

Step by Step Process - Buyer Side

1. Generate Lead
2. Convert Lead
3. Buyer Consultation
4. Refer lender for Pre-Approval
5. Identify potential homes
6. Set up appointments to view homes
7. Show buyers houses

Buyer finds house

1. Contact listing agent - ask about other offers, seller motivation, what's important to seller
2. Pull sellers disclosures from realcomp
3. Pull comps - Active and Sold
4. Consult buyer on offer price
5. Write up offer and go over with buyers
6. Send offer and supporting docs (PA, Seller Disclosure, Lead Based Paint, Agent Disclosure)
7. Collect EMD from buyer
8. Negotiate with listing agent

Once both parties agree on terms

1. Get fully executed copy of purchase agreement
2. Refer buyers to home inspector. Buyers to schedule, you notify listing agent
3. Attend home inspection
4. Negotiate or walk away based on results
5. Send copy of PA and disclosures to lender and buyer side title company (it's a good practice to copy all parties on 1 email so they can be in touch)
6. Ask lender when appraisal will be ordered - communicate that with listing agent
7. If Appraisal does not come in at purchase value: renegotiate or terminate contract
8. Stay in touch/follow up with all parties through loan and title approval

After Clear to Close is issued

1. Notify all parties that the lender is clear to close
2. Coordinate mutually agreed closing date and time (prefer all parties together)
3. Schedule final walkthrough with your buyers (within 24 hours of closing)
4. Instruct buyers to transfer utilities to their name effective closing date
5. If the EMD exceeds the total commission amount, request an EMD overage check from MCA written to the title company prior to closing.
6. Attend closing
(You should leave closing with a copy of the signed closing documents along with a check. The check should be your commission amount plus transaction fee, minus any EMD that our office is holding)
7. Scan closing documents and check. Upload into loop.
8. Turn check in to MCA

Post Closing

1. Verify full client info is in your database
2. Enter date of closing to database
3. Follow up 30 days after closing