REAL ESTATE BROKER INTERVIEW WORKSHEET

Real Estate Broker Interview Checklist

A practical buyer and seller worksheet for comparing strategy, communication, agreements, local expertise, risk management, and fit.

Your name	Buyer / Seller / Both	Target timing

How to use this checklist

Interview two or three brokers using the same core questions. Ask for examples, process, and evidence - not just promises. Score each category immediately after the meeting, then compare the differences that matter most for your goals and transaction.

1	**Explain your goals**	Share timing, constraints, concerns, and what a successful result would look like.
2	**Ask for evidence**	Use follow-ups such as: Show me how you do that. What would cause the plan to change?
3	**Review the agreement**	Compare services, compensation, term, cancellation, conflicts, and obligations that survive termination.
4	**Score after each meeting**	Trust your notes. A smooth presentation is not a substitute for judgment, candor, or a clear process.

Real estate decisions are too important to rely on guesswork. Venturi Realty Group helps Albuquerque and Central New Mexico buyers and sellers understand their options, see the local market clearly, and choose the next practical step.

40-point broker interview scorecard

Score each category from 1 to 5. Do not automatically hire the highest total. Use the scorecard to identify meaningful differences, then decide which differences matter most for your situation.

Broker A ______________________ Broker B ______________________ Broker C ______________________

Category	Sample question and what a 5 looks like	A	B	C
Listening and goal clarity	**Ask:** What have you heard about my goals, and what could make you advise me to wait? **A 5:** Restates your goals, constraints, risks, and definition of success accurately.			
Relevant local experience	**Ask:** Show me a recent transaction like mine, including a problem you had to solve. **A 5:** Shows recent, comparable work and explains how your situation differs.			
Strategy and evidence	**Ask:** What is your plan, and what evidence would cause you to change it? **A 5:** Explains the method, assumptions, alternatives, and what would change the plan.			
Communication and coverage	**Ask:** Who does what, how quickly will you respond, and who covers when you are unavailable? **A 5:** Defines channels, response expectations, updates, urgent handling, and backup.			
Negotiation judgment	**Ask:** Walk me through a difficult negotiation and how you compared price, terms, and risk. **A 5:** Uses specific examples and balances leverage, risk, terms, and your authority.			
Risk and due diligence	**Ask:** What risks do you see, and which questions should go to another professional? **A 5:** Identifies transaction-specific risks, boundaries, and appropriate specialist needs.			
Agreement clarity	**Ask:** Explain services, compensation, term, cancellation, carryover, and conflicts in plain English. **A 5:** Explains services, compensation, term, cancellation, carryover, and conflicts plainly.			
Trust and candor	**Ask:** Tell me something I may not want to hear about my plan or expectations. **A 5:** Can disagree respectfully, admit uncertainty, and discuss hard facts without pressure.			
TOTAL	**Maximum 40**			

Best evidence / process	Biggest concern	Clarify before signing

Core interview questions for every buyer and seller

Listen for clear explanations, specific examples, evidence, professional boundaries, and a willingness to discuss what happens when the original plan stops working.

[ ] What have you heard about my goals, and what could make you advise me to wait or change course?

[ ] What brokerage relationship are you proposing, and what duties will you owe me?

[ ] Who will be my primary contact, and who handles showings, documents, negotiation, and emergencies?

[ ] How quickly do you normally respond, and how will you communicate routine updates and urgent deadlines?

[ ] Show me two recent transactions similar to mine, including one problem and how you handled it.

[ ] What is your specific strategy for my situation, and what evidence would cause you to change it?

[ ] How do you prepare for negotiation, and how do you help clients compare price, terms, risk, and leverage?

[ ] What risks do you already see, and which questions belong with an attorney, lender, inspector, insurer, title company, appraiser, engineer, or tax professional?

[ ] Which vendors or affiliated businesses might you recommend, and do you or your brokerage receive any benefit?

[ ] How will you protect important contract, inspection, financing, appraisal, and closing deadlines?

[ ] What services are included, what is excluded, and what could create an additional cost?

[ ] How is compensation structured, who may pay it, and what is the maximum I could owe directly?

[ ] Walk me through the term, cancellation process, protection period, and obligations that survive termination.

[ ] How do you handle conflicts of interest or situations in which your brokerage is involved on both sides?

[ ] What do past clients say you do especially well, and what kind of client may not be a good fit for you?

Five-question short version

1.	What have you heard about my goals, and what would make you advise me to wait or change course?	
2.	Show me how you handled a recent transaction similar to mine - including a problem.	
3.	What is your specific plan, and what evidence would cause you to change it?	
4.	Who does what, how will we communicate, and what happens when you are unavailable?	
5.	Walk me through the agreement, total compensation, conflicts, cancellation, and surviving obligations.	

Buyer and seller follow-up checklists

If you are buying	
[ ] How will you help me build an affordability plan before touring homes?	[ ] How do you define and organize my search beyond basic portal alerts?
[ ] How will you explain current competition in the specific price range and area I am considering?	[ ] How do you compare recent sales, active competition, condition, concessions, and resale risk before an offer?
[ ] How will you help structure offer price, financing, contingencies, dates, and seller concessions?	[ ] What is your process for reviewing disclosures, title matters, HOA documents, and known property history?
[ ] How do you identify appropriate general and specialist inspections without acting outside your expertise?	[ ] What happens if the inspection is difficult, the appraisal is low, financing changes, or a deadline is threatened?
[ ] How will you help me evaluate wells, septic systems, solar agreements, additions, casitas, drainage, wildfire exposure, or rural access when relevant?	[ ] How do you protect me from pressure to waive important protections without understanding the tradeoff?
[ ] How will you coordinate with my lender, title company, inspectors, insurer, and other specialists?	[ ] How do you help me compare homes objectively when emotion and urgency are high?

If you are selling	
[ ] Show me the pricing range, comparable evidence, assumptions, and estimated net - not just a list price.	[ ] What repairs, preparation, staging, or pre-listing inspections do you recommend, and why?
[ ] What are the actual marketing deliverables, quality standards, launch timeline, and reporting process?	[ ] How will photography, video, floor plans, listing copy, MLS presentation, syndication, and accessibility be handled?
[ ] How will you verify important property facts, permits, solar status, additions, systems, and disclosures?	[ ] What showing strategy do you recommend, and how will feedback be collected and interpreted?
[ ] What metrics will you monitor in the first two weeks, and what changes would you recommend if activity is weak?	[ ] How will you compare offers by net, financing, contingencies, timing, appraisal risk, and probability of closing?
[ ] How do you handle buyer requests, inspection negotiations, appraisal problems, and backup offers?	[ ] Which costs, concessions, compensation choices, repair credits, and closing expenses may affect my proceeds?
[ ] What could cause the home not to sell, and what is the fallback plan?	[ ] How will you keep me informed without making every decision feel urgent?

Before you sign

[ ] I understand who represents me. [ ] I understand services and compensation. [ ] I reviewed term and cancellation. [ ] I understand conflicts and affiliations. [ ] I received a copy of the agreement.

This workbook is general consumer information, not legal, financial, tax, lending, inspection, engineering, appraisal, or insurance advice. Rules, forms, brokerage policies, and transaction facts can change. Verify current requirements and consult the appropriate licensed professional.