

meet our team

KENDRA COOKE

As the team leader of Cooke Realty Partners, it is my duty to hold myself and my team to the highest ethical and professional standards. We will provide all our clients a professional experience with a personal touch. We build lasting friendships and fulfill dreams. My 20+ years in the real estate business, professionalism and proven systems will ensure you a top-rated experience. I pride myself on being a leader in my industry and I want to be your Realtor® for life.

DARLENE YOUNG

As Director of Operations, I oversee the day-to-day operations for Cooke Realty Partners. Whether you are buying or selling a home with our group, I will be in constant contact with you throughout the process. My goal is to provide excellent service to our clients and ensure them a smooth transaction from start to finish.

GREG COOKE

As the Onsite Promotions Engineer, I strive to provide quality photos of our properties and maintain all signage. My efforts ensure our sellers have a faster sale.

LYNN TEDE

As a Licensed Buyer's Specialist with Cooke Realty Partners, I specialize in working with our buyers and finding their "dream home." Whether it is a condo or a castle, I will walk through each step of the buying process with you to ensure you have been professionally represented. My mission is simple, to make your home buying experience a pleasurable one.

JANE HUNTER HICKS

As a Licensed Real Estate Partner, my goal is to work on obtaining new accounts, including builders, developers and financial institutes in Williamson and Davidson Counties. My efforts will ensure our group is staying focused on growth into new markets and areas.

AS A TEAM, WE STRIVE TO PROVIDE 100% CUSTOMER SATISFACTION AND LOOK FORWARD TO WORKING WITH YOU AND YOUR REFERRALS IN THE NEAR FUTURE!



599 SAM RIDLEY
PARKWAY WEST
SMYRNA
TENNESSEE
37167

P 615/220-1300

F 615/739-9158

5111 MARYLAND WAY
BRENTWOOD
TENNESSEE
37027

P 615/373-2044

F 615/370-4404

COOKEREALTYPARTNERS.COM
KENDRACOOKE.COM

KENDRA COOKE
BROKER, ABR, CRS
VICE PRESIDENT

DARLENE YOUNG
LICENSED DIRECTOR
OF OPERATIONS

GREG COOKE
ON-SITE PROMOTIONS ENGINEER

LYNN TEDE
LICENSED BUYER'S SPECIALIST

JANE HUNTER HICKS
LICENSED REAL ESTATE PARTNER

CRYE-LEIKE,
REALTORS®

team resumé

KENDRA COOKE

- 21+ year of real estate business experience
- #1 Realtor® for Crye-Leike Realtors – Middle Tennessee
- Consistently ranked in the Top 25 Realtors® in Middle Tennessee by the *Nashville Business Journal*
- 2006 Realtor® of the Year for Greater Nashville Association of Realtors® (GNAR)
- 2010 Secretary/Treasurer for GNAR
- Married with one son

DARLENE YOUNG

- Joined Crye-Leike Realtors in 2001
- Joined Cooke Realty Partners in 2003
- Obtained Realtor® license in 2006
- Graduated Leadership Rapport – Class of 2006
- 4th degree Black Belt – Taekwondo

GREG COOKE

- Over 15 years sales experience in retail and direct sales combined
- Member of Board of Directors for 1st Shot Basketball Camp for Kids
- Founder of Special Kids Ability Ride to benefit Special Kids of Tennessee

LYNN TEDE

- Obtained Real Estate licenses in 1993
- Worked as a Buyers Specialist in California for 1993–2004
- Joined Cooke Realty Partners in 2007
- Member of the Rutherford County Chamber of Commerce & Diplomat for 2009
- Received sales award as a Business Manager for Clinique from 2004–2007

JANE HUNTER HICKS

- Certified New Homes Sales Professional
- Certified by Realtors Land Institute in Subdivision Development
- Strong construction background
- Received GREEN designation in 2009
- Over 10 years experience in real estate industry
- Cambridge Who's Who among professionals



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marketing tools

SIGNAGE

Each listing will have a Crye-Leike Realtors® sign on the property

CRYE-LEIKE'S 24/7 INFO LINE

Your sign has a toll-free number potential clients can call to receive a pre-recorded message about your property. This service also is a call capture service which provides us their phone number immediately, via email/text so that we may follow-up with them to provide additional information or schedule an appointment to show them your property.

INTERNET

We have an extensive web page on the Internet where each and every one of our listings is posted, **KendraCooke.com**. Each listing includes still photos and a virtual tour. There are also several points of interest to educate and inform people whether they are from Middle Tennessee, relocating, buying and/or selling real estate. All of my listings are also posted on **Realtracs.com**, **Crye-Leike.com** and **Realtor.com**.

FLYERS

Once your property is listed, we take digital photos of the property and create a brochure that offers colored photos and great details regarding your home.

CRYE-LEIKE HOMES MAGAZINE

This is a free monthly publication that's placed in grocery and retail stores to be picked up by potential buyers. All our listings are advertised here from the day it is listed until it is SOLD!

HOME TOURS

On Tuesdays, our company has individual branch meetings, followed by home tours. The home tour allows the agents from our office to tour new listings. They are the eyes and ears in the marketplace and are a good source of input (i.e. price, condition, suggestions, etc.).

TELL 20'S

This is a postcard that we send to your closest 20 neighbors, letting them know your home is on the market in case they know of someone wanting to move to your neighborhood. Then, once we have sold your home, we will send them a follow-up postcard letting them know that your property has sold and they have a new neighbor.

LUXURY PORTFOLIO

Crye-Leike's affiliation with *Luxury Portfolio* allows us to market home listings over \$750,000 nationally and internationally.

VALUE-ADDED SERVICES

- Team service 7 days per week
- 30+ years combined licensed experienced
- Crye-Leike offers 24 offices and 833 agents in the Middle Tennessee region
- Weekly status updates
- Appointment center – open 7 days a week
- Senti lockbox service for safety and convenience
- Crye-Leike home services



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CRYE-LEIKE,
REALTORS®

buyer's wish list

CONTACT INFORMATION

Name _____
Address _____
Home Phone _____
Work Phone _____
Email Address _____

Do we have permission to contact you via email for feedback, updates, etc.? no yes
(We will **not** give away or sell your email address.)

HOME SPECIFICS

Square Footage _____
of Bedrooms _____
of Bathrooms _____
Garage no yes _____
Fireplace no yes
Lot Size/Acreage _____
Pool no yes
Fence no yes – must have yes – nice but not required
Architectural Style _____
Brick no yes
Age of Home _____
Neighborhood/Area _____
School District _____
Price Range _____

LENDER INFORMATION

Have you begun the loan process? no yes

If yes, with whom:

Name _____
Company _____
Phone _____

If no, may we have one of our preferred lenders contact you? no yes



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REALTORS®

homework

FINANCIAL & PAPERWORK

Below are some items that would be helpful to have ready and/or make available for us to copy. This will allow us the opportunity to provide these items when requested from potential buyers. Also listed below are some questions for additional information/details that will make the process of selling your home run more efficiently.

In addition to the below, we need a key for use in the lockbox.

UTILITIES & ADDITIONAL HOME SERVICES

Please use your past year's utility bills to provide us with averages for the below services.

Electric \$ _____ / month

Gas \$ _____ / month

Water/Sewer \$ _____ / month

Trash Pick-up is billed with Water/Sewer Service

Trash Pickup \$ _____ / month

Do you have a contract with a pest control company? no yes

OTHER FINANCIALS

Property Taxes \$ _____ / yearly

Homeowners Association no yes \$ _____ / month

HOA Services* _____

**Please provide us with your HOA bylaws and/or CCR*

PAPERWORK

Please let us know if you have access to the following and can provide it to us for use.

Property Survey no yes

Most Recent Appraisal no yes
We can verify square footage of your home with this report.

Title Policy no yes
If you can provide this policy, it may save you money!



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HOME & FAMILY INFO

HOME IMPROVEMENTS

Have you made any updates, changes or improvements to the property? no yes
If yes, please list below.

Please list any special features of your home (i.e. pool, workshop, etc.).

Are you willing to leave the window curtains/drapes and rods? no yes

FAMILY INFORMATION

Are there children living in the home? no yes
If yes, please list their names and ages below.

_____ / Age _____

_____ / Age _____

_____ / Age _____

_____ / Age _____

Are there pets living in the home or on the property? no yes
If yes, please list what type of pet and if it is an inside or outside pet.

REFERRAL

Do you know of anyone else who needs a real estate professional? no yes

_____ / (_____) _____

_____ / (_____) _____



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CRYE-LEIKE,
REALTORS®

service checklist

We want you to be an informed consumer. We believe that when you compare our services to those of our competitors that we stand out from the crowd. Please use the below checklist to decide which broker can best handle your real estate transaction.

	Kendra Cooke	Realtor #2	Realtor #3
Are you a full time Realtor®?	yes	_____	_____
Do you have a team?	yes	_____	_____
Do you have a full-time, licensed assistant?	yes	_____	_____
Do you have a marketing department?	yes	_____	_____
Are you with one of the top five real estate firms in the nation?	yes	_____	_____
Do you offer an open house option?	yes	_____	_____
Do you offer local MLS service?	yes	_____	_____
Do you have access to a national referral network?	yes	_____	_____
Do you have a personal website?	yes	_____	_____
Do you have an exclusive company website?	yes	_____	_____
Do you have a presence on Realtor.com?	yes	_____	_____
Will you display color brochures outside the home?	yes	_____	_____
Will you take full color digital pictures including still and a 360 degree virtual tour?	yes	_____	_____
Do you provide a 24/7 info line (call capture) option?	yes	_____	_____
Will you provide a written marketing strategy?	yes	_____	_____
Do you offer a lockbox service?	yes	_____	_____
Do you have any educational designations?	yes	_____	_____
Do you market with highly visible advertising?	yes	_____	_____
Will my check be delivered on closing day?	yes	_____	_____
Do you offer a home warranty for buyers and sellers?	yes	_____	_____
Does your company have multiple offices?	yes	_____	_____
Do you offer weekly status calls?	yes	_____	_____
Do you have references I can contact?	yes	_____	_____



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**CRYE-LEIKE,
REALTORS®**

payoff request

Date _____

Effective today, Crye-Leike, Realtors® is marketing my property located at

The associate handling this transaction is Kendra Cooke and her office is located at 599 Sam Ridley Parkway, Smyrna, TN 37167. Please release the complete loan payoff information to her via fax 615/739-9158. Thank you for providing this information.

First Lien Holder Information:

Company Name _____

Address _____

Phone Number _____

Loan Number _____

Second Lien Holder Information:

Company Name _____

Address _____

Phone Number _____

Loan Number _____

Owner Signature

Owner Signature

Owner Name (please print)

Owner Name (please print)

Social Security Number

Social Security Number

To contact Kendra Cooke with Crye-Leike, Realtors®, please call 615/220-1300 or email her at Kendra@KendraCooke.com.



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