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**90 Ways We Serve You**

**As a Real Estate Professional: Buyer’s Agent\***

| **PREPARE** |
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| Schedule time to meet for a strategy session  |
| Prepare guide and educational presentation  |
| Meet and discuss goals and non-negotiables |
| Help find a mortgage lender  |
| Obtain pre-approval letter from lender |
| Create practice offer to help prepare |
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| **EDUCATE** |
| Explain Agency Relationships  |
| Explain company’s value and agent’s value  |
| Provide overview of current market conditions |
| Educate about local neighborhoods  |
| Provide resources to research crime in neighborhoods, school ratings, etc.  |
| Discuss different types of financing options |
| Explain and discuss Earnest Money deposits |
| Discuss foreclosures and short sales (if applicable) |
| Explain school district’s effect on home values |
| Explain showing activity weekly |
| Explain recording devices during showings |
| Explain home inspection process |
| Explain property appraisal process |
| Share knowledge and insight about homes |
| Provide updated housing market data |
| Inform showing activity weekly |
| Update on any price drops |
| Discuss MLS data at showings |
| Educate on sales contract options |
| Explain difference between mortgage lender and mortgage broker |
| Discuss homeowner’s associations |
| Explain home warranty options |
| Discuss loan objection deadlines |
| Guide through emotional journey |
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| **ASSESS** |
| Gather needs and wants for next home |
| Learn all goals and make a plan |
| Listen and learn at each showing |
| Update listing agents with feedback |
| Estimate expected utility usage costs |
| Confirm water source and status |
| Discuss transferable warranties |
| Explain property appraisal process |
| Look for possible repair issues while showing |
| Gather feedback after each showing |
| Verify listing data is correct |
| Review comps to determine value |
| Determine Property inclusions & exclusions |
| Determine need for lead-based paint disclosure |
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| **SEARCH & SHOW** |
| Send homes within their criteria |
| Start showing homes as requested |
| Schedule & organize all showings |
| Gather showing instructions for each listing |
| Send showing schedule |
| Show up early and prepare first showing |
| Update when new homes hit the market |
| Find the Right Home |
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| **DOCUMENT** |
| Document signed agency disclosure and buyer agency agreement to clarify roles and expectations |
| Create internal file for records |
| Keep records of all showings |
| Prepare and submit offer to listing agent |
| Deliver copies of contract/addendum |
| Obtain copy of Seller's Disclosures |
| Get updated pre-approval letter with each new offer |
| Create purchase and sale contract when ready |
| Once under contract, send to escrow company |
| Get all agreed upon repair items in writing |
| Obtain a copy of HOA bylaws |
| Keep track of copies for Office file |
| Execute a sales contract & disclosures |
| Get CDA signed by Brokerage |
| Close out File |
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| **MANAGE & NEGOTIATE** |
| Coordinate Earnest Money wire transfer |
| Coordinate inspections |
| Meet home inspector at the property |
| Review home inspection |
| Negotiate inspection objections |
| Check on the appraisal date |
| Negotiate any unsatisfactory appraisals  |
| Negotiate offer with listing agent |
| Make sure all documents are fully signed |
| Verify any existing lease agreements |
| Reminder to schedule utilities transfer |
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| **CLOSING** |
| Choose a Closing date |
| Check in with lender to verify loan status |
| Coordinate closing times & location |
| Verify escrow company has everything needed |
| Make sure all parties are notified of closing time |
| Receive & review closing documents |
| Review closing figures |
| Perform final Walk-through |
| Resolve any last-minute issues |
| Attend Closing |
| Provide Home Warranty Paperwork |
| Facilitate transfer of keys and accessories |
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*\* not all actions may apply to individual circumstances*