

**2004 INTERNATIONAL FORUM**  
**National Association of REALTORS®**  
**2004 Annual Conference & Expo**  
**Orange County Convention Center, West Building**  
**Friday, November 5, 2004**  
**1:00-3:00 p.m.**

<b>YOUR CHECKLIST FOR CLOSING THE INTERNATIONAL REAL ESTATE TRANSACTION</b>
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***Inbound International Real Estate Transaction***

1. Research the country of origin of the buyer/seller at *www.worldproperties.com*. If possible, learn about the specifics of property conveyance, as well as commonly-used real estate terms in the country of origin.
2. Contact a CIPS designee who is experienced in that country for advice.
3. Arrange for an initial orientation meeting when you will understand the specific needs and educate your client about the basics of U.S. real estate, procedures, legal requirements, insurance practices, FIRPTA etc.
4. Pre-approve your client through a local or international lending consultant and in the case of cash transactions, verify source of funds to comply with money-laundering guidelines.
5. Review documents to be used in the transaction and make provisions for translation, if necessary.
6. Contact an Attorney and CPA who can address any possible legal issues, tax law (including tax treaties) and title law.
7. Work with a settlement attorney and title insurance company that understands the needs of international clients.
8. Make provisions for a Power of Attorney (have the client assign it to a friend/relative in town rather than yourself) in case needed for the final walk-through or home inspection in the event that the international client will be out of the country.
9. Consider the responsibilities of the REALTOR® in the transaction, like decisions concerning inspection of the property on the client's behalf.
10. Consult your real estate company's closing checklist and make sure all of the necessary arrangements have been made for the closing.



*(Next page: Outbound Transaction)*

## ***Outbound International Real Estate Transaction***

1. Become familiar with protocol, general business practices, negotiating techniques and specific **listing-to-closing** procedures in your target market by researching it at [www.worldproperties.com](http://www.worldproperties.com).
2. Call an experienced CIPS colleague who knows that specific market and get some first hand advice.
3. Set up a well organized system with electronic forms and procedures to be followed that include: Buyer's Questionnaire, Financial References etc.
4. If your plan is to personally get involved in the transaction, set up a team of experts that includes Lenders, Attorneys, Notaries Public, Title Insurers, and CPAs in your country of interest.
5. Contact collaborating brokers in the countries you will be doing business with and create personal relationships getting to know their specialty, variety of listings, methods of transacting business, accountability, etc.
6. Understand the needs and special requirements of your buyers or sellers. Keep record of all communications.
7. Educate your clients on business methods and cultural differences in the country abroad.
8. Carefully pre-qualify your clients making sure you verify the availability and source of required funds (especially for cash transactions). Call their Banker, Lender, and CPA directly.
9. Communicate with your collaborating broker in the country of interest and agree on terms of collaboration, commission split, referral fees etc.
10. If you are not able to personally accompany your clients abroad, Sign a Referral Agreement with the receiving Broker.

