

EXCEEDING YOUR EXPECTATIONS AND DREAMS!

Step #1 **Locating a Property**

*How we help our clients
find the property they want*

- Initial consultation meeting to review clients property needs and objectives
- Initial search of properties emailed/mailed to client
- E-mails as new properties hit the market within price range and in location desired
- Available for showings of properties that are of interest
- Sunday update on homes open either be e-mail or phone
- Directing client to local lender for loan programs and pre-approval letter
- Following up with lender to make sure we work within the timeframe and price range

Step #2 **Writing the Offer** **Handling Negotiations**

*How we help our clients
through this process*

- Educate client on the negotiation process
- Research homes that have recently sold in that area or neighborhood
- Compare positives and negatives with subject property and recently sold homes
- Speak with selling agent to find out more of the specifics: seller's motivation, terms desired, etc.
- Write offer, prepare overview of contract and present offer in person (if allowed) on client's behalf
- Negotiate price and terms of contract on behalf of client

Step #3 **Managing the Escrow**

*How we take care of our
clients' best interest*

- Prepare a Calendar of Events for client to keep them aware of responsibilities and timeframes
- Assist client with paperwork and explaining the process
- Keep paperwork organized and coordinated with escrow company
- Follow up with appraisal and lender to make sure timeframes will be met
- Schedule and be present at inspections as well as final walk through and any showing needed on property
- Negotiate items needed to be repaired on property
- Keep in touch with listing agent weekly while meeting timeframes and removals contingencies, etc.

CHECKLIST FOR WRITING UP AN OFFER

1. Letter of Pre-approval from a lender
2. Short paragraph that tells a little about yourself
3. Any bank statements—acct # blacked out
(to show where your down payment will be coming from)
4. Deposit check for 3% of purchase price being offered
5. Meeting at the office to go over and sign offer