

# Accountability Form For Agents

## Turn into Productivity Coach Weekly on Monday

Name of agent \_\_\_\_\_

Date \_\_\_\_\_

Numbers	This Week	Year-To-Date
Days worked	_____	_____
Number of open houses	_____	_____
Number of contacts	_____	_____
Number of listing appointments gone on	_____	_____
Number of listings obtained	_____	_____
Number of sales (listings and buyers sold)	_____	_____
Number of price reductions	_____	_____
Number of closings	_____	_____
Number of deals fell apart	_____	_____
Total Income (Amount of your check)	_____	_____

- ✓ **Days worked:** The number of days this week you worked at real estate (A day worked is putting in more than one hour of work).
- ✓ **Number of open houses:** Number of open houses you held this week.
- ✓ **Number of contacts:** Number of people you actually spoke with and asked about real estate or asked for a referral. Not how many messages you left or how many people you met at a networking function. This is actual people you talked with about real estate and asked for business or a referral. So if you talked to people at a networking function individually and asked for the business or referral then each individual counts as one.
- ✓ **Number of listing appointments gone on:** Actual listing appointments. This is not stopping to talk to a FSBO and look at their home or dropping by an Expired.
- ✓ **Listings obtained:** Number of listing contracts signed. This is not someone who promises to list with you in three weeks. The contract must be signed to count as a listing.
- ✓ **Number of sales made:** If you have an accepted contract on a listing or an accepted contract on a buyer you may count the sale. If you are in counter or verbal stage, you cannot count it.
- ✓ **Number of price reductions:** If you have a price reduction on a listing that is one. If you have two listings you received price reductions on this week then it is two.
- ✓ **Number of closings:** If you had a closing, then that is counted as one. The entire process must be closed to count. Not placed in escrow. This only counts when you receive a check.
- ✓ **Number of deals that fell through:** Did you have a contract that failed and will never close? Then it fell through and you count it. (Most agents have 10% fall through prior to closing)
- ✓ **Total Income:** This is the amount of your commission.
- ✓ **Gross commission before your split.**