

THE SERVICES I PROVIDE

Pre-Listing Activities

- Make and confirm appointment with seller for listing presentation.
- Review pre-appointment questions.
- Prepare Listing Presentation Package
 - Prepare current and historical data to establish market position.
 - Research sales activity for past 18 months from MRIS and public databases.
 - Download and review property tax roll information.
 - Obtain copy of subdivision plat/complex lay-out.
 - Research property's ownership and deed type.
 - Research property's public record information for lot size and dimensions.
- Research and verify legal description.
 - Research property land use coding and deed restrictions.
 - Research property's current use and zoning.
 - Verify legal names of owner(s) in county's public property records.
- Perform exterior "curb appeal assessment.
- Compile and assemble formal property file.
- Confirm current public schools and explain impact of schools on market value.

Things I do once the Property is under a Listing Agreement

- Legal Description:
 - Review current title information.
 - Measure overall and heater square footage.
 - Measure interior room sizes.
 - Confirm lot size via owner's copy of certified survey, if available.
 - Note any & all unrecorded property lines, agreements, easements.
 - Obtain house plans, if applicable and available.
 - Review house plans and copy.
 - Order plat map for retention in property's listing file.
- Prepare showing instructions for buyers' agents and agree on showing time window with seller.
- Financing
 - Obtain and verify current mortgage loan(s) information: companies and loan account numbers.
 - Verify current loan information with lender(s).
 - Check assumability of loan(s).
 - Discuss possible buyer financing alternatives and options with seller.

- Review current appraisal if available.
- Home Owner Association (if applicable)
 - Identify home owner association manager
 - Verify home owner association fees with manager - mandatory or optional and current annual fee.
 - Order copy of homeowner Association bylaws.
- Utilities
 - Research electricity availability and supplier's name and phone number.
 - Calculate average utility usage from last 12 months of bills.
 - Research and verify city sewer/septic tank system.
 - Water system: calculate average water fees or rates from last 12 months of bills.
 - Well water: confirm well status, depth and output from Well Report.
 - Natural gas: research/verify availability and supplier's name and phone number.
- Verify security system, current terms of service and whether owned or leased.
- Verify if seller has transferable Termite Bond.
- Ascertain need for lead-based paint discloser.
- Prepare detailed list of property's amenities & assess market impact.
- Prepare detailed list of property's "inclusions & conveyances with sale"
- Compile list of completed repairs and maintenance items.
- Send "vacancy checklist" to seller if property is Vacant.
- Home Warranty
 - Explain benefits of home owner warranty to seller.
 - Assist sellers with completion and submission of home owner warranty application.
 - When received, place home owner warranty in property file for conveyance at time of sale.
- Have extra key made for lockbox.
- Verify if property has rental units involved, and if so:
 - Make copies of all leases for retention in listing file.
 - Verify all rents and deposits.
 - Inform tenants of listing and discuss how showings will be handled.
- Arrange for installation of yard sign.
- Assist seller with completion of Seller's Disclosure form.

- Review results of curb appeal assessment with seller and provide suggestions to improve sell ability.
- Review results of interior decor assessment and suggest changes to shorten time on market.
- Enter property into Multiple Listing service database.
 - Prepare MLS Profile sheet - agent is responsible for quality control and accuracy of listing data.
 - Enter property data from profile sheet into MLS listing database.
 - Proofread for accuracy, including property placement in mapping function.
 - Add property to company's active listings list.
 - Provide seller with signed copies of listing agreement and MLS profile sheet data form within 48 hours.
 - Arrange for photography to upload into MLS and use in flyers.
- Marketing
 - Design print & internet advertising with seller's input.
 - Coordinate showings with owners, tenants, & other Realtors
 - Return all calls promptly - weekends included.
 - Install electronic lockbox if authorized by owner and program with agreed-upon showing time windows.
 - Prepare mailing and contract list.
 - Generate mail-merge letters to contract list.
 - Order "just listed" labels and reports.
 - Prepare flyers and feedback faxes/emails.
 - Review comparable MLS listings regularly to ensure property remains competitive in price, terms, conditions, and availability.
 - Prepare property marketing brochure for seller's review.
 - Arrange for printing of marketing brochures/flyers.
 - Place marketing brochures in all company agent mailboxes.
 - Enhance listing on cbmove.
 - Main "just listed" notice to all neighborhood residents.
 - Loan information reviewed and updated in MLS as required.
 - Feedback e-mails/faxes sent to buyers' agents after showings.
 - Review weekly market study.
 - Discuss feedback from showing agents with seller to determine if changes will accelerate the sale.

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- Place regular weekly update calls to seller to discuss marketing and pricing.
- Promptly enter price changes in MLS.
- The Offer and Contract
 - Receive and review offers submitted by buyers or buyers' agents.
 - Evaluate offer(s) and prepare a "net sheet" on each for the owner for comparison purposes.
 - Counsel seller on offers. Explain merits and weakness of each component of each offer.
 - Contact buyers' agents to review buyer's qualifications and discuss offer.
 - Fax/deliver Seller's Disclosure to buyer's agent or buyer upon request and prior to offer if possible.
 - Confirm buyer is pre-qualified by calling Loan Officer.
 - Obtain pre-qualification letter on buyer from Loan Officer.
 - Negotiate all offers on seller's behalf, setting time limit for loan approval and closing date.
 - Prepare and convey any counteroffers, acceptance or amendments to buyer's agent.
 - Fax copies of contract and all addendums to closing Attorney or Title Company.
 - Deliver signed offer to buyer's agent.
 - Record and promptly deposit buyer's earnest money in escrow account.
 - Disseminate "under contract showing restrictions" as seller requests.
 - Deliver copies of fully signed offer to purchase contract to seller.
 - Fax/deliver copies of offer to purchase contract to selling agent.
 - Fax copies of offer to purchase contract to lender.
 - Provide copies of signed offer to purchase contract for office file.
 - Advise seller in handling additional offers to purchase submitted between contract and closing.
 - Change status in MLS to "sale Pending"
 - Review buyer's credit report results - advise seller of worst and best case scenarios.
 - Provide credit report information to seller if property will be seller-financed.
 - Assist buyer with obtaining financing, if applicable and follow-up as necessary.
- Coordinate with lender on discount points being locked in with dates.
- Deliver unrecorded property information to buyer.
- Order septic system inspection.
- Receive and review septic report and assess any possible impact on sale.
- Deliver copy of septic system inspection report to lender and buyer.
- Deliver well flow test report copies to lender and buyer and property listing file.
- Verify termite inspection ordered.
- Verify mold inspection ordered, if required.
- Tracking the Loan Process
 - Confirm verifications of deposit and buyer's employment have been returned.
 - Follow loan processing through to the under writer
 - Contact lender weekly to ensure processing is on track.
 - Relay final approval of buyer's loan application to seller.
- Home Inspection
 - Coordinate buyer's professional home inspection with seller.
 - Review home inspector's report.
 - Explain seller's responsibilities with respect to loan limits and interpret any clauses in the contract.
 - Ensure seller's compliance with home inspection clause requirements.
 - Recommend or assist seller with identifying and negotiating with trust worthy contractors to perform any required repairs.
 - Negotiate payment and oversee completion of all required repairs on seller's behalf, if needed.
 - Closing Preparations and Duties
 - Contract is signed by all parties
 - Coordinate closing process with buyer's agent and lender.
 - Update closing forms and files.
 - Ensure all parties have all forms and information needed to close the sale.
 - Select location where closing will be held.
 - Confirm Closing date and time and notify all parties.
 - Assist in solving any title problems.
 - Work with buyer's agent in scheduling and conducting final walk-through.
 - Research all tax, HOA, utility and other applicable proration's.
- Request final closing figures from closing agent.
- Receive and carefully review closing figures to ensure accuracy of preparation.
- Forward verified closing figures to buyer's agent.
- Request copy of closing documents from closing agent.
- Confirm buyer and buyer's agent have received title insurance commitment.
- Provide home owners warranty for availability at closing.
- Review all closing documents carefully for errors.
- Forward closing documents to absentee seller as requested.
- Review documents with closing agent.
- Provide earnest money with deposit check from escrow account to closing agent.
- Coordinate this closing with seller's next purchase and resolve any timing problems.
- Have a "no surprises" closing and present seller a net proceeds check at closing.
- Refer sellers to one of the best agents at their destination, if applicable.
- Change MLS listing status to Sold. Enter sale date and price, selling broker and agent's ID numbers.
- Post-closing
 - Answer questions about filing claims with home owner Warranty Company if requested.
 - Attempt to clarify and resolve any conflicts about repairs if buyer is not satisfied.
 - Respond to any follow up on calls and provide any additional information required from office files.