



## Acquisitions Manager Program

### **Intake / Prequalification:**

- Follow up on seller correspondence within 1-2 business days (returned offer letters, emails, text messages, voicemails, etc.).
- Before contacting the seller, we will briefly review the property to confirm details. (access, flood zone / wetlands and any other potential issues pertaining to the property).
- Contact the seller to confirm property details, current owner status, back taxes, gauge their interest in selling, present closing options and answer any questions or concerns the seller may have.

### **Due Diligence:**

- Contact client to discuss any potential issues before submitting the property through due diligence.
- Review completed due diligence report and transfer information into client CRM.

### **Final Review / Negotiations:**

- Final property review with client discussing any issues found within due diligence.
- Determine if re-negotiations are required, then follow up with the seller with the final offer.
- When the seller accepts the final offer, we will move forward and prepare the closing documents.

### **Document Preparation / Closing:**

- Once an agreement is made with the seller, we will prepare the transfer deed for client review and approval. When the deed is approved, we will contact the seller and move forward with closing (direct, mobile notary or title company).
- If the seller is not satisfied with direct closing, we will locate and hire a mobile notary to complete the deed signing and notarization (client approval required).
- If a title company is required to complete closing, the client will be responsible for this process, but we will maintain contact with the seller along the way.

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

**Pricing / Billing**

- Monthly fee \$699.95 (Acquisition Manager hours only), billed via monthly recurring invoice.
- Monthly fee \$999.95 (Acquisition Manager hours + 10 report credits), billed via monthly recurring invoice.
- Acquisitions Manger hours and report credits do not carry over and will be reset at the beginning of each billing cycle.

**Client information needed:**

- General company information (mailing address, phone, fax, etc.)
  - Acquisition Manager email login information.
  - CRM login information (if applicable)
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**Client Agreement**

I have read and agree with the above services, procedures, and pricing structure. I understand that Acquisition Manager hours and report credits will expire after each billing cycle. If the client or acquisitions manager wishes to discontinue service for any reason, 2 weeks' notice must be given by either party.

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_