

Real Estate & Development Project Ideas

No matter what industry you are in, any business field can benefit from utilizing interns to their fullest potential. One of the many myths about internships is that employers cannot find the time to delegate meaningful work to their interns. The reality is that through thoughtful organization, a great number of assignments and tasks can be given to interns to save employers both time and labor. Below is a list of responsibilities, or “real work,” that interns can do in the real estate and development field:

- Prepare and distribute memos and e-mails to interested and affected company personnel
- Provide day-to-day administrative support, including setting meetings
- Extensive telephone contact and coordination with clients
- Coordinate and schedule appointments and meetings with clients
- Coordinate travel for clients
- Type real estate letters, memos and reports
- Distribute mail and other correspondence to agents
- Assist with outreach to residential real estate community
- Assist with maintenance and development of packet and materials inventory
- Take photographs of projects and maintain photo files
- Participate in real estate market analyses
- Develop questionnaires for clients
- Perform door-to-door and telephone surveys
- Assist with calculations and quantitative analysis
- Apply computer skills to solve real estate problems
- Inspect properties with appraiser or supervisor
- Participate in the mortgage loan process
- Research cost allocation methodologies and make recommendations for improvements/changes
- Research alternative methods of rent calculation within the parameters of new legislation
- Survey financing terms; contact lending institutions
- Research grants and opportunities for developing affordable housing
- Maintenance and update of records; post listings, sales, and trades
- Develop and maintain lists of "for sale by owner" properties for follow-up mailings