

## **Key Services Buyer Agents & Dual Agents Offer**

Here is a short list of services that Buyers Agents offer, but they also do a lot of other things behind the scenes to make sure that the transaction runs as smoothly as possible.

- Meet and Discuss Goals and Non-Negotiables
- Explain Agency Relationships
- Share Our Buyers Handbook with Buyer
- Discuss Different Types of Financing Options
- Help Find a Mortgage Lender
- Obtain a Pre-Approval Letter
- Provide Overview of Current Market Conditions
- Discuss Earnest Money Deposits
- Explain Home Inspection Process
- Educate About Local Neighborhoods/HOA's

- Gather Needs & Wants for Next Home
- Create Internal File for Records
- Send Homes or Properties Within their Criteria
- Start Showing Homes as Requested
- Schedule & Organize All Showings
- Look for Possible Repair Issues While Showing
- Gather Feedback After Each Showing
- Update When New Home/Property Hits the Market
- Share Knowledge & Insight About Each Home/Property
- Discuss Water & Sewer Sources

- Discuss Multiple Offer Situations
- Discuss Strategies to Compete with Multiple Offers
- Update on Price Drops or Back on the Market Listings
- Find the Right Property
- Educate on Sales Contract Options
- Explain Home Warranty Options
- Update Pre-Approval Letter with Offer
- Verify that Listing Data is Correct
- Review Comparable Sales to Determine Value
- Prepare Sales Contract When Ready

Discuss Strategies on Making the Offer More Desirable to Both Parties  
Guide Buyer on What Terms and Clauses Should be in a Offer  
Prepare Offer Packet and Set Up for E-Signing or In Person Signing  
Submit Offer to Listing Agent and Discuss Strong Points of Offer  
Negotiate Offer with Listing Agent  
Execute Counter Offer or Acceptance  
Once Under Contract Prepare Title Search Order  
Coordinate Earnest Money to Title Company  
Deliver Document Copies to the Lender  
Coordinate Home Inspection

Negotiate Inspection Objections/Issues  
Get All Agreed Repair Items in Writing  
Discuss Potential Obstacles with the Loan Process  
Check With Lender to Verify Loan Status  
Explain Property Appraisal Process  
Update Lender to Order Appraisal  
Check on Appraisal Date  
Negotiate Any Unsatisfactory Appraisal Issues  
Confirm Repairs Have Been Made by Seller  
Make Sure All Documents Are Fully Signed

Solve Any Title Problems Prior to Closing  
Coordinate Closing Time & Location  
Make Sure All Parties are Notified of Closing Time & Date  
Review Closing Documents  
Verify Fees & Ask for Corrections from Title Company if Needed  
Notify Buyer of Funds Needed to Close  
Resolve Any Last Minute Issues  
Attend Closing and Answer Questions  
Facilitate Transfer of Keys  
Remind the Buyer to Transfer Utilities at Occupancy

Close Out File  
Provide Buyer with a List of Services & Contractors  
Provide Support When Buyer has Questions