

Looking to Buy a Home?

101 Things Your REALTOR® Handles for You

BEFORE THE SEARCH BEGINS

1. Discusses your priorities, budget, lifestyle and dream home
2. Helps you prioritize your most important features and amenities
3. Explains different property types, legal processes and the ins and outs of homeownership
4. Explains buyer and seller agency relationship
5. Explains the value of the brokerage
6. Discusses different types of financing options
7. Helps you find a mortgage lender
8. Guides you through the mortgage pre-approval process
9. Obtains pre-approval letter from the lender
10. Provides insights into current market trends and pricing strategies
11. Discusses earnest money process and importance
12. Discusses foreclosures and short sales
13. Educates you on the home inspection process
14. Explains school districts' effect on home values
15. Learns your goals and makes the plan for where, what and how all key players will work together
16. Creates an internal file for necessary brokerage documents for compliance

DURING THE SEARCH

17. Sets up online searches based on your needs and preferences
18. Grants you exclusive access to the Multiple Listing Service (MLS) with a wider range of properties
19. Uses filters and criteria to identify homes that match your needs and preferences
20. Shares insights into different neighborhoods, schools and community amenities
21. Provides Comparative Market Analyses (CMAs) of potential properties to ensure a fair offer
22. Arranges convenient showings and coordinates with sellers' agents
23. Gathers showing instructions for each home listing and maps a tour
24. Looks for and identifies visible clues and potential future repairs that may be needed
25. Gathers feedback and ranks the showings
26. Updates the plan, area, features and expectations after showings
27. Shares knowledge and insights about homes before and after showings
28. Reaches out to listing agents to get answers to any questions that you may have about any properties
29. Listens and learns from you at each showing
30. Keeps record of all showings
31. Updates listing agent with your feedback on homes after showings
32. Maintains clear and consistent communication throughout your search
33. Guides you through the emotional journey of finding a new home
34. Discusses homeowner's associations
35. Updates you when new homes meet your criteria
36. Estimates expected utility costs
37. Confirms water source and status
38. Discusses transferable warranties and benefits for residential service contracts
39. Explains the difference between inspection and appraisal and the value of each
40. Discusses multiple offer situations
41. Creates practice offer to help you prepare
42. Provides updated housing market status
43. Updates you of any price changes on previously viewed homes still in contention
44. Discusses MLS data, inclusions and exclusions with you for each home
45. Informs you of your showing activity weekly
46. Confirms your readiness with finances, lending and timeline
47. Finds the right home for you
48. Prepares sale contract when you are ready
49. Educates you on sale contract options
50. Determines need for Lead-based Paint Disclosure
51. Discusses loan objection deadlines
52. Chooses a closing date
53. Verifies listing data is correct
54. Reviews comps with you to determine estimated value (appraisal to verify)
55. Develops a winning negotiation strategy to secure your dream home at the right price
56. Crafts compelling offers that highlight your qualifications

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SECURING YOUR DREAM HOME

57. Prepares and submits your offer to listing agent
58. Negotiates your offer with listing agent
59. Executes sales contract and disclosures
60. Guides you through navigating counteroffers and making informed decisions
61. Assists in scheduling inspections (home, pest, etc.) and understanding the reports
62. Communicates with your lender to ensure smooth loan processing and approval
63. Negotiates contingencies like inspections, appraisals, and financing approvals
64. Explains the purchase agreement in detail, clarifying each clause
65. Ensures a clear title free of any outstanding claims or liens on the property
66. Once under contract, sends it to the title company
67. Coordinates earnest money drop off
68. Delivers copies to mortgage lender
69. Obtains a copy of the Seller's Disclosure for Buyers
70. Delivers copies of contract/addendum to you
71. Provides ongoing support and addresses any concerns you may have
72. Obtains a copy of HOA Bylaws
73. Keeps track of copies for office files
74. Coordinates inspections with you
75. Meets inspector at the property
76. Reviews home inspection report with you
77. Negotiates inspection objections
78. Gets all agreed-upon repairs in writing
79. Checks in with lender to verify loan status
80. Checks on the appraisal date
81. Negotiates any unsatisfactory appraisals
82. Helps you find and secure appropriate homeowner's insurance coverage
83. Makes sure all parties are notified of clear-to-close status
84. Solves any title problems before closing
85. Confirms repairs have been made by sellers
86. Performs final walk through with you
87. Resolves any last-minute issues
88. Makes sure title company has everything they need
89. Gets CDA signed by brokerage
90. Schedules and coordinates the closing meeting with all relevant parties
91. Carefully reviews all closing documents for accuracy and completeness
92. Reviews closing figures with you
93. Attends closing with you
94. Makes sure all documents are fully signed
95. Gives you copies of all signed documents
96. Provides home warranty paperwork
97. Gives you the keys and accessories

BEYOND THE CLOSING

98. Offers guidance on transferring utilities, homeowner's association details, and warranties
99. Recommends local service providers, contractors and resources in your new area
100. Educates you about process and requirements to file homestead or other exemptions
101. Remains available for future consultations and real estate advice



Your REALTOR® goes above and beyond these 101 points to ensure a stress-free and successful home buying experience.

Brought to you by HAR and your trusted REALTOR®.