

Michael Thomas, Realtor – Buyer Services List

The Value of a professional goes well beyond finding a home!

1. Needs Analysis

- a. Analyze buyer's wants and needs.
- b. Help buyer get a clear picture of his/her ideal home.

2. Prequalification or Pre-approval

- a. Educate & Guide buyer on selecting a lender.
- b. Obtain prequalification or pre-approval.
- c. Help choose best mortgage financing plan.

3. Neighborhood Information

- a. Create broad neighborhood search profile.
- b. Provide list of target neighborhoods and related information for each.

4. Home Search

- a. Organize and schedule a home search process.
- b. Ongoing updates, drive-bys, and showings of available homes.

5. Make an Offer

- a. Compare homes and make decision.
- b. Advise on terms and issues of the offer.
- c. Fill out purchase offer contract.

6. Negotiating to Buy

- a. Present the offer the seller/seller's agent.
- b. Negotiate on buyer's behalf.

7. Vendor Coordination

- a. Advise and supervise vendor selections.
- b. Coordinate - Sewer Scope, Inspection, Roofing, HVAC, Lead Paint, Asbestos...

8. Pre-close Preparation & Contract Management

- a. Coordinate and supervise document preparation.
- b. Provide pre-closing consulting.

9. Closing

- a. Preview closing documents.
- b. Resolve last-minute issues.
- c. Complete transaction.

10. Post Closing

- a. Assist with transition of move-in.
- b. Assist with post-closing issues.