

Rules v Manners

Manners are also known as professional courtesies. Rules come from the NMREC (licensing authority), National Association of REALTORS® (voluntary trade organization) Code of Ethics, and the standard contracts you use (New Mexico Association of REALTORS®) your association and/or your MLS.

Circle R if it's a rule (can you cite the source?). Circle M if it's good manners (some can be both rules and good manners).

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| 1. Broker should call when sending an offer or counteroffer. | R | M |
| 2. Brokers should not contact another broker's client. | R | M |
| 3. An accepted offer or counteroffer should be delivered by the expiration date and time. | R | M |
| 4. Broker should contact seller if running late for an appointment | R | M |
| 5. Do not prospect at other Broker's open house. | R | M |
| 6. Identify yourself as a licensee on phone calls, texts and emails. | R | M |
| 7. Do not advertise a designation like CRS, ABR, SRES if you haven't paid your dues. | R | M |
| 8. Always have permission to go onto the seller's property. | R | M |
| 9. Leave your business card after a showing. | R | M |
| 10. Never criticize property in the presence of the occupant. | R | M |
| 11. Always ring and knock before entering an occupied home and announce yourself. | R | M |
| 12. Make sure the seller discloses adverse material facts they actually know. | R | M |
| 13. Buyer Brokers should provide showing feedback to Listing Brokers. | R | M |