

From Offer to Completed Sale

When my marketing efforts bring a purchase offer, I will:

Negotiate the agreement

- Explain the offer to you and answer your questions.
- Help you determine the best course of action by pointing out the advantages and disadvantages of the offer and clarifying the choices available to you.
- Prepare an estimate of net proceeds based on the proposed price and terms.
- Negotiate through the buyer's agent, and handle possible counteroffers, to reach a final agreement that is favourable to you.

Complete the transaction

- Explain to you in detail all the steps that will occur for a successful closing, and answer any questions you might have.
- Work with the buyer's broker, buyer's agent, lawyer and others to help coordinate their activities and keep the transaction moving forward.
- Monitor progress of inspections, the buyer's loan and other contingencies as called for in the purchase contract. Resolve questions or problems that might arise, in order to ensure a timely closing.
- Consult with the buyer's agent during their final walk-through of the property.
- Assist you in handling details required for the completion of the transaction.
- Communicate with you on a regular basis so that you can stay informed and as worry-free as possible.

Follow up after the sale closes

- Confirm that all your real estate-related needs have been met, and provide information on service providers you may require.
- Offer relocation assistance, if moving to a new area.
- Help you locate a new home if remaining in this area.