

# COLDWELL BANKER FULL-SERVICE PLUS REALTOR®

You are about to embark on one of life's most important and exciting journeys, the selection and purchase of a home. We are committed to making the home buying process efficient, effective and satisfying. As your Agent I will represent your best interests throughout the home buying process. An important part of my professional services is to explain each step. Therefore, the following list provides a thorough overview of the services I will perform on your behalf. Rest assured, as your Coldwell Banker Realtor, I will guide you every step of the way. I look forward to embarking on this exciting journey with you.

## 1 Initial Buyer Interview

- Provide you with an informative packet of information including:
  - My resume
  - Details on market trends and California real estate average sale price retrospect
  - Coldwell Banker Buyer's Handbook
  - Map of the area you are researching
  - Sample contract and mini tutorial of what will be expected when you sign the contract; review of inspection contingencies, Realtor disclosures, civil and consumer protection laws
- Discuss your wants and needs
- Recommend that you become prequalified through our preferred in-house lender Princeton Capital
- In partnership with your lender, discuss financing, net sheets, closing costs, etc.
- Educate you on the process of title and escrow
- Provide you with print outs of properties that meet your needs
- Host a familiarization tour of area and introduction to the price range
- Sign an agency agreement

## 2 Home Tours

- Based on your wants and needs, we will schedule property tours in which you view the homes that are currently on the market and meet your needs
- I will do my best to pre-screen all of the properties in your price range so that I may properly communicate the home's value

## 3 Communication

- Put you on a listing alert so you will be the first to know when a property comes on the market that matches your criteria
- Continuous monitoring of market
- Communicate and consult with you on a regular basis
- Facilitate the flow of information between you and potential seller

## 4 Writing the Offer

- Carefully review each of the terms of the purchase offer with you
- Review and explain each clause and contingency of the contract
- Make sure the purchase offer reflects your wishes and needs
- Complete purchase contract and all statutory addendums

## 5 Negotiate Offers/Acceptance

- Schedule offer presentation with seller's agent
- Present offer with your best interests
- Explain ramifications relating to terms
- Negotiate terms on your behalf
- Be conscientious of personal property that needs to be included in the property
- Complete necessary paperwork
- Organize and tender copies of offer, counter offer and addendums to appropriate parties for ratification
- It will be my fiduciary duty to safeguard the deposit check until the offer is accepted and escrow opens

## 6 Negotiate Escrow

- Deliver completed contract to both parties involved in the contract
- Identify and disclose details concerning property
- Deliver completed contract to lender
- Deliver contracts to title company
- Coordinate and attend all inspections
- Negotiate post inspection findings
- Resolve problems and challenges relating to property condition
- Coordinate appraisal appointment
- Arrange home warranty through Coldwell Banker Home Protection Plan
- Complete necessary paperwork
- Arrange appointments at the house for measurements and/or future improvements
- Negotiate actual occupancy
- Coordinate actual close of escrow date
- Coordinate and attend the signing at the title company
- Work with you to organize utility set-up
- Work with you to organize moving and storage
- Arrange and attend final walk through
- Work with lender to finalize loan documents
- Arrange for final check to be sent from trust log to title company
- Resolve any problems or challenges
- Deliver keys

## 7 After Escrow Follow-Up

- Provide close of escrow package with all supporting home sale documents
- Ensure transition to new residence is smooth
- Provide a list of trade professionals who can help with repairs or upgrades to your new home
- Serve as a resource to your friends and family