

Insider Investing for Real Estate Agents



HOW TO PROFIT FROM YOUR INTIMATE
KNOWLEDGE OF THE MARKET

- Legal, ethical investing strategies for agents and their clients
- How your own properties can get you more listings and more sales

WALTER S. SANFORD

© 2006 Sanford Systems all rights reserved

Reproduction, in whole or in part, without permission from Sanford Systems is strictly prohibited.

Insider Investing for Real Estate Agents

is a production of:
Sanford Systems and Strategies

Distributed with permission by:

<https://www.walterslegacy.store>

help@walterslegacy.store

This product is only available as a physical book.

Thumb drive notes: This book is not included in our virtual or digital products since no media was included with the soft-cover book. The 62 forms and checklists referenced in the book are included here. You can purchase this book separately or in a bundle with other titles.

Product Contents by Folder with Thumb Drive Product

- Root Folder – Must-Read-IIF files in both DOCX and PDF formats
- Forms – 62 forms and checklists referenced in the book individually and as a ZIP file

I am excited to continue the legacy of Walter Sanford. Walter is retired and no longer available for speaking engagements and no longer offers his products for sale. He has authorized me to continue his legacy and distribute his products. **For help, please direct all inquiries to help@walterslegacy.store or 813-610-4348.** Visit our website at www.walterslegacy.store.

Thanks,

Mark Collins

Authorized Reseller of Sanford Systems and Strategies

Legal Advice

All systems, letters, scripts, forms, advice, and recommendations in any book, DVD, audio CD, data CD, or other media should be approved through your real estate broker and legal counsel prior to any implementation. No legal advice is given by Sanford Systems or its authorized reseller and none should be assumed from the attached documents.

Copyright Permission

As purchaser of Walter Sanford's *Insider Investing for Real Estate Agents*, you are hereby authorized to use all systems contained in this work subject to broker and legal counsel for the purchaser's real estate brokerage and investing business. You are to use the concepts in this system for the purpose for which they are intended and to reproduce the forms for such purpose. Such reproduction requires no further permission from the author, publisher, or reseller and does not require the payment of any permission fee.

The reproduction of any form for sale, for incorporation in any publication intended for sale, for use in training programs, or for the insertion in any publication (whether print or digital) is *prohibited* without the permission of and credit to the author and publisher: Walter Sanford, Sanford Systems and Strategies, C/O Walters Legacy, 27246 Hawks Nest Circle, Wesley Chapel, FL 33544.

A handwritten signature in black ink, appearing to be 'W.S.', written in a cursive style.

Walter Sanford
Author
Sanford Systems and Strategies

Introduction

When I first started investing, I never dreamed that I would become a real estate broker. When I became a real estate broker, I never dreamed that my investing experience and activities would help me so much in my new brokerage business.

As my experience and skill level grew over the years, the two businesses, which were distinctly different yet used the same tools, became intertwined to the point where each investment contained aspects of my brokerage business and each brokerage transaction was a potential investment.

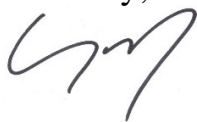
Real estate brokers and agents are going to be pleasantly surprised and excited to learn the strategies in this book. Whether it is to find buyers from among your tenants or inventory from your sellers, working both businesses at the same time, ethically and honestly, has the potential for greatly increasing your income.

Many times, in my real estate brokerage career, I relied on the gains made through my investing activities to fight the burnout from consistently jumping through hoops for my clients. The businesses are complementary and extremely profitable using the conservative methods presented in this book.

As a real estate broker or agent, you are going to find that meeting the demands of your position is just like holding a seat on the stock exchange. You are at ground zero tracking your inventory and negotiating with buyers and tenants through the relationships that you foster on both sides of these two great businesses

I have been one of the top real estate trainers in the country for the past 10 years, and I was one of the top real estate agents in North America during the 1980s and 1990s. Over time, my company has developed numerous systems that allow you to duplicate the systems that many top agents have used with great success. The systems in this book will allow you to achieve the dreams you have for you and your family-they did for me

Sincerely,



Walter Sanford
Owner/Originator of Sanford Systems and Strategies

Insider Investing for Real Estate Agents

www.walterslegacy.store
help@walterslegacy.store

Table of Contents

Preface	xii
Chapter 1 – The Insider’s Buckets	1
Chapter 2 - How I Became a Real Estate Agent and an Insider Real Estate Investor	3
Then Came 1979	5
Chapter 3 – Insiders Have a Down Payment Machine	7
Form 3.1 Bucket One Investments: A Planning Exercise	14
Chapter 4 – The Real Estate Agent's Insider Advantages and Fiduciary Responsibilities	20
Chapter 5 – Insiders Have the Time to Find High-Quality Investment Properties	25
Chapter 6 – Combining Investing with Seller Lead Generation in Your Brokerage Business	33
Chapter 7 – Brokers and Agents: Buyers Are Bad; Insiders: Buyers Are Good	36
Chapter 8 – Insider Terms	39

Chapter 9 – Insider Net Income Analysis	42
Form 9.1 Income from Building	44
Form 9.2 Expenses for Property	45
Chapter 10 – Your Real Estate Insider Team	48
Chapter 11 – More Insider Investing Tactics	52
Chapter 12 – Insider Negotiating	54
Form 12.1 Loan Questionnaire	62
Form 12.2 Insider Financing Checklist	64
Form 12.3 Agreement of Sale Checklist	65
Form 12.4 Facts about Your Buyer	68
Form 12.5 Seller's Net Sheet: Estimated Proceeds on Sale or Exchange of Property	70
Chapter 13 – Doing the Due Diligence as Only an Insider Can	72
Form 13.1 Inspection Kit	75
Form 13.2 Building Inspection Checklist	76
Form 13.3 Tenant Questions Prior to Investment	106
Form 13.4 Tenancy Estoppel Statement	107
Form 13.5 Market Rent Survey	109
Chapter 14 – Insider Questions That Will Help You Make Money	111
Chapter 15 – Insider Closing Strategies	113
Items That Require Attention before Closing	113
More Insider Closing Strategies	116
Form 15.1 Closing Checklist	120
Form 15.2 Cover Letter to Closing Problem Checklist	128
Form 15.3 Closing Problem Checklist	129
Form 15.4 Items to Take to Your Closing	135

Chapter 16 – Setting Up Your Insider Ownership Paperwork	137
Insider Ownership Paperwork	138
Completing Your Property Summary Folder	139
Form 16.1 Property Summary	140
Form 16.2 Insurance/Fix Up	144
Form 16.3 Insurance Coverage Summary	146
Form 16.4 Residential Investment Analysis Property and Investor Data Summary	147
Form 16.5 Residential Investment Analysis Before-Tax	149
Financing Analysis	
Form 16.6 Residential Investment Analysis Annual	150
Cash Flow after Taxes	
Form 16.7 Residential Investment Analysis After-Tax	151
Proceeds from Sale	
Form 16.8 Residential Investment Analysis Performance Summary	153
Form 16.9 Replacement Reserve Worksheet	154
 Chapter 17 – Insider Tenant Acquisition	 158
 Chapter 18 – Magic Management by an Insider	 160
Promoting Your Rental Property	162
Checking Staff Performance	163
Unit Availability	163
Qualifying Potential Tenants	163
The Lease Contract	164
Cosigner Agreements	165
Waterbed Agreement	165
Monitoring Parking on Premises	165
Key Receipts	166
Tenants with Pets	166
Safety Precautions	166

Chapter 18 – Magic Management by an Insider (continued)	
When Tenants Leave	167
Converting Tenants into Buyers	167
Managing a Move-Out	168
Unit Make-Ready Report	168
Keeping a Rental Record	168
Move-Out Instructions	168
Maintenance of Properties	169
Forms for Keeping Records	169
Special Communications for Tenants	169
Form 18.1 Management Owner-Broker Agreement Exit Forms	170
Form 18.2 Insider Report Traffic	173
Form 18.3 Insider Rental Agent Performance Report	176
Form 18.4 Unit Availability List	178
Form 18.5 Rental Inquiry	179
Form 18.6 Sanford Tenant's Systems Personal and Credit Information	180
Form 18.7 Sanford Systems Lease Contract	184
Form 18.8 Cosigner Agreement Addendum to	192
Rental Agreement	
Form 18.9 Waterbed and/or Liquid-Filled	193
Furniture Agreement	
Form 18.10 Vehicle Registration	195
Form 18.11 Key Receipt	196
Form 18.12 Lease Agreement for Pet Owners	197
Form 18.13 Pool Rules and Regulations	198
Form 18.14 Application for Lease Renewal	200
Form 18.15 Buyer Lead Generation to Your Tenant	201
Form 18.16 Insider Rental Checklist	203
Form 18.17 Unit Make-Ready Report	205
Form 18.18 Rental Record	207
Form 18.19 Move-Out Cleaning Instructions to Tenant	209
Form 18.20 Notice to Enter Dwelling	211
Form 18.21 Resident's Maintenance Request	212
Form 18.22 Time Estimate for Repairs	214
Form 18.23 Unit Maintenance Record	215
Form 18.24 Semiannual Safety and Maintenance Update	217
Form 18.25 Move-In/Move-Out Inspection List	220
Form 18.26 Property Inspection Report	223
Form 18.27 Unit Ledger Card	226

Chapter 18 – Magic Management by an Insider (continued)	
Form 18.28 Tenant Ledger Card	227
Form 18.29 Monthly Rent Delinquency Report	228
Form 18.30 Agreement for Partial Rent Payments	229
Form 18.31 Residential Questionnaire	230
Form 18.32 Warning Notice (Complaints from Neighborhood/Residents)	234
Form 18.33 Move-Out Letter	235
Form 18.34 Exit Interview	236
Form 18.35 Move-Out Closing Statement	238
Chapter 19 – Your Insider Advantages as a Seller	239
Reasons Insiders Should Not Sell	240
Form 19.1 Selling Checklist	241
Chapter 20 – Other Insider Profits	244
Chapter 21 – Do You Have What It Takes to Be an Inside Investor? Captured Ideas	246
Index	251