

SERVICES I PROVIDE

AS EITHER A BUYER OR SELLER

1. A dedicated, full-time, producing agent advocating for you
2. Protecting your best interests above all others
3. Pricing Strategy Advisor (PSA) Certification
4. Real Estate Negotiation Expert (RENE) Certification
5. Provide insight of real estate industry trends
6. Provide counsel on local nuances and trends that can affect your sale
7. Acquire personalized tax & legal information on a property
8. Provide Realist Tax data on a property
9. Review and analyze county data for you
10. Provide an educated opinion on the cost of renovations / reporting on such
11. Discuss Opportunity Zones and if that impacts your real estate journey
12. Information on Cleveland's tax abatement for new construction / renovation (updated Jan 1 2024)
13. Utilize continuing education to remain up to date on policies and procedures
14. Create comparative market analysis (CMA) to analyze property comparables
15. Navigate an ever-changing market to ensure you are getting the best deal possible
16. Provide you more property information than is available on public sources
17. Access to a network of local real estate agents and their buyer/seller clients
18. Access to real estate data on private realtor resources - Realtor Property Resource, MLS, etc.
19. Draft and manage the necessary contract paperwork
20. Offer professional pricing strategy based on market conditions
21. Review all clauses in in the sales/listing contract to ensure accuracy and completeness
22. Submit paperwork to necessary parties on your behalf
23. Negotiate inspection repairs, credits, and/or price
24. Negotiate any unsatisfactory appraisals
25. Assist with preparing and submitting home warranty information
26. Work with local municipalities on point-of-sale ordinances/inspections
27. Contact city Building & Housing departments on ordinances, violations, etc.
28. Provide flood map data from FEMA national resources
29. Provide resources on city and county land bank properties / parcels
30. Assist with the use of auctions to acquire property
31. Partner and work with the attorney to facilitate the probate/bank process (if under probate or bank-owned)
32. Manage the escrow process with the title company
33. Provide quality home inspector recommendations
34. Provide quality lender recommendations
35. Provide quality contractor recommendations
36. Provide quality real estate attorney recommendations - a variety of legal specialties
37. Manage your buy/sell to from start to finish
38. Work with lenders and title companies to get everything needed to close and schedule closing
39. Ensure all parties have the necessary documents needed to close
40. Request all closing figures from title/escrow officer
41. Review closing statements with you to ensure accuracy of amounts

42. Solve any title-problems that come up before closing
43. Resolve any last minute issues/concerns that come up
44. Provide after-closing support to ensure your success
45. Easy access, communication, and transparency
46. Keep you up to date on trends, news, and all things Cleveland in my monthly newsletter

AS A BUYER

1. Home Buyer Guides with detailed info as a buyer
2. Search for on/off market properties that fit your criteria
3. Help ensure you are pre-approved and ready to purchase
4. Schedule and organize all showings
5. With consent from the seller, take videos for you if you are unable to attend a showing
6. Point out flaws, concerns, and things to notice in prospective properties
7. Find pocket listings, off-market, and For Sale By Owner properties that fit your criteria
8. Provide you resources to research local crime & safety trends
9. Provide insight into big ticket property items - roofing, mechanicals, electrical, etc.
10. Research neighborhoods - schools, amenities, etc., and the effect on home values
11. Provide insight and guidance on creating the terms of an offer
12. Determine after repair values (ARV) and rental estimates
13. Provide insight on financial components of an investment property - cap rate, cash flow, NOI, etc.
14. Obtain and verify lease agreements, security deposits, and other tenant information
15. Obtain / Provide information on homeowners associations (HOA), if applicable
16. Provide information & resources on lead safe certifications / rental registrations
17. Acquire and review any information related to a tenant - lease terms, rental information, etc.
18. Get information from listing agent that is helpful to building an offer - if the seller favors any specific terms to make our offer stand out
19. Provide disclosures required for a property - residential property disclosure and lead based paint
20. Determine with lender the best financing tool for each offer based on the property itself
21. Negotiate purchase contracts with sellers / listing agents
22. Prepare wiring instructions and help you facilitate earnest money deposits on accepted offers
23. Work with listing agents during the escrow process
24. Partner with a local builder to create and build your dream home
25. Partner with title company to get all title items completed
26. Ensure title is being transferred free of any liens / encumbrances / violations (w/ title company)
27. Work with lender to schedule and complete appraisal
28. Evaluate appraisal and comps used for accuracy / valuation
29. Work with inspector to schedule and complete a home inspection
30. Attend home inspection
31. Review home inspection report
32. Determine items on the home inspection that need immediate attention, which need future attention, and which are smaller concerns
33. Determine if additional inspections are needed - radon, mold, pest, sewer, etc.
34. Provide guidance and counsel on contents of inspection
35. Prepare and convey post-inspection addendums
36. Prepare and convey additional addendums - new terms, closing extensions, financing contingencies, mutual release, etc.
37. Review appraisal with you to verify accuracy
38. Provide advice & guidance on home insurance options
39. Conduct a final walk-through before closing
40. Provide utility information before closing
41. Facilitate the transfer of keys out of the seller's possession and into yours
42. Information on security systems using network of providers, if desired

AS A SELLER

1. Prepare personalized listing presentation on subject property
2. Home Seller Guide with important information on selling your house in the current market
3. Present listing presentation
4. Research past 12 months of sales activity from MLS and public data sources
5. Download and review property tax roll information
6. Research property ownership and deed information
7. Research 'average days on market' for comparable properties to set expectations
8. Verify the legal description of the property
9. Research property land use, deed restrictions, and zoning
10. Walk the property to verify condition, public data, etc.
11. Discuss / arrange home staging
12. Prepare showing instructions for buyers & their agents
13. Prepare a 'net sheet' on profits
14. Arrange for yard sign installation
15. Enter property data into the MLS to ensure completion and accuracy
16. Arrange photography for the property
17. Prepare mailing and contact list
18. Prepare flyers and showing feedback forms
19. Market your property to procure the maximum amount of buyers
20. Submit ads to internet real estate sites
21. Promote your property on Youtube, including a walkthrough and property highlights
22. Get & analyze showing analytics/comp information from showing services
23. Use social media networking to promote your property online
24. Manage your online listing
25. Take calls from buyers/agents - answer questions, provide information, etc.
26. Screen prospective buyers to protect against curiosity seekers
27. Schedule and complete open houses
28. Show your property to prospective buyers (no dual agency!)
29. Continuously screen MLS comps to ensure listing is up to date on price, terms, etc
30. Prepare and review disclosures to ensure legal requirements are met
31. Call buyers and their agents after showings to get real-time feedback
32. Negotiate purchase contracts with buyers
33. Evaluate offers coming in
34. Explain merits and weaknesses of each offer received in
35. Communicate with buyer's agents to ensure buyer qualifications
36. Talk to buyer's loan officer to ensure financial qualifications are met
37. Arrange and be present for the appraisal
38. Prepare and convey any counter-offers or amendments to the buyer's agent
39. Deliver copies of the contract to the seller, title company, and any necessary parties
40. Follow loan processing through to the underwriter



**JORDAN MARRA, REALTOR, ABR®, C2EX, PSA,
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