

A BUYER'S AGENT HANDLES MULTIPLE TASKS BEYOND JUST SHOWING YOU HOMES

1. Prepare Buyers Guide and Presentation
2. Meet Buyers and Discuss Their Goals, Needs, and Wants
3. Discuss Financing Options and Help Find a Mortgage Lender
4. Provide Updated Overview of Market Conditions as Things Change
5. Discuss Earnest Money Deposits
6. Explain Home Inspection and Property Appraisal Processes
7. Educate Buyers About Local Neighborhoods
8. Discuss Foreclosures and Short Sales
9. Discuss Homeowner's Associations
10. Explain Recording Devices During Showings
11. Show Buyers Homes Within Their Criteria or That They Request
12. Schedule and Organize All Showings
13. Look for Possible Repair Issues While Showing
14. Update Buyers When New Homes Hit the Market
15. Estimate Utility Costs and Confirm Water Source/Status
16. Discuss Transferable Warranties
17. Discuss Multiple Offer Situations
18. Update Buyers on Their Showing Activity and Any Price Drops
19. Discuss Property Inclusions and Exclusions
20. Educate Buyers on Sales Contract and Home Warranty Options
21. Determine Value By Reviewing Comps
22. Prepare and Submit Buyer's Offer and Negotiate Offer with Listing Agent



23. Execute A Sales Contract and Disclosures
24. Once Under Contract, Send to Title Company
25. Obtain Copy of Sellers Disclosure
26. Provide Copies of Contract/Addendum to Buyers
27. Obtain A Copy of HOA Bylaws
28. Coordinate Inspections and Review with Buyers
29. Negotiate Inspection Objections and Get Agreed Upon Repair Items in Writing
30. Verify any Existing Lease Agreements
31. Negotiate Any Unsatisfactory Appraisals
32. Coordinate Closing Times and Location
33. Verify Title Company Has Everything Needed
34. Review Closing Figures with Buyers
35. Confirm Repairs Have Been Made by Sellers
36. Perform Final Walk-Through with Buyers
37. Get CDA Signed by Brokerage
38. Provide Home Warranty Paperwork
39. Give Keys and Accessories to Buyers

