

Information and Questionnaire for Prospective Buyers

In order to provide the best service and make the buying transaction easy and fun for my future buyers, I have created this document to inform buyers about what to expect during the buying process.

Getting to Know You – Your Expectations

Whether we establish contact through email, phone, etc., I would like to know more about you, my customer.

I've designed a questionnaire with basic questions to help me find the best suitable property for you. Please fill out and return to me as soon as possible so we can make the search for your next home more effective.

Your contact information

Full name _____

Email _____ Phone _____

Best time to reach you _____

You are:

Actively searching for a home now? _____

Planning to buy a home within 6 months? _____

Do you know the area you would like to live in? _____

Specific Neighborhoods? _____

Home: Detached _____ Townhouse _____ Condo _____ Other _____

Floors _____ Bedrooms _____ Bathrooms _____

Specific features (e.g. Waterfront, Oceanfront, Size of lot, Garage size, Schools, Gated communities, Security, Homeowner Association Fees, Country Club fees, any other feature you would like to have)_____

How many people will be living in this home? Ages? Needs?

Do you have any specific hobbies, play sports, any other interest?_____

Comments – please include any questions regarding Homeowner Association fees, club membership fees, etc. to keep you informed as to what these will include._____

Are you prequalified by a banking institution to obtain a mortgage?_____

(If not please secure with a lender of your choice or ask me to help you in finding one). A prequalification is necessary before viewing homes to make sure the buyer knows how much the bank will approve and the home price they can afford. Additionally, any offer made needs to be accompanied by a prequalification letter if the buyer is financing the purchase.

Are you paying cash?_____

If you are paying in cash, you will need to obtain a current letter of available funds to cover the purchase of the home from your bank or any other institution

holding your funds. This proof of funds letter is necessary before viewing and will have to accompany any offer.

We're ready to view homes

I want to emphasize that my services won't cost you anything! Real Estate Commissions are paid by the seller.

In order to work exclusively for my buyers, I also expect them to work exclusively with me. When we meet the first time to view homes we will have a better idea about how comfortable we feel working together. If we both feel like we can work and trust each other, I then present my buyers with a Buyer's Agreement Form which I need in order to provide additional real estate services e.g. conducting an extensive research of the property, providing specific information related to the purchase according to the results obtained. There is no charge to the buyer; it's a way to assure there is a level of loyalty involved on both sides and for buyers to know they're represented and can always say "I have my own realtor".

I look forward to helping you with your real estate needs.

Best wishes,

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