

YOUR REAL ESTATE PROFESSIONAL BEHIND THE SCENES

1 Listens to Your Needs and Finds Opportunities to Match

- Determines whether you need to sign any contracts or agreements in order to work together
- Starts a file that details your requests, preferences, concerns, and expectations

2 Gives You an Overview of the Market

- Offers insight into the real estate market, both locally and nationally
- Informs you of the sold price for similar properties
- Helps you identify the reasons for home price variations—e.g. “homes located within a specific school district or proximity to public transit go for a premium over others”
- Shares details about neighborhood amenities, traffic statistics, and more (in compliance with the Fair Housing Act, and other federal and state laws)
- Sends updates based off housing, finance, and economic reports, and much more

3 Searches Far and Wide for the Right Property

- Finds property listings that match your needs by scanning the Multiple Listing Service (MLS), driving through neighborhoods, looking at classifieds, soliciting home owners, and contacting other real estate professionals
- Sets up appointments, researches listings, confirms appointments, follows up on opportunities, obtains lockbox codes
- Drives you to appointments and informs you of opportunities
- Guides you towards experts who can help identify property land use codes, deed restrictions and zoning requirements
- Compiles research on listings
- Maintains a record of your meetings and listing reviews

4 Helps You Place a Competitive Offer

- Informs you of the sold price for similar opportunities
- Recommends experts to help you ensure inspections and disclosures are in order
- Assists you with determining the property's fixtures versus real property (i.e. what stays with the property and what goes with the seller)
- Guides you in negotiating a competitive offer and determining whether a counter-offer is warranted
- Assists you with negotiating the terms of the contract
- Guides you to experts for help with reviewing the terms of any neighborhood or home owner's association covenants

5 Makes Sure the Contracts Are in Order

- Verifies tax, utility, and home owner's assessments
- Helps obtain property inspection reports and necessary disclosures
- Ensures that the seller completes property disclosure documentation
- Assists you in pursuing title clearance and ensuring the property is in good standing
- Works with attorneys to ensure contracts follow the signing and approval process

6 Connects You to the Resources You Need to Settle in to Your New Home

- Helps you identify and connect to neighborhood amenities
- Reminds you to pull together paperwork, warranties, and set up utilities bills
- Reminds you to keep closing documents in a safe off-site location



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