

# REAL ESTATE GUIDE

BUYING SELLING & MORE

**WHAT MOST BUYERS &  
SELLERS WISH THEY KNEW  
BEFORE THEY STARTED**

Avoid the common mistakes and  
move with confidence.



## REAL ESTATE GUIDE

# A note *before we begin...*

Whether you're buying your first home or selling a property you've loved for years, or exploring what's possible- this guide was made for you.

Inside you'll find straight answers, honest process explanations, and the kind of detail that actually helps you make decisions with confidence.

*"You deserve to understand every step before you take it. Not just the paperwork. The strategy, the timing, the things that actually move the needle."*



*Melanie Hawkins*

REALTOR® | BROKER

FOUNDER OF  
WOMEN IN REAL ESTATE

*Dear Friend,*

Real estate changed my life at 20 years old, not because I made a deal, but because I watched what a great agent did for others. They didn't just open doors. They helped countless people step into a new season. I've never forgotten that and how it's shaped how I work.

This guide exists because most people come to the buying or selling process with more questions than answers- and too often those questions don't get asked until something happens. I want to change that.

Whether you're a first time buyer nervous about where to start, a seller who wants top dollar without the stress, or someone who's done this before but wants a partner who genuinely has their back- I'm glad you're here.

Read through at your own pace- bring your questions- and know that whatever your next move is, you don't have to figure it out alone.

With warmth & gratitude,

*Melanie*

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*What happens behind the scenes*

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## THE PEOPLE BEHIND YOUR TRANSACTION

# Meet the *Team*



My approach is thoughtful, strategic, and always client-first. I've helped first-time buyers find their dream homes, guided seasoned investors in scaling their portfolios, supported families through seamless transitions, and serving the luxury market with curated, high-touch service.

When I'm not closing deals, you'll find me volunteering locally, attending professional as well as sporting events, or enjoying the Pacific Northwest with my family.

- LICENSED SINCE 2018
- NWMLS MEMBER
- NAR MEMBER
- WAR MEMBER
- TPCAR MEMBER
- PAST ROOKIE OF THE YEAR
- PAST TPCAR MEMBER SERVICE CHAIR
- RELAY FOR LIFE VOLUNTEER
- HABITAT FOR HUMANITY VOLUNTEER

### Melanie Hawkins

REALTOR | BROKER | FOUNDER OF WOMEN IN REAL ESTATE

## THE MISSION

Our mission is to make every client feel heard, understood, and well-supported throughout one of the biggest financial decisions of their lives. We're not just here to open doors – **we're here to unlock potential.**

Rooted in professionalism, compassion, and innovative thinking, we offer expert guidance, sophisticated marketing, and seamless service tailored to your unique goals. We proudly serve clients from first-time homeowners to seasoned investors and luxury buyers looking for that elevated, concierge-level experience.

*Where buying and selling homes becomes a beautiful, strategic, and empowering experience from first call to closing day.*



Jill brings a background both as an agent and transaction coordinator, specializing in keeping deals on track from contract to close. She manages timelines, documents and every detail in between **so you can focus on your next chapter with confidence.**

### Jill Hannem

TRANSACTION COORDINATOR

# Signature approach

## Matched with Results

- Successfully guided clients through sales & purchases ranging from **\$300K and over \$1M+**
- Experience with Single-family homes, land parcels, luxury listings, and investment properties
- Strong **referral network** of local professionals: moving help, design, contractors, etc
- Experience across Poulsbo, Silverdale, Bremerton, Port Orchard, Gig Harbor, Tacoma, Olympia, Elma, Westport, Yelm, Puyallup, Kent, Renton, Federal Way, Auburn, Seattle, Bellevue, Redmond, Shoreline, Kirkland, Bothell, Mill Creek, Bellingham and more!
- **Transactions praised** for smooth communication and low-stress closings

*Driven, Passionate & Professional- We combine heart and hustle with a systematized process to reduce stress and elevate your experience.*

### STEPS

#### 1. CLARITY SESSION

UNDERSTANDING YOUR GOALS, BUDGET, AND LIFESTYLE NEEDS

#### 2. STRATEGIC PLANNING

TAILORED ROADMAP FOR BUYING, SELLING, OR INVESTING

#### 3. PROFESSIONAL MARKETING

HIGH-END VISUALS, STAGING, AND EXPOSURE

#### 4. SEAMLESS EXECUTION

NEGOTIATION, COMMUNICATION, AND TRANSACTION SUPPORT

#### 5. LIFELONG SUPPORT

WE'RE YOUR REAL ESTATE PARTNER FOR EVERY CHAPTER

# 99%

REPEAT CLIENTS

*Strong repeat client base & referrals*

# 98%

AVERAGE LIST TO SALE PRICE RATIO

*Clients keep more of their money*