



Process Steps and Expectations

Listing Presentation

1. Listing Appointment and determination of pricing and contract.
2. Discuss marketing and showing process.
3. Prepare your home for photography and showings.
4. Sign and key box installation.
5. Market property locally and internationally.
6. Prepare all internet marketing.

Showing appointments

1. By appointment only. For your security, never allow a prospect in your home without a Realtor. Give them your Realtor's business card for them to call.
2. Tidy up dishes, beds, bathrooms.
3. Secure personal valuables.
4. Turn on all lighting and freshen the air.
5. Remove political, religious and hot topic paraphernalia to keep a neutral environment.
6. Secure all pets.
7. Vacate the home to allow Realtors to show.

Offers and Contracts

1. Never discuss conditions or pricing with potential buyers or their Realtors during showings. And never give the potential buyers the impression of urgency.
2. All offers will be presented for you to review including verbal offers through your Realtor.
3. After an accepted offer, the home will go in a Pending status in the MLS.
4. Buyer's representative will arrange for an inspection within the contract due diligence stage. Please allow access and up to 3 hours for this process. Clear pathways to attic and closets.(Buyer's expense)
5. Repairs that are required will be discussed per the contract. (Seller's Expense)
6. Within 30 days of contract an appraisal will be ordered. The appraiser will need access to the home and yard. This process takes about 30 minutes. (Buyer's expense)
7. If required an surveyor will ordered. (Buyer's expense)
8. Seller will make arrangements to start moving and packing.

Preparing for Closing

1. All conditions must be met by both buyer and seller.
2. Title search will be preformed to confirm clear title to transfer.
3. Seller's lender to give a "Clear to Close".
4. The financing package will be sent over to the Title Company for review and to prepare documentation for closing. This could take up to 72 hours.
Final Closing Statement will be reviewed with Seller and Buyer.
5. Closing time will be scheduled.
6. Seller will need to be moved and completely vacated from property on the day of closing.
7. Buyer will be allowed a final walk through prior to closing.
8. Seller to bring all keys and garage remotes to closing.
9. Proceeds to be wired to sellers bank account or a check will be issued.