

SELLER CLIENT SERVICES

- Pre-Consulting Session Interview
- Prepare Consulting Package with Comprehensive CMA
- Pre-Marketing Consultation
- State Mandated Agency Disclosure
- Designated Agency Agreement
- Federal Lead-Based Paint Disclosure
- State Mandated Seller
- Disclosure/Disclaimer
- Complete MLS Data Input Sheet
- Review Competitive Market Analysis
- Determine Marketing Strategy
- Order Any Pre-Marketing Inspections
- Submit to Advertising Department
- Submit to Internet Department to Draft and Input Property Description
- Review Inspection Reports
- Property Data Load to MLS
- Deliver Fact Sheets to Site
- Submit ad Layout to HOMES Magazine
- Orchestrate Property Showings/Answer Questions
- Inform ALL Prospects of Other Buyer Activity
- Collect Feedback From Showings
- Conduct Open House(s) As Needed
- Follow Up With ALL Open House Prospects
- Periodic Marketing Plan Review
- Coordinate Presentation of Offers
- Counsel in Drafting Counter Offer Language (If Applicable)
- Deliver/Present Counter Offer (If Applicable)
- Acquire Full Executive of Agreement
- Confirm Deposit of Earnest Money
- Confirm Buyer's Execution of Seller Disclosure Statement
- Confirm Buyer Compliance with Loan Application Requirements
- Coordinate Pest Inspection(s) With ALL Parties
- Coordinate Structural Inspection(s) With ALL Parties (If Applicable)
- Assure Compliance With Lead-Based Paint Disclosure Act (If applicable)
- Coordinate Lead-Based Paint Inspection/Risk Assessment (If Applicable)
- Coordinate Well and/or Septic Inspection (If Applicable)
- Review Remediation Requests From Buyer with Buyer's Agent
- Present Remediation Requests to Seller Client and Review Related Reports
- Assist With Securing Second Options when Requested
- Secure Full Executive of Addenda
- Obtain Progress Reports From Buyer's Lender (If Applicable)
- Report Progress to Seller Client Regularly
- Orchestrate Remediation Activities
- Secure Confirmation of Loan Approval w/Conditions (If Applicable)
- Arrange the Transfer of Any Warranties to Buyer
- Order Deed
- Schedule Closing
- Coordinate Buyer's Pre-Closing Walk Through Inspection
- Review Closing Documents Prior to Closing
- Review Settlement Statement with Seller Client
- Coordinate with Seller Client to Sign Deed and Settlement Statement
- Transfer Home Protection Plan Documents to Buyer (If Applicable)
- Remind Client to Terminate Insurance
- Remind Client to Shut Off Utilities
- Orchestrate Transfer of Possession
- Deliver Keys, Garage Doors Openers to Settlement
- Remove Key Box and Yard Sign

