

# Agent Interview



Name

Company Name

Address

City

State

Zip

Phone Number

Email

Assistant Name

Assistant Contact

Birthday

Preferred Escrow Officer

Which form of communication do you prefer?

- Through your assistant
- Call cell
- Call office
- E-mail
- Text

If we are unable to contact you, what do you prefer?

- Through your assistant
- Voice message
- E-mail
- Text

How often do you prefer being updated?

- Daily
- Weekly
- Only urgent matters

If you could not be reached, would it be okay to contact your client directly?

- Yes
- No

When information is needed for processing, what do you prefer?

- Always contact me first
- Contact my assistant
- Contact my clients directly
- Email to your client, copy you

Do you consistently use a particular Home Warranty Company on your listings?

- Yes.  
Company: \_\_\_\_\_
- No

Who would you like to order your Home Warranty?

- You
- Your assistant
- Title

Our goal is to start all closings on time. If you are detained, is it your request to:

- Proceed with the closing
- Wait for your arrival

During peak closings, if a closing is running late, would you prefer:

- To wait for your closer
- The next available closer

Who would you like us to contact for your CDA?

- You
- Your assistant
- CDA Department  
Contact: \_\_\_\_\_

Upon disbursement, how would you like your commission to be handled?

- Check
- Wire

Any other special requests or suggestions?

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