

# Got Nancy?

## Presenting the FINAL live group Got Nancy? Assistant and Agent Training Seminar

**Dates:** Monday, March 26 and Thursday, March 29, 2018  
**Time:** 9:30 AM - 2:00 PM both days  
**Place:** Beverly Hills/Greater Los Angeles Association of REALTORS  
6330 San Vicente Blvd., Suite 100  
Los Angeles, CA 90048  
**COST:** \$ 395 (Parking validation included)



### THE FAST TRACK TO BECOMING A FIRST-RATE ASSISTANT

- ◆ California Association of Realtors contracts, disclosures and forms - plus tons of useful information in a binder to keep which can become a perfect office manual
  - ◆ Job descriptions for licensed and unlicensed assistants
- ◆ The sale process: listing presentation through close of escrow, including marketing, showings, offers, counter offers, running escrow, maintaining files, inspections, keeping contact, etc.
  - ◆ Commonly used jargon
    - ◆ Motivating Agents to do more business
    - ◆ Tips to increase efficiency, time management
    - ◆ Anecdotal examples and much more

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To enroll, call BHGLAAR at (310) 967-8800, visit [bhglaar.com](http://bhglaar.com) or email [Education@bhglaar.com](mailto:Education@bhglaar.com).

For more information, email [GotNancy@gmail.com](mailto:GotNancy@gmail.com) or call (888) 661-1115.

\*Please note: if you are registering as a non-BHGLAAR member, please email Nancy directly!

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**STAY TUNED and IN TOUCH! More Assistant Training opportunities to come in various formats.**

**A BIG THANK YOU to the real estate community for helping to make  
Got Nancy? the premier Assistant Training program since 2000!**

[gotnancy.com](http://gotnancy.com)

[GotNancy@gmail.com](mailto:GotNancy@gmail.com)