YOUR REAL ESTATE PROFESSIONAL
BEHIND THE SCENES

1. Listens to Your Needs and Finds Opportunities to Match
   - Determines whether you need to sign any contracts or agreements in order to work together
   - Starts a file that details your requests, preferences, concerns, and expectations

2. Gives You an Overview of the Market
   - Offers insight into the real estate market, both locally and nationally
   - Informs you of the sold price for similar opportunities
   - Helps you identify the reasons for home price variations—e.g. “homes located within a specific school district or proximity to public transit go for a premium over others”
   - Shares details about neighborhood amenities, traffic statistics, and more (in compliance with the Fair Housing Act, and other federal and state laws)
   - Sends updates based off housing, finance, and economic reports, and much more

3. Searches Far and Wide for the Right Property
   - Finds property listings that match your needs by scanning the Multiple Listing Service (MLS), driving through neighborhoods, looking at classifieds, soliciting home owners, and contacting other real estate professionals
   - Sets up appointments, researches listings, confirms appointments, follows up on opportunities, obtains lockbox codes
   - Drives you to appointments and informs you of opportunities
   - Guides you towards experts who can help identify property land use codes, deed restrictions and zoning requirements
   - Compiles research on listings
   - Maintains a record of your meetings and listing reviews

4. Helps You Place a Competitive Offer
   - Informs you of the sold price for similar opportunities
   - Recommends experts to help you ensure inspections and disclosures are in order
   - Assists you with determining the property’s fixtures versus real property (i.e. what stays with the property and what goes with the seller)
   - Guides you in negotiating a competitive offer and determining whether a counter-offer is warranted
   - Assists you with negotiating the terms of the contract
   - Guides you to experts for help with reviewing the terms of any neighborhood or home owner’s association covenants

5. Makes Sure the Contracts Are in Order
   - Verifies tax, utility, and home owner’s assessments
   - Helps obtain property inspection reports and necessary disclosures
   - Ensures that the seller completes property disclosure documentation
   - Assists you in pursuing title clearance and ensuring the property is in good standing
   - Works with attorneys to ensure contracts follow the signing and approval process

6. Connects You to the Resources You Need to Settle in to Your New Home
   - Helps you identify and connect to neighborhood amenities
   - Reminds you to pull together paperwork, warranties, and set up utilities bills
   - Reminds you to keep closing documents in a safe off-site location

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NATIONAL ASSOCIATION of
REALTORS®