Intro to Practical AI Prompting

Prompting tips

1) You rarely get what you want with your first question. Think of it as a conversation. You can also ask the model: "From now on, suggest a better version of my question and ask me if I would like to use it."

2) Read the suggestions at the end of the output. It often provides you with valuable insight into what to do next.

3) Try out multiple LLMs, see which one you like the best, and pay for it (seriously). Use the other LLMs to help you phrase questions until you run out of the free stuff for the day if you aren't ready to pay for one.

4) While platforms such as ChatGPT Teams and Microsoft Copilot with Microsoft 365 implement robust security measures to safeguard uploaded private information, you are still responsible. You can't say the "AI made me do it!".

5) Don't trust it until you verify it. Even then, be careful.

LLMs used (all can be used for free with a Gmail account)

ChatGPT: https://chatgpt.com/

Gemini: https://gemini.google.com/

Claude: https://claude.ai/

Microsoft Copilot: https://copilot.microsoft.com/

Note: It is also available on your PC

Use Case #1

PROMPT: I have this document. What are other real estate agents asking you about it? What do you wish they would ask? What kind of question and answer would excite you?

DOCUMENT USED: soil evaluation report, Robeson County zoning document

LLM SHOWN ON SCREEN: ChatGPT

SKILL LEARNED: What to ask when you don't know what to ask

Use Case #2

PROMPT: Draft a plain-English summary of this CC&R for a potential condo buyer. Create a table summarizing all rules by category: rental, pets, vehicles, improvements, enforcement. Extract all HOA approval processes and sort them by estimated delay risk.

DOCUMENT USED: CC&R document

LLM SHOWN ON SCREEN: ChatGPT

SKILL LEARNED: Creating tables and asking for a plain-English summary

Use case #3

PROMPT: I am a new real estate agent and want to get better at showing houses. Review the attached floor plan on this property and answer the

following questions:

1) Are there any obvious areas where an additional half-bath could potentially be added, if a client desired?

2) Are there any unique features or layouts that differentiate this property?

3) How could I position this home as a vacation rental based on the layout and room sizes?

4) Suggest the best furniture layout for this living/dining/kitchen space to make it feel open yet functional.

5) Make a list of questions buyers might ask when viewing this floor plan and how I should respond.

DOCUMENT USED: Floorplan of listing

LLM SHOWN ON SCREEN: ChatGPT

SKILL LEARNED: Asking multiple questions in your prompt

Use case #4

PROMPT: Analyze the provided legal document. Perform OCR to ensure accurate reading of the document. Provide an informational summary of the lawsuit, including the main issues, parties involved, and relief sought. Describe potential considerations a prospective condo buyer might wish to be aware of, focusing on financial, governance, and property use factors. Highlight possible ways these factors could influence property value or marketability. Provide general, non-legal suggestions for further due diligence a buyer could discuss with a qualified attorney or other professional. This analysis is for informational purposes only and is not legal

advice.

DOCUMENT USED: legal document

LLM SHOWN ON SCREEN: Microsoft Copilot

SKILL LEARNED: Understanding OCR and learning that not every document can be read by LLMs or only by specific ones

Use case #5

PROMPT: My client has decided to wait a few years to buy instead of now. They are currently renting. How can I handle these common objections:

1) I want to wait for interest rates to drop.

2) Renting is cheaper right now.

3) Home prices might drop.

4) I'm not sure I'll stay long term.

Provide a detailed explanation of how I can handle their objections and let me know if I have missed any other objections. Use the following numbers:

They are currently renting at *$2300* a month.

They are looking to buy a *$300,000* home with *10%* down.

DOCUMENT USED: None

LLM SHOWN ON SCREEN: Claude

SKILL LEARNED: LLMs can help coach you through difficult conversations

Use case #6

PROMPT: Assume a buyer purchases a $300,000 home with 20% down and a 30-year mortgage at 6.5%.

1) What is the monthly principal and interest payment?

2) How much time and interest would they save by adding $100, $200, or $300 extra per month toward the principal?

3) Assume they refinance after 2 years to a 5% interest rate with closing costs between 2, 3, 4, and 5%, what would their new monthly payment be, and how long would it take to break even on the refinance.

DOCUMENT USED: None

LLM SHOWN ON SCREEN: Microsoft Copilot

SKILL LEARNED: Let the LLM do the math for you

Use case #7

PROMPT: I am evaluating this condo for my client. Please calculate if it would make financial sense to buy it and use only net rental income to pay off a *30-year* mortgage. I have attached documents where you will find *rental income, HOA costs, taxes, and/or special assessments*. Including real-world monthly costs and assume a down payment of *20%*. Run the analysis for mortgage rates at *5%, 5.5%, 6%, and 6.5%.*

DOCUMENT USED: most recent full year rental income statement (from property management or AirBNB) and listing report printed from Flexmls

LLM SHOWN ON SCREEN: Gemini

SKILL LEARNED: Uploaded multiple documents at the same time to run more advanced analysis