

Home Search Services Plan Of Action

1. Conduct an in depth interview to determine your needs and wants.
2. Assist you in arranging all financing, appraisals and inspections.
3. Enter your search criteria into the Multiple Listing Service (MLS) database.
4. Schedule you for instant property match email notification.
5. Develop a shopping plan that's right for you.
6. Research all For Sale by Owners (FSBO), expireds, withdrawn and cancelled listings for additional potential matches.
7. Prospect daily our database of clients, leads and neighborhoods that you want to live in. Leaving no stone unturned to find the home of your choice.
8. Contact other top listings agents to discuss potential pocket listings.
9. Broadcast your needs and wants at our office meeting and preview property daily to view new inventory.
10. Call you daily and/or as matches occur
11. Show you the properties you select and obtain all information you need to determine the type of offer you want to make.
12. Write the purchase contract and arrange for it to be presented.
13. Handle negotiations of the contracts
14. Supervise the completion of all paperwork
15. Call you each week to advise you of the status and answer any questions you may have.
16. Schedule inspectors and appraisers
17. Arrange a final walk through
18. Review closing documents and arrange for the closing
19. Deliver the keys
20. If you have not purchased within two weeks conduct a re-consultation interview to determine changes that must be made to search criteria
21. Once you have purchased I will continue to follow up with you quarterly by phone and mail to keep you up to date with markets trends and values.