value of using a REALTOR® to consumers, and keep the public aware of how vital a REALTOR® is to the role of homeownership
- ❖ Promote community activities of the Greater Portland Board of REALTORS®
- ❖ Media Relations
- ❖ Act as the voice of real estate in our local communities

ADVOCACY:

- ❖ GPBR Legislative Committee monitors local activity in our communities to help protect your business and retain homeownership rights
- ❖ RPAC (REALTOR® Political Action Committee) Lobbying at the state and national levels to protect homeownership rights and ensure your business rights are not impeded on

COMMUNITY ENGAGEMENT:

- ❖ Provide opportunities for participation in fundraising activities that offer members an opportunity to get involved and give back to their community. Recent beneficiaries have included Habitat for Humanity, United Way, Keep ME Warm, and the Boys & Girls Clubs of Southern Maine
- ❖ Positive promotion of REALTORS® in our communities through events, such as parade participation

PROFESSIONAL STANDARDS:

- ❖ Code of Ethics Enforcement & Training - GPBR works to promote and maintain a high ethical standard of conduct within the real estate profession
- ❖ Screen and process ethics complaints from members and the public
- ❖ Mediation, Arbitration, & Ombudsman Administration - GPBR provides qualified, trained individuals to mediate disputes, serve as panelists for Ethics & Arbitration hearings, and manage enforcement of the Code of Ethics

NETWORKING:

- ❖ Affiliate Membership Relationships
- ❖ Networking events and socials, such as REALTOR® of the Year celebration & annual Holiday Party, as well as many others scheduled throughout the year
- ❖ Opportunities to volunteer & serve on committees
- ❖ Quarterly new member orientation sessions