

TOP 20 THINGS THAT I CAN DO FOR YOU

AS YOUR AGENT

- 1) FREE SERVICE- the commission is paid by the Seller 99% of the time!
- 2) EDUCATE BUYERS- providing free access to to the MLS listing server, send daily update emails on new properties to the market and relevant price changes.
- 3) Create customized Buyer Package- complete with community information and local market statistics
- 4) Provide all the benefits of a Full Service Broker, plus I am a Certified Buyer Agent.
- 5) HANDLE ALL YOUR CONTRACTS- making the entire home buying process much easier for the buyer.
- 6) Analyze buyer's wants and needs, helping buyer get a clear picture of their ideal home.
- 7) Provide Up-To-Date and PRE-MARKET information through my extensive broker community network. This network lets me know about properties before they go on the market.
- 8) Arrange PRIVATE SHOWINGS and TOURS.
- 9) Give FULL ACCESS to my website. A full service property website that allows buyers to search MLS listings, save, add with comments, compare properties and use a handy mortgage calculator.
- 10) PERFORM COMPARATIVE MARKET ANALYSIS of all property prior to my buyer making an offer.
- 11) OFFER EXPERIENCE AND A HIGH LEVEL OF KNOWLEDGE WHEN DEALING WITH TRANSACTION ISSUES- including accreditations in many marketing and real estate courses.
- 12) Help facilitate and manage the buying process: attorneys, inspections, mortgage and loan issues, contractors, appraisals, pre-closure document preparation and consulting, booking and handling all to make a smoother transaction for you all the way though to your closing.
- 13) Provide articles on 'The Art of Purchasing a Home'.
- 14) EXPOSE YOU to all available property in Massachusetts including all MLS, LINK, listed property, and for sale by owner (FSBO) properties.
- 15) ALWAYS THERE FOR YOU- with quick response time during all our communication. I send and receive emails constantly from my phone and computer- So I never miss a beat!

- 16) CAN OFFER YOU AGENCY IN BOTH YOUR BUYING AND SELLING NEEDS- while still providing you the benefits, expertise and loyalty in both transactions.
- 17) KEEP YOU IN THE LOOP- by providing weekly open house updates, customized listing tours, and inside knowledge on potential listings going onto market.
- 18) Completely arrange and set up PROPERTY VIEWING TOURS- through private appointments with selling agents and tenants to give you a time efficient and comprehensive tour.
- 19) OFFER THE BEST MARKETING MATERIAL
- 20) I am a CERTIFIED NEGOTIATION SPECIALIST- this is not a skill, it's a knowledge, experience and know-how to get my buyer the best deal possible. **In addition, I**
- 21) Discuss possible buyer financing alternatives and options with seller
- 22) Identify Home Owner Association manager if applicable
- 23) Order copy of Homeowner Association bylaws, if applicable
- 24) Research electricity availability and supplier's name and phone number
- 25) Calculate average utility usage from last 12 months of bills
- 26) Counsel buyer on offers. Explain merits and weakness of each component of each offer
- 27) Confirm buyer is pre-qualified by calling Loan Officer by obtaining pre-approved letter for buyer from Loan Officer.
- 28) Negotiate all offers on seller's behalf, setting time limit for loan approval and closing date
- 29) Prepare and convey any counteroffers, acceptance or amendments to buyer's agent
- 30) Fax copies of contract and all addendums to closing attorney or title company
- 31) When Offer to Purchase Contract is accepted and signed by seller, deliver to buyer's agent
- 32) Record and promptly deposit buyer's earnest money in escrow account.
- 33) Deliver copies of fully signed Offer to Purchase contract to seller
- 34) Fax/deliver copies of Offer to Purchase contract to Selling Agent
- 35) Fax copies of Offer to Purchase contract to lender

- 36) Provide copies of signed Offer to Purchase contract for office file
- 37) Assist buyer with obtaining financing, if applicable and follow-up as necessary
- 38) Confirm Verifications of Deposit & Buyer's Employment Have Been Returned
- 39) Follow Loan Processing Through To The Underwriter
- 40) Add lender and other vendors to transaction management program so agents, buyer and seller can track process of sale
- 41) Contact lender weekly to ensure processing is on track
- 42) Relay final approval of buyer's loan application to seller
- 43) Negotiate payment and oversee completion of all required repairs on buyers's behalf, if needed
- 44) Contract Is Signed By All Parties
- 45) Coordinate closing process with buyer's agent and lender
- 46) Update closing forms & files
- 47) Ensure all parties have all forms and information needed to close the sale
- 48) Select location where closing will be held
- 49) Confirm closing date and time and notify all parties
- 50) Assist in solving any title problems (boundary disputes, easements, etc) or in obtaining Death certificates
- 51) Work with buyer's agent in scheduling and conducting buyer's Final Walk-Thru prior to closing
- 52) Research all tax, HOA, utility and other applicable proration's
- 53) Request final closing figures from closing agent (attorney or title company)
- 54) Receive & carefully review closing figures to ensure accuracy of preparation
- 55) Forward verified closing figures to buyer's agent
- 56) Request copy of closing documents from closing agent
- 57) Confirm buyer and buyer's agent have received title insurance commitment

- 58) Provide "Home Owners Warranty" for availability at closing
- 59) Review documents with closing agent (attorney)
- 60) Provide earnest money deposit check from escrow account to closing agent
- 61) Answer questions about filing claims with Home Owner Warranty company if requested
- 62) Attempt to clarify and resolve any conflicts about repairs if buyer is not satisfied
- 63) Respond to any follow-on calls and provide any additional information required from office files.