### THE WRASE HOME GROUP INTERNSHIP PROGRAM

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>REAL ESTATE INTERN</th>
<th>Job Category:</th>
<th>Business Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Group:</td>
<td>The Wrase Home Group</td>
<td>Job Code/ Req#:</td>
<td>INTERN-OM</td>
</tr>
<tr>
<td>Location:</td>
<td>638B S Business 35, New Braunfels, TX 78130</td>
<td>Travel Required:</td>
<td>no</td>
</tr>
<tr>
<td>Level/Salary Range:</td>
<td>Intern non paid/class credit</td>
<td>Position Type:</td>
<td>Full time summer</td>
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<tr>
<td>HR Contact:</td>
<td>Khristina Wrase 830-837-9660</td>
<td>Date posted:</td>
<td>May 11, 2016</td>
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<tr>
<td>Will Train Applicant(s):</td>
<td>YES</td>
<td>Posting Expires:</td>
<td>n/a</td>
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</tbody>
</table>

**Applications Accepted By:** Email, In person

**E-MAIL:**
Khristina@TheWraseHomeGroup.com

**MAIL:**
638B S Business 35
New Braunfels, TX 78130

**Job Description**

We are currently seeking an intern to join our team in New Braunfels. This is an excellent opportunity for a motivated self-starter possessing strong sales skills, business acumen, and leadership potential.

We offer an extensive training and development program designed to equip employees with the skills required for future success in the real estate business.

**Job Duties**

- Participate in market analyses. Develop questionnaires; perform door-to-door and telephone surveys; assist in calculations and quantitative analysis; and research necessary records and statistics.

- Participate in the mortgage loan process, including credit ratings; underwriting verifications; truth-in-lending reports; closing documents; packaging loans for the secondary mortgage market; and so forth.

- Perform “in-house” appraisal functions such as obtaining comparable sales data, cost and income figures, and assembling reports for the appraisals.
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• Prepare portfolios (property briefs) of prospective properties to be provided to a sales agent after the agent has qualified the client.

• Develop and maintain lists of “for sale by owner” properties for follow-up mailings and contact by the regular staff.

• Prepare advertising copy and news releases. Also, develop layouts, plans, sketches, and photography for other media. (In writing advertisements, the intern will learn the strategies and policies of the participating firm.)

• Perform maintenance and update of records; post listings, sales, and trades and analyze MLS data for absorption rates.

MARKETING THROUGH MULTIPLE ON-LINE FACETS.

QUALIFICATIONS

Currently pursuing BBA degree—Prefer junior or senior but will consider other class levels

An interest in commercial real estate industry

Proficiency in MS Word, Excel, Adobe, Mac, Publisher

TO APPLY

Submit your resume, cover letter by 6/10/2016 to the following via email:

KRISTINA@THEWRASEHOMEGROUP.COM