

- 1. I will help you find some comparable homes and recent sales to figure out a good offer.
- 2. You may want to write an emotional letter stating why you want this property.
- 3. I will create the offer with you and go over deadlines, costs and your responsibilities.
- 4. I will present the offer to the listing agent along with your letter and pre-qualification from your lender.
- 5. The Seller may give a counter-offer that we will review.
- 6. If the offer or counter offer is accepted, you will then be under contract. If it is not acceptable, we can submit a new offer.
- 7. Once under contract, you will put down earnest money as a good faith deposit within 48 hours.
- 8. We will order title insurance to make sure there is clear title.
- 9. You will have a chance to review any HOA documents.
- 10. We will order a property inspection.
- 11. We will order a survey if your lender requires one, or if the Title Insurance requires this.
- 12. Your lender will order an appraisal.
- 13. The Seller will provide Property Disclosures that will give you more information about the property.
- 14. You will contact your insurance company and set up coverage for your new property.
- 15. We will do a walk through of the property right before closing to make sure the property is in the condition that you expect.
- 16. You will contact your utility providers to have utilities switched into your name on closing day.
- 17. On closing day, you will have the funds wired to the title company and bring a valid picture ID to the closing.
- 18. We will be in contact throughout the entire process and will be available to answer any questions.
- 19. I will help you find some comparable homes and recent sales to figure out a good offer.