

15 Steps to Achieving Your Property Buying Goals & Dreams

Property Search

- 1) Enter your criteria in the Multiple Listing Service (MLS)
- 2) Together we review results and determine the properties to view
- 3) Please do ask me about any properties you may have seen advertised in any publication, that has a sign, or is on the Internet, as I can provide you with detailed information about them so those of interest are added to the list of properties to view.
- 4) We view those properties to determine the “Best Fit” property for you.
 - Do provide me your candid impressions of each property we view to assist us in fine-tuning the search process.
- 5) I provide a Comparative Market Analysis (CMA) for your “Best Fit” property
- 6) We review the property history and upgrades/improvements in the “Tax Records” & “Property Data Record Card”
- 7) I furnish a “Preliminary Estimate of Buyer’s Closing Cost” for purchasing your “Best Fit” property

Preparing, Submitting & Negotiating your offer to purchase

- 8) Note: You add to your negotiating power by being pre-approved for a mortgage, as sellers and their agents know you are a serious buyer
- 9) Determine and write the terms of the offer utilizing the FAR/BAR-7 “As Is” Contract For Sale & Purchase
 - Establish “Escrow Deposit” amount and dates
 - Prepare appropriate addendums for the offer
- 10) Submit and review the offer with the Listing Agent
- 11) Keep you informed concerning Seller’s response
- 12) Assist in preparing responses/counter offers as appropriate

15 Steps to Achieving Your Property Buying Goals & Dreams

Process from Contract Acceptance to Closing

- 13) Provide & discuss with you the “Critical Dates Checklist” of Buyer items requiring completion to take ownership of the property
 - To facilitate timely completion by each date, our Intranet sends me a reminder of each item prior to the due date
- 14) Assist you in completing inspections and obtaining and reviewing documents in accordance with contract due dates
 - Provide you with a list of companies and individuals who can provide expertise and services in specific areas
- 15) We conduct a “Walk-Through Inspection” of the property to verify the condition is in accordance with the terms of the contract and completion of any required repairs the day prior to closing.