



Checklist for working w/ Buyer

BUYER LISTING PROCEDURE

- ___ 1. Mail broker introduction letter to buyer
- ___ 2. E-mail buyer web site for real estate
- ___ 3. E-mail buyer web site for financing, etc.
- ___ 4. Assemble buyer listing agreement packet
 - a. Lead Based Paint Booklet
 - b. Agency disclosure
 - c. Listing contract ready to go
 - a. List of past clients as references
 - e. Home inspector guidelines
- ___ 5. Appointment with the buyer
 - a. Motivation ___ Hot ___ Warm ___ Looky-Lou
 - b. Determine agency status
 - c. Written buyer listing agreement
 - d. Commitment to appoint with a lender
 - e. Items for lender checklist
 - 1). Need for tax returns
 - 2). Employment verification
 - 3). _____
 - f. Determine property parameters
 - 1). Price _____
 - 2). Age _____
 - 3). Square footage _____
 - 4). Bedrooms/Baths _____
 - 5). Kids ages _____
 - 6). Schools _____
 - 7). Special Needs _____
 - 8). Worship Place _____
 - g. Brokers signature on Listing Agreement
 - h. Copy for the buyer with everyone's signature
- ___ 6. Search for properties that suit buyer's needs
- ___ 7. Set appointment to show properties to buyer
- ___ 8. Mail follow up Letter/e-mail to buyer
- ___ 9. Mail selected subject matter letters
- ___ 10. E-mail web sites for properties (schools, etc) to buyer
- ___ 11. Confirm mortgage qualification with lender
- ___ 12. Obtain written letter of pre-qualification from lender
- ___ 13. Start the showing process

SHOWING PROCEDURE

- ___ 1. Prepare show inventory
 - a. Research MLS actives and expired listings
 - b. Call REALTOR⁷ network for new listings
 - c. Research newspaper advertisements

- _____ d. Contact FSBO owners
- _____ 2. Preview homes without buyer
- _____ 3. Select homes that meet the buyer criteria
- _____ 4. Set appointments for showing buyer
- _____ 5. Showing day:
 - a. Allow adequate time
 - b. Allow with breaks for rest and meals
 - c. Schedule the properties in the correct order for a sale
 - d. Turn off your cell phone and pager

WRITING THE OFFER

- _____ 1. Collect all data needed
 - a. Price
 - b. Terms
 - c. Possession issues
 - d. Inclusions
 - e. Exclusions (will they be hauled off by seller)
- _____ 2. Review contract and addenda with buyer in detail
- _____ 3. Attach lender pre-qualification letter
- _____ 4. Attach cover letter explaining and selling the offer

WHEN THE OFFER IS ACCEPTED

- _____ 1. Original of contract to file
- _____ 2. Original of contract to title company
- _____ 3. Original or copy to new hazard insurance company
- _____ 4. Prepare and deliver escrow instructions
- _____ 5. Prepare letter designating tasks to be completed
 - a. Mail to buyer
 - b. Mail to seller (via other broker)
- _____ 6. Prepare performance deadlines sheet
- _____ 7. Assemble appraisal package for appraiser
- _____ 8. Designate and start to mail letters or e-mails that will flow through the pre-closing period
- _____ 9. Obtain closing companies secure web site for this transaction, title work and exceptions, get it and give to buyer
- _____ 10. Mail/e-mail lender selection letter
- _____ 11. Mail/e-mail inspector selection form or cover e-mail
- _____ 12. Schedule inspection appointments
- _____ 13. Accompany buyer **TO** inspections, but **DO NOT GO THROUGH THE HOME** with the Buyer and Inspector

WHEN LOAN IS APPROVED

- _____ 1. Mail, e-mail attachment or fax loan confirmation letter
- _____ 2. Confirm in a cover letter that you are not liable for lender non-performance.
- _____ 3. Confirm loan status with lender and title company (e-mail)
- _____ 4. Make a project checklist to get through closing
- _____ 5. Verify that inspection report was received and given to buyer and/or seller as contract provides (receipt)
- _____ 6. Congratulatory letter for inspection (offer home warranty)

WHEN TRANSACTION CLOSES and RECORDS

- ___ 1. Copy the settlements sheets (Adobe or photo copy) for your personal file.
- ___ 2. Copy the contract and other important papers for your personal records.
- ___ 3. Purge office file as appropriate
- ___ 4. Prepare and submit MLS sold change form
- ___ 5. Give office file to accountant
- ___ 6. Complete database or 4x5 index card for client database
- ___ 7. Input in contact management a list of 3-6-9-12 month followup correspondence
- ___ 8. Plan a welcome to the neighborhood party@ with names of neighbors and friends from the new and the old neighborhood
- ___ 9. Input into personal farm database
- ___ 10. Send note and gift to client
- ___ 11. Send follow up letters to all parties
- ___ 12. Ask for referral to new client!
- ___ 13. Send delayed delivery e-mail (calendar) to yourself for Dec 15th to send out the closing statements to the parties for their taxes Copy and Deposit your check
- ___ 14. Copy and Deposit your check

Loan Application Checklist

1. Relocation paperwork
 - a. Military
 - i. Orders
 - ii. Current leave and earnings statement
 - b. Corporate relocation package
 - c. Home guarantee information for relocation buyer
2. Buyer=s check book to pay for appraisal and credit report
3. Work address and telephone number
4. Deposit verification information for each account (Social Security No)
 - a. Bank name/address
 - c. Bank phone number
 - d. Account number
 - e. Latest bank statement
5. Credit card and loan information
 - a. Creditor name
 - b. Creditor address
 - c. Creditor account number
 - d. Nature of debt
 - e. Balance
 - f. Payment schedule
6. Addresses for last three years
7. Tax returns for past two years (be ready to sign them)
8. Personal financial statement or list of major assets and values Cars, Boats, Trucks, Vacation homes, etc
9. VA loans Certificate of Eligibility
10. Copy of lease or rental agreement
11. Copy of sale contract on existing property