



BUYER SERVICES



Initial Consultation:

- Determination of Housing Priorities
- Determination of Housing Aspirations
- Determine Housing Timeframe
- Determine Financing Options
 - Lender recommendation(s) and introduction(s)
- Prioritize financing options along with possible down payment and closing cost assistance programs (loans/grants) based on market and property conditions
- Discuss Proof of Funds options
- Discuss need for a Pre-Approval Letter and timing
- Discuss earnest money requirements, sourcing and seasoning
- Discuss title insurance and the role it plays.
 - Title Company recommendation(s) and introductions
- Discuss association living
- Discuss HOA documents (Articles of Incorporation; Bylaws; Rules and Regulations; Declaration of Covenants, Conditions & Restrictions; Certificate of Real Estate Value), if applicable
- Discuss new construction versus existing housing as an option
- Discuss home inspections and other possible inspections (radon, septic system, well, etc)
- Discuss communication preferences
- Discuss state mandated agency options disclosure
- Discuss representation, facilitation and nonrepresentational options
- Discuss compensation options
- Discuss schedule availability
- Discuss your credentials and experience
- Discuss providing a real estate experience relationship versus a transactional relationship
- Discuss realistic timelines, market conditions and possible obstacles



Finding your future home

- Create automated home search function(s) based on discussed priorities and aspirations
- Review search criteria for conflicts or limiting parameters that may reduce desired results
- Review criteria on a regular basis to ensure complete market coverage.
- Provide information pertaining to specific down payment/closing costs programs based on buyer selected properties to view.
- Set showing appointments through for all properties buyers have chosen to view.
- Coordinate tour times to ensure a tour free from timing disruptions
- Provide copies (electronic or hard copy) of all supplemental information for buyers either prior to or at time of property showing.
- Obtain feedback on all property showings to determine if buyers feel the homes are consistent with the expectations buyers have for what they are looking for.
- Review inspection reports from any city or government agency pertaining to properties viewed.
- Provide feedback to buyers regarding said inspection reports so they are fully aware of possible implications of future ownership issues if items are not addressed.
- Answer all questions buyers have regarding properties they have seen and obtain all necessary answers from the listing agent, local governments, agencies having authority over pertinent items related to the property and contractors if needed.
- Attend any initial new construction showings and register buyers with the builder(s).
- Attend all pre-contract new construction meetings with builder's representatives and buyers.
- Provide desired analysis of property value prior to the writing and submission of any offer.



Submitting the right offer

- Determine Earnest Money capabilities and offer a suggestion of the appropriate amount to submit with the offer.
- Determine if the buyers will request a home inspection and what options they have depending on whether they choose to forgo an inspection, or if it is requested, the options available to them once the results are known.
- Determine preferred offer price; closing date; personal property requests; property tax prorations and other offer responsibilities.
- Determine if a CIC Addendum is needed if an HOA is active. If not, determine if buyers wish to still ask for a document review contingency time period.
- Draft Purchase Agreement and all necessary addenda required or desired to fulfill the wishes of the buyers.
- Explain the basic contract content for all documents drafted on behalf of the buyers.
- Answer all questions buyers may have to ensure they are comfortable with all terms being submitted.
- Submit an offer to sellers or seller's representative (listing agent).
- Negotiate any initially unacceptable terms between the parties to try to arrive at an acceptable conclusion for both buyers and sellers.
- If negotiations fail, then repeat showing and offer a submission process as frequently as needed to secure buyers a home.
- Explain the transaction management process
- Introduce buyers to the transaction coordinator





Post Offer-Approval

- Help facilitate the transfer of earnest money from buyers to listing company trust accounts.
- Provide a list of preferred home inspectors to buyers.
- Help set up home inspection.
- Attend home inspection.
- If additional inspections are recommended, negotiate as needed.
- Draft amendment for inspection extension.
- Assist buyers in choosing appropriate contractors for follow up inspections (septic system, chimney, water intrusion, etc).
- Counsel buyers on all inspection results.
- If necessary, draft amendments to address inspection items needing attention.
- Ensure all agreed upon inspection issues are complete prior to closing.
- Ensure any required escrows will be established prior to closing.
- Negotiate terms and draft any needed amendment to release escrow funds upon completion of all work orders related to escrows.
- Make sure all offer paperwork is submitted to the buyer's lender.
- Work to coordinate any needed appraisal of the home.
- Work with the lender to ensure all needed information is received from the buyers.
- Make sure all offer paperwork is submitted to the buyer's title company.
- Review Title Commitment to ensure it is free of any liens, judgements or other encumbrances.
- If any issues exist with the title, work with the title company and listing agent to ensure sellers undertake needed steps to clear the title prior to closing.
- If additional time is needed to clear title beyond the contractual 30 days, counsel buyers on their options with regard to a possible offer cancellation or closing extension.
- Explain Tenancy in Common versus Joint Tenancy with buyers prior to closing.
- Attend any design meetings with buyers and builder.
- Attend any plan review meetings with buyers and builder.
- Attend any lot selection meetings and showings with buyers and builder.
- Attend any "selections" meetings with buyers and builder.
- Attend a final walk-through (punch list) meeting with buyers and builder.
- Draft any required change orders for buyers of a new construction home.
- Help to facilitate property surveys if required.



Closing

- Review Closing Statement Disclosure prior to closing to ensure accuracy.
- Review Disclosure with buyers prior to closing.
- Work to ensure buyers have the Closing Disclosure a minimum of 3 days prior to closing.
- Explain how money will be handled (transfer of down payment, closing costs, etc)
- Schedule final walk -through for buyers.
- Attend a final walk-thru with buyers.
- Counsel buyers regarding any issues found during the final walk-thru.
- If needed, draft an amendment addressing the items and send them to the listing agent or builder prior to closing.
- Work to negotiate an agreed upon settlement regarding said items.
- Attend Closing.
- Assist in the transfer of keys, GDO's, codes, and other items to effectuate a smooth transfer of possession of the property to the buyers.
- Provide guidance on transferring utilities and provide numbers or websites so buyers can make the necessary changes.
- Discuss with buyers your desire to have them complete an online review of their experience in working with you.
- Send link to buyers for them to submit review
- Follow up with buyers after the closing to address any lingering issues.

