

SERVICES OUR TEAM WILL PROVIDE

8+

Years Of Experience

250+

Homes Sold

100%

Positive Feedback

Pre Listing Activities

- Perform initial walk-thru of property to determine current state
- Determine specific seller needs and overall goal for home sale
- Determine list price range
- Determine improvement estimate (optional)
- Execute necessary cost-effective improvements to home (optional)
- Coordinate storage unit rental and truck to haul items (declutter)
- Once home is prepared – schedule Photographer
- Verify public record is accurate
- Complete Residential Property Disclosure with seller (required by law)
- Upload documents to MLS listing for offers
- Confirm accurate current school boundaries
- Install lockbox on property, make extra keys if necessary.
- Complete seller information sheet
- Implement marketing strategy



Marketing Activities

- Enter home in the Multiple Listing Service (using Seller Information sheet)
- Prepare showing instructions and set up ShowingTime app
- Publish social media advertising to home buyer target market
- Order announcement postcards to 100 homes surrounding subject property
- Verify accuracy on popular IDX websites: Zillow, Redfin, [Realtor.com](https://www.realtor.com), etc.
- Order and install for sale sign
- Stock home with property brochures
- Schedule Open House with seller
- Screen for quality buyers and filter nosey lookers
- Compile list of Open House visitors and follow up as necessary
- Weekly listing activity updates to seller
- Coordinate price adjustments if necessary

Virginia Homes

— BY STACEY CAITO —

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The Offer & Contract

- Field calls from agents, signs, etc. and negotiate to garner best offers
- Prepare, present and negotiate offers
- Counsel seller on offers. Explain merits and weakness of each component of each
- Contact buyers' agents to review buyer's qualifications and discuss offer
- Contact buyers' lender to verify financing
- Send ratified contract to all necessary parties: lender, settlement company, agent, etc.
- Update status in MLS once contract is ratified
- Verify buyer earnest money was deposited per contract language
- Coordinate with seller inspection times and provide critical contract dates

The Home & Radon Inspections

- Coordinate buyer's home inspection with seller
- Review home inspector's report
- Negotiate home inspection repairs
- Ensure seller's compliance with home inspection legal requirements
- Coordinate any seller required repairs
- Coordinate Radon inspection/ pick up test with lab
- Coordinate radon mitigation if necessary
- Ensure seller's compliance with Radon Inspection Clause requirements
- Complete and remove home and radon inspection from contract
- Collect and provide invoices of required work for buyer per contract

The Appraisal & Financing

- Coordinate appraisal appointment
- Negotiate appraisal contingency if necessary
- Remove appraisal contingency from contract
- Contact buyer's lender or agent to ensure processing is on track
- Send notice to Remove Financing Contingency from contract

Closing Preparation & Duties

- Complete information forms for settlement
- Schedule settlement appointment or coordinate remote signing
- Schedule Termite Inspection
- Coordinate Termite mitigation (if any)
- Order HOA / Condo resale documents and deliver to buyer – 3 days to review per sales contract
- Remind seller of utility shut off
- Provide list of utilities to buyer
- Coordinate buyer's final walk-through 7 days prior to closing per contract
- Request final closing figures from closing agent (attorney or title company)
- Request copy of closing documents from closing agent
- Receive & carefully review closing figures to ensure accuracy of preparation
- Update MLS status to sold properly archive seller documents for future reference