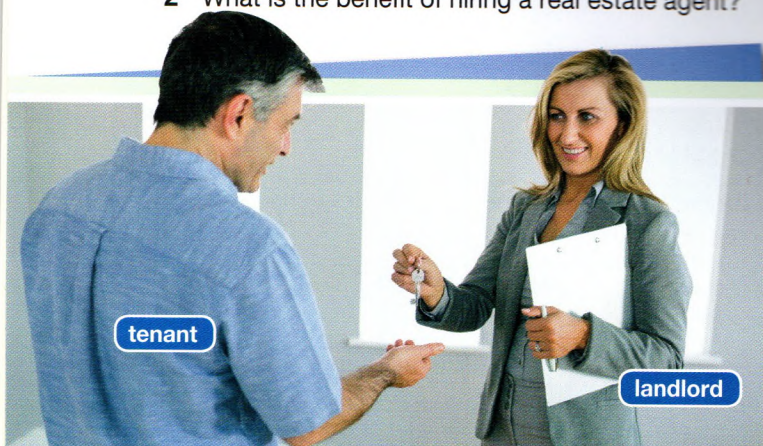


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Get ready!

- ① Before you read the passage, talk about these questions.
- 1 What does a real estate agent do?
 - 2 What is the benefit of hiring a real estate agent?



**Property
Pros, Inc.**

**Commercial Real Estate
and Property Management**

REAL ESTATE

Are you a commercial property **owner**? And are you trying to sell? We **list** properties at some of the lowest rates around! Let us **represent** you as a **seller**. We'll **negotiate** the highest price for your property.

Or maybe you're looking to purchase a commercial property. All of our agents are skilled at representing **buyers**, too. Whichever **party** you happen to be, we'd love to represent you!

PROPERTY MANAGEMENT

Property Pros also offers services for **landlords**. With us, property management is worry-free! We'll only **lease** your property to qualified **tenants**. And we take full responsibility for maintenance and collecting **rent**.

For all your commercial real estate needs, call Property Pros!



Reading

- ② Read the advertisement. Then, mark the following statements as true (T) or false (F).

- 1 ☐ The agency advertises low rates for property management.
- 2 ☐ The agency mostly represents sellers rather than buyers.
- 3 ☐ The agency collects rent for landlords.

Vocabulary

- ③ Match the words or phrases (1-8) with the definitions (A-H).

- | | |
|--|--|
| 1 ☐ lease | 5 ☐ real estate |
| 2 ☐ owner | 6 ☐ represent |
| 3 ☐ party | 7 ☐ seller |
| 4 ☐ property management | 8 ☐ tenant |

- A a person, group, or other entity in an agreement or transaction
- B property in the form of buildings and land
- C to make an agreement with a person who will pay to occupy a property
- D someone who possesses something or has the legal right to it
- E someone who owns something and trades it in exchange for money
- F someone who occupies a property but does not own it
- G to act on behalf of someone or in his or her interest
- H the process of overseeing a rental property for someone who owns it

- ④ Read the sentences and choose the correct words.

- 1 The agent **leased** / **negotiated** a good deal for her client.
- 2 The landlord collects the **property management** / **rent** each month.
- 3 The homeowner decided to **list** / **represent** his property for sale.
- 4 The **landlord** / **party** needed a new tenant.
- 5 The **buyer** / **seller** was tired of renting and wanted his own home.

- 5 Listen and read the advertisement again. What is the benefit of hiring a property management company?

Listening

- 6 Listen to a conversation between a prospective client and a real estate agent. Choose the correct answers.

- 1 Why does the woman want an agent?
- A She does not have clear goals for her negotiations.
 - B She has never sold a house before.
 - C She cannot find a buyer for her property.
 - D She cannot afford to stay in her current home.
- 2 What will the speakers likely do next?
- A assess a potential buyer
 - B contact another agent
 - C discuss the woman's needs
 - D review the man's qualifications

- 7 Listen again and complete the conversation.

Client: Thanks for getting back to me, Mr. Fields. I'm really 1 _____ selling my house.

Agent: You're currently 2 _____ it on your own?

Client: Right. I thought I could do it myself. But finding the right buyer is hard!

Agent: Yeah, it really helps to have an agent 3 _____ you.

Client: So what will you do, exactly?

Agent: For one, I'll 4 _____ for you.

Client: Ah, so you'll make sure they can 5 _____ to buy.

Agent: Precisely. That way, you only deal with 6 _____ potential buyers.

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

I'd really like your help ...

It's much harder than ...

It really helps ...

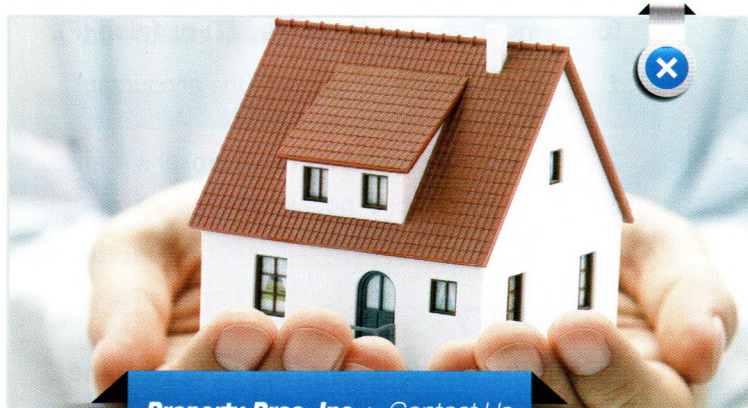
Student A: You are a prospective client. Talk to Student B about:

- your interest in hiring a real estate agent
- your real estate needs
- what he or she can do for you

Student B: You are a real estate agent. Talk to Student A about your services.

Writing

- 9 Use the conversation from Task 8 to complete the contact form.



Property Pros, Inc. > Contact Us

Thank you for your interest in Property Pros! Please leave your information here, and one of our agents will contact you soon.

Name: _____

You are a: ☐ buyer ☐ seller ☐ landlord

What services are you interested in?

- 4 Fill in the blanks with the correct words or phrases from the word bank.

Word BANK

occupancy rate own rent subtenant

- 1 The woman decided to _____ rather than to buy an apartment.
 - 2 The doctors occupy the office building, but they do not _____ it.
 - 3 While the man was away, he let a(n) _____ live in his house.
 - 4 If a building is in a desirable location, it likely has a high _____.
- 5 Listen and read the email again. According to the email, what is the rule about subletting in the complex?

Listening

- 6 Listen to a conversation between a property manager and a prospective tenant. Mark the following statements as true (T) or false (F).
- 1 ___ The man plans to leave the apartment for a few months.
 - 2 ___ According to the company's lease, subletting is allowed.
 - 3 ___ The man decides to rent the apartment.
- 7 Listen again and complete the conversation.

Manager: So, what do you think of the apartment?

Tenant: It's perfect! I think I'd like to 1 _____ it.

Manager: Great! Let's start the 2 _____.

Tenant: Oh, I have a question. I'm traveling later this year. And I'll be 3 _____ for about three months.

Manager: Okay. So, the apartment will be 4 _____?

Tenant: That's what I want to talk about. Can I 5 _____ it?

Manager: According to the terms of the lease, you can't. But if the 6 _____ you find is approved by the head office ...

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

What do you think ...?

Can I ...?

According to the terms of the lease, ...

Student A: You are a property manager. Talk to Student B about:

- an apartment that he or she wants to rent
- the terms of the lease
- whether or not he or she will take the apartment

Student B: You are a prospective tenant. Talk to Student A about renting an apartment.

Writing

- 9 Use the conversation from Task 8 to complete the advertisement.

Apartment For Rent

Type of Lease: _____

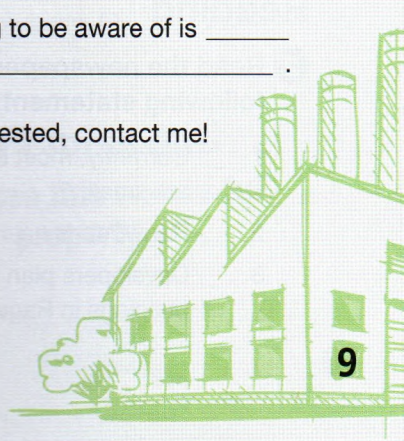
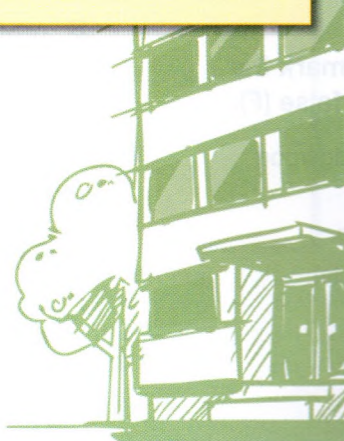
The building allows _____

However, _____

Another thing to be aware of is _____

If you're interested, contact me!

Thanks!





Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some qualities or features that a land survey might mention?
- 2 What is the importance of knowing the exact location of a property line?

Reading

2 Read the email. Then, mark the following statements as true (T) or false (F).

- 1 ☐ The metes and bounds description contains incorrect information.
- 2 ☐ A rock is currently located at the property line.
- 3 ☐ A previous owner removed some artificial monuments.

Vocabulary

3 Match the words or phrases (1-5) with the definitions (A-E).

- 1 ☐ artificial
- 2 ☐ survey
- 3 ☐ neighboring
- 4 ☐ monument
- 5 ☐ turning point

- A not occurring naturally
- B bordering or touching something else
- C a particular location that is noted in a land survey
- D a description of a piece of land and its boundaries
- E a location where two boundary lines meet

From: Mindy Thomas, Surveyor
To: Joe Brown, Assistant Surveyor
Subject: New survey

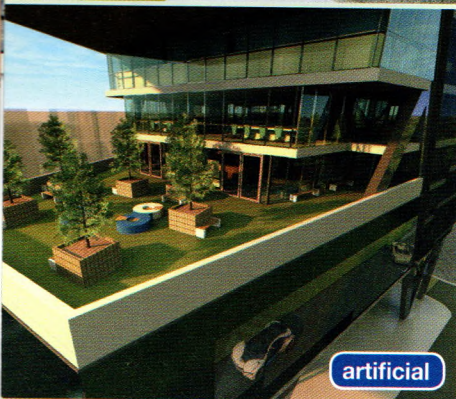
Hi Joe,

We need to perform a new **survey** of a piece of farmland. The existing **metes and bounds description** is outdated. Over time, some **monuments** have shifted. For example, a large rock moved several feet down a hillside. It used to mark a **property line**. Now, it's on a **neighboring** property.

In addition, some **natural turning points** in the survey no longer exist. One of these is a stream that dried up decades ago! We need the survey to reflect the land today.

The survey also references some iron stakes as turning points. Unfortunately, a previous owner apparently removed these **artificial** monuments. We need to place new stakes as points of **reference**.

Mindy



Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some common features of commercial properties?
- 2 Why are many commercial buildings designed for multiple uses?

Hi Edna,

I found an excellent building for our new hotel!

For one, it's about the right size for our **high-rise**—twenty-five stories. Also, we've had difficulty finding a place with much outdoor living space. But this has a large **courtyard** and a **rooftop** patio. Additionally, there's already a **service elevator** from the basement to the top floor. So, our staff could easily reach the entire building.

All that said, we'd need to make some adjustments **to suit**. Originally,

From: Jerry Peters, Corporate Manager
To: Edna Warren, Corporate Manager
Subject: Our new hotel

this building was **multi-use**. So, one **wing** contains office **suites**. Of course, we'd remodel those into guest rooms. Also, the **foyer** and the **lobby** are separated by a wall. We'd prefer one large, connected space instead.

Come check it out, and let me know what you think!

Jerry

courtyard

lobby

high-rise

Reading

2 Read the email. Then, mark the following statements as true (T) or false (F).

- 1 ___ According to the email, the company has had trouble finding a high-rise.
- 2 ___ The company will likely need to install a service elevator.
- 3 ___ One of the wings does not suit the needs of the hotel.

Vocabulary

3 Match the words or phrases (1-6) with the definitions (A-F).

- | | |
|---------------|-----------------|
| 1 ___ foyer | 4 ___ to suit |
| 2 ___ suite | 5 ___ multi-use |
| 3 ___ service | 6 ___ high-rise |

- A designed for different purposes
B a room or group of rooms occupied by one person or business
C designed to be used by the staff of a building
D a very tall building
E designed for a very specific purpose
F an area just inside the entrance of a building

4 Fill in the blanks with the correct words from the word bank.

word BANK

lobby courtyard
wing elevator rooftop

- 1 Some people ride the _____ to the second story, while others take the stairs.
- 2 The restaurant has outdoors seating in the _____.
- 3 From the _____ bar, guests can see almost the entire city.
- 4 The conference hall is in a different _____ than the recreation center.
- 5 The receptionist greets clients as soon as they enter the _____.

**CAREER
PATHS**

REAL ESTATE

Stephen Walsh - Jenny Dooley

Book
2



Express Publishing

5 Mortgages 2

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some different types of mortgage lenders?
- 2 What information is included in a mortgage agreement?

alteration

primary lender

maintain

Real Estate Resources Information for Buyers Mortgage FAQs

Q: What am I agreeing to when I sign a mortgage?

A: Mortgages outline your **obligations** in a moneylending agreement.

- Many obligations are financial. For instance, the mortgage specifies the amount that you owe (after the **down payment**). It also details your **payment schedule**—the frequency of your loan payments—and the **interest** rate. Furthermore, it clarifies who is responsible for paying **taxes** and **insurance**. (Don't be surprised if the lender asks for an **escrow account** to ensure funds for these expenses).
- Some mortgages outline the rules for **alterations**. Most likely, you must seek **permission** before renovating. Expect a clause about adequately **maintaining** the property as well.
- A mortgage also states the consequences if you violate the conditions. For instance, look out for an **acceleration clause**. If you default, the entire loan becomes due *immediately*!

Q: What's a secondary lender?

A: Borrowers deal with **primary lenders**—the institutions that loan money. However, a **secondary lender** may buy your mortgage from that institution.

Reading

2 Read the webpage. Then, complete the table.

Section of a Mortgage	Included Information
Payments	• The amounts and due dates of payments • The interest rate • 1 _____
2 _____	• The results if the borrower does not fulfill the obligations
3 _____	• 4 _____ • How the property must be maintained

Vocabulary

3 Match the words or phrases (1-8) with the definitions (A-H).

- | | |
|-----------------|--------------------------|
| 1 __ tax | 5 __ obligation |
| 2 __ alteration | 6 __ primary lender |
| 3 __ insurance | 7 __ secondary lender |
| 4 __ maintain | 8 __ acceleration clause |

- A a person or institution that lends money directly to borrowers
- B an agreement in which a company pays the costs in the case of particular occurrences
- C to keep something in good condition by making necessary repairs
- D an institution that buys mortgages from other institutions
- E a sum of money that someone must pay regularly to the government
- F a change to the appearance or structure of a building
- G part of an agreement stating that the full debt is due immediately in case of default
- H someone's legal or moral duty