PARCEL REVIEW

Acquisitions Manager Program

Acquisitions Management Services & Procedures

Intake / Prequalification

- Follow up with seller correspondence within 1–2 business days (returned offer letters, emails, text messages, voicemails, etc.).
- Conduct a preliminary property review prior to contacting the seller to verify key details, including:
    - Physical access
    - Flood zone / wetlands status
    - Delinquent taxes
    - Any additional potential issues related to the property
- Contact the seller to:
    - Confirm property details
    - Verify current ownership status
    - Discuss any delinquent taxes
    - Present available closing options
    - Address any questions or concerns

Due Diligence

- Discuss any potential concerns or issues with the client prior to submitting the property for due diligence.
- Review completed due diligence report and transfer relevant information into the client's CRM, if applicable.

Final Review / Negotiations

- Conduct a final property review with the client to discuss any issues identified during due diligence.
- Determine whether renegotiation is necessary and communicate final offer terms to the seller.
- Upon seller acceptance of the final offer, proceed with closing documents.

Document Preparation / Closing

- Once an agreement is reached, we will prepare the transfer deed for client review and approval.
- After deed approval, we will coordinate closing with the seller through one of the following methods:
    - Direct closing
    - Mobile notary
    - Title company
- If the seller prefers not to close directly, we will locate and hire a mobile notary to complete deed signing and notarization (subject to client approval).
- If a title company is required, the client will generally manage the closing process; however, we will continue maintaining communication with the seller throughout the transaction.

* Services and procedures may be adjusted to accommodate client needs upon approval.

Pricing / Billing

- Monthly fee: $799.95
    - Includes up to 20 hours of Acquisitions Manager services
    - Billed via recurring monthly invoice
- Unused Acquisitions Manager hours do not roll over and will reset at the start of each billing cycle.

Client Information Required

- General company information (website, mailing address, phone, fax, etc.)
- Acquisitions Manager email and phone login information.
- CRM login information (if applicable)

Client Agreement

I have read and agree to the services, procedures, and pricing structure outlined above. I understand that unused Acquisitions Manager hours expire at the end of each billing cycle. I also understand that either party may terminate services by providing a minimum of two (2) weeks' written notice.

Date: ____

Client Name: ____________________________________

Client Signature: _________________________________