

PRESENTATION ACTIVITIES

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- 1. Respond to prospective buyer(s) inquiries.
- 2. Interview the buyer(s) prospect and obtain buyer(s) personal information and explain the homebuying process.
- 3. Determine if REALTOR® has a conflicting brokerage relationship or other conflict of interest with the buyer(s).
- 4. Discuss the pre-approval financial process with the buyer(s).
- 5. Suggest at least three mortgage lenders to assist buyer(s) in becoming pre-approved.
- 6. Determine through discovery the buyer(s)' preferences in a home as well as the location, price, size, type of home, special needs, and ADA accommodations etc.





PRE-CONTRACT ACTIVITIES

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- 7. Obtain and review pre-approval letter from lender.
- 8. Search the MLS for properties that meet the buyer(s)' criteria.
- 9. Make appointments with seller(s) or seller(s)' listing broker to show the properties selected by the buyer(s).
- 10. Show the buyer(s) their selected properties.





OFFER & CONTRACT ACTIVITIES

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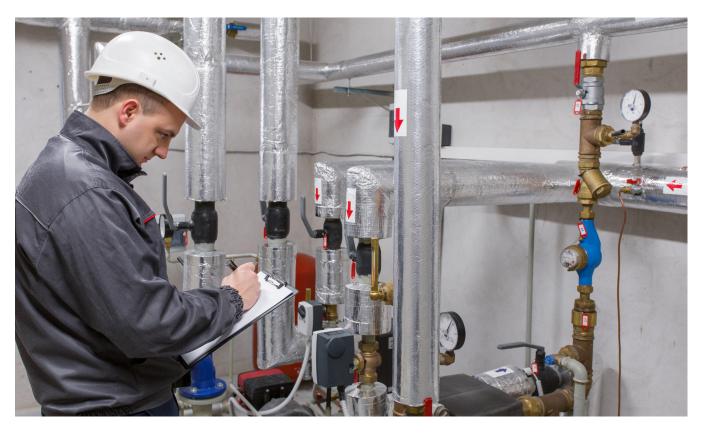
- 11. Obtain a "good faith estimate" from the buyer(s)' lender for the target purchase price and review with buyer(s).
- 12. Meet with buyer(s) to preview offer, contract form, addenda, and miscellaneous forms.
- 13. Complete offer to purchase and all addenda.
- 14. Provide seller(s)' disclosure forms to buyer(s).
- 15. Submit offer to purchase signed by buyer(s) to seller(s)' broker.
- 16. Provide credit report information to seller(s) if property will be seller-financed.
- 17. Provide buyer(s) a copy of all forms used in making the offer.
- 18. Negotiate all offers on buyer(s)' behalf.
- 19. Prepare and convey any counteroffers, acceptance, or amendments to seller(s)' broker.
- 20. Verify final offer is signed by all parties ("contract"), and that all necessary documents are attached.
- 21. Deliver fully signed and initialed contract to buyer.
- 22. Distribute signed contracts to all involved parties (buyer(s), seller(s), title company, lender, seller(s)/buyer(s) broker, and closing agent) and provide contact information as needed.
- 23. Record and promptly deposit buyer(s)' earnest money in escrow account or deliver to closing agent and obtain a receipt.
- 24. Provide receipt of escrow deposit to seller(s)' broker.
- 25. Place copies of signed contract in office file.
- 26. Inform buyer(s) of additional offers to purchase that are submitted between effective date of contract and closing.
- 27. Update listing file to show "sale pending."



HOME & TERMITE INSPECTION ACTIVITIES

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- 28. Provide buyer(s) with at least three home inspection companies and three WDO inspection companies from which to select.
- 29. Coordinate buyer(s)' professional home and WDO inspection with seller(s)' broker
- 30. Review home and WDO inspection reports with buyer.
- 31. Enter completion of home and WDO inspection reports into the listing file.
- 32. Order septic system, well, or mold inspections, if applicable.
- 33. Receive and review septic system, well, or mold reports with buyer(s) and note any possible impact on sale.
- 34. Provide copy of septic system, well and mold inspection reports, if any, to lender and seller(s).
- 35. Verify seller(s)' compliance with all inspection repair requirements.





TRACKING THE LOAN PROCESS ACTIVITIES

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- 36. Coordinate with lender on discount points being locked in with dates.
- 37. Confirm verifications of deposit and buyer(s)' employment have been returned.
- 38. Contact lender weekly to verify processing is on track.
- 39. Follow loan processing through to the underwriter.
- 40. Relay final approval of buyer(s)' loan application to seller(s).

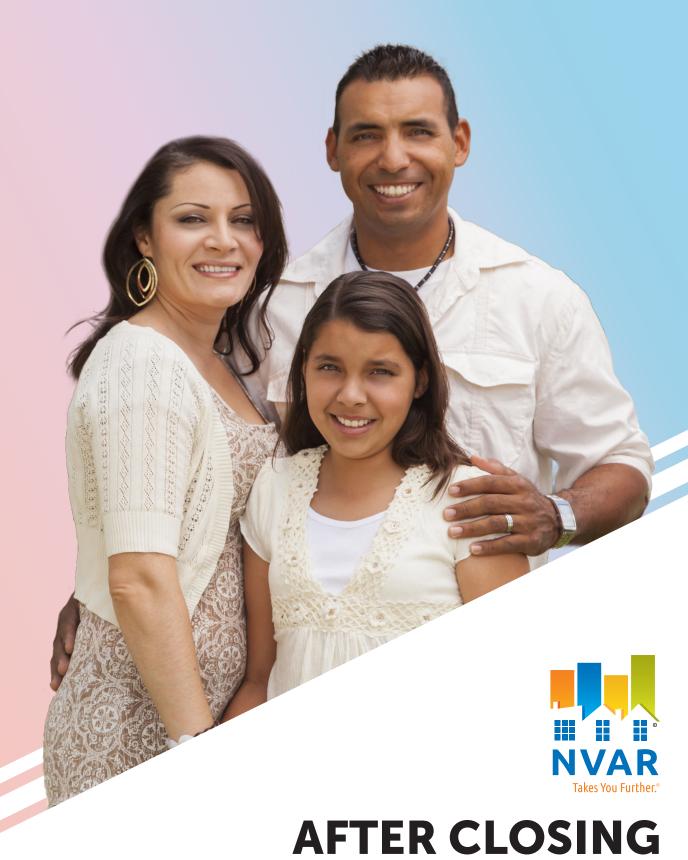




CLOSING PREPARATION ACTIVITIES

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- 46. Coordinate closing process with seller(s)' broker, lender, and closing agent.
- 47. Update closing forms and files.
- 48. Verify all parties have all forms and information needed to close the sale.
- 49. Assist in obtaining power of attorney or trust documents, as required.
- 50. Work with seller(s)' broker in scheduling and conducting buyer(s)' final walk-through prior to closing.
- 51. Confirm buyer(s) has received title insurance commitment.
- 52. Confirm location, date, and time where closing will be held and notify all parties.
- 53. Confirm with closing agent that all tax, HOA, utility, and other applicable pro-rations have been resolved.
- 54. Request final closing figures from closing agent.
- 55. Review and verify closing figures on HUD statement with buyer(s).
- 56. Forward verified closing figures to seller(s)' broker and confirm seller(s)' broker has received and reviewed closing figures.
- 57. Verify that seller(s)' broker has provided homeowners warranty, if purchased, at closing.
- 58. Forward closing documents to absentee buyer(s) as requested, if applicable.
- 59. Provide earnest money deposit check from escrow account to closing agent. If closing agent is holding escrow funds make sure it appears on the final HUD.
- 60. Confirm collected funds from buyer(s) are available for closing.
- 61. Explain filing for homestead exemption.
- 62. Verify transfer of all keys (house, mailbox, and HOA/community), garage- door openers, HOA/security/gate access codes, pool equipment, and appliance manuals.
- 63. Close out listing.



AFTER CLOSING ACTIVITIES

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- 64. Assist with filing claims with homeowner's warranty company, if requested.
- 65. Respond to any follow-up calls and provide any additional information required from office files.
- 66. Follow up with buyer(s).

