

Real Estate Agent interview checklist

Most brokerages and developer sales teams run one or two interviews with a sales manager, often with a mock site visit or phone pitch, followed by a talk with the city head about targets and commission.

10 QUESTIONS TO PRACTISE OUT LOUD

1. What is RERA, and how do you check whether a project is registered?

What it checks: Basic regulatory knowledge that protects buyers, and whether you know agents must be registered too.

2. Tell me about a deal that fell through at the last minute.

What it checks: Resilience and problem-solving, and whether you learn from failed deals and change your process rather than blaming clients or banks.

3. How do you feel about a commission-only or low-fixed-pay structure?

What it checks: Realistic understanding of real estate income, which is uneven, and whether you have a plan to manage it.

4. Explain carpet area, built-up area and super built-up area.

What it checks: Clarity on area definitions, which cause many buyer disputes, and awareness that RERA requires pricing by carpet area.

5. Tell me about a time a client asked you to help show a lower sale value on paper.

What it checks: Integrity. Under-reporting sale value for cash payments is illegal, and firms want agents who refuse without losing the relationship.

6. Why do you want to join our brokerage or sales team?

What it checks: Whether you know the firm's markets, projects and way of working, and have a genuine reason to choose it.

7. What documents do you check before closing a resale flat deal?

What it checks: Whether you understand title due diligence and protect the buyer and your own reputation from a bad deal.

8. Tell me about a time you lost a client or deal to another broker.

What it checks: Self-awareness and how you improve after losing business in a competitive market where buyers often work with several brokers at once.

9. This job involves weekend work and a lot of travel within the city. Is that okay?

What it checks: Your readiness for the real working pattern of property sales, where weekends are the busiest days.

10. How do you price a resale property for a seller?

What it checks: Whether you use real comparable data and can manage a seller's expectations, since overpriced listings do not sell.

TIPS FOR THIS INTERVIEW

- Know your target city's micro-markets: price ranges, upcoming infrastructure, major societies and the documents typical for resale there.

- Revise RERA basics, carpet area rules, title documents, and how stamp duty and registration are calculated, without quoting rates you have not checked.
- Bring numbers from your work: listings, site visits, deals closed and commission earned, and be ready to walk through one full deal from lead to registration.
- Practise a mock site visit or phone pitch, starting with questions about the buyer's needs, since many interviews include a role play.

THE DAY BEFORE

- ☐ Confirm the time, venue or video link and the interviewer's name
- ☐ Plan your route and leave time for traffic, or test your camera, microphone and internet
- ☐ Keep copies of your resume, ID proof, certificates and photographs in a folder
- ☐ Iron your clothes and charge your phone and laptop
- ☐ Do one final run-through of your introduction, then stop and rest

ON THE DAY

- ☐ Arrive 15 minutes early, or log in 5-10 minutes early for a video call
- ☐ Greet everyone politely, including the receptionist or coordinator
- ☐ Listen to the full question, pause, then answer in a clear structure
- ☐ Take brief notes of names and key points
- ☐ Ask your prepared questions and confirm the next steps before you leave