

## Support for Buyers

### 14 Steps Home Buyer Process

#### 1) **Select a real estate professional:**

- Explain What You Do For Buyers As A Realtor
- Explain Your Company's Value to Buyers
- Guide Buyers Through Their Emotional Journey
- Listen & Learn From Buyers At Each Showing
- Share Knowledge & Insight About Homes
- Find the Right Home for Buyers

#### 2) **Obtain financial pre-approval:**

- Help Buyers Find a Mortgage Lender
- Obtain Pre-Approval Letter from Their Lender
- Update Buyer's Pre-Approval Letter
- Check In With Lender To Verify Loan Status

#### 3) **Analyze your needs in a buyer consultation:**

- Meet Buyers and Discuss Their Goals
- Gather Needs & Wants Of Their Next Home
- Learn All Buyer Goals & Make A Plan

#### 4) **View properties:**

- Send Buyers Homes Within Their Criteria
- Start Showing Buyers Home That They Request
- Schedule & Organize All Showings
- Gather Showing Instructions for Each Listing
- Send Showing Schedule to Buyers
- Show Up Early and Prepare First Showing
- Keep Records of All Showings
- Update Listing Agents with Buyer's Feedback

#### 5) **Write an offer to purchase:**

- Prepare Sales Contract When Buyers are Ready
- Execute A Sales Contract & Disclosures
- Once Under Contract, Send to Title Company
- Deliver Copies of Contract/Addendum to Buyers

#### 6) **Negotiate terms:**

- Discuss Multiple Offer Situations
- Negotiate Buyers Offer With Listing Agent
- Negotiate Inspection Objections

#### 7) **Conduct title search:**

- Confirm Water Source and Status
- Obtain Copy of Sellers Disclosure for Buyers
- Obtain A Copy of HOA Bylaws
- Verify any Existing Lease Agreements
- Solve Any Title Problems Before Closing

#### 8) **Conduct inspections:**

- Coordinate Inspections with Buyers
- Meet Inspector At The Property
- Review Home Inspection with Buyers
- Negotiate Inspection Objections
- Get All Agreed Upon Repair Items in Writing
- Perform Final Walk-Through with Buyers

#### 9) **Negotiate repairs:**

- Negotiate Inspection Objections
- Get All Agreed Upon Repair Items in Writing
- Confirm Repairs Have Been Made By Sellers

#### 10) **Resolve any issues:**

- Resolve Any Last Minute Issues
- Solve Any Title Problems Before Closing

#### 11) **Appraisal:**

- Discuss Property Appraisal Process
- Check on the Appraisal Date
- Negotiate Any Unsatisfactory Appraisals

#### **12-14) Welcome home, Final walk through, Underwriting & clear to close:**

- Coordinate Closing Times & Location
- Make Sure All Documents Are Fully Signed
- Verify Title Company Has Everything Needed
- Remind Buyers to Schedule Utilities
- Make Sure All Parties Are Notified of Closing Time
- Receive and Review Closing Documents
- Review Closing Figures With Buyers
- Perform Final Walk-Through with Buyers
- Get CDA Signed By Brokerage
- Attend Closing with Buyers
- Provide Home Warranty Paperwork
- Give Keys and Accessories to Buyers
- Close Out Buyer's File Brokerage