

THE 113 THINGS I DO
AS YOUR BUYER'S AGENT



MICHAEL TAYLOR GROUP

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What I do as Your Buying Agent

Listed below are nearly 115 typical actions, research steps, procedures, processes, and review stages that I normally perform as a “Full-Service” Real Estate Buyer’s Agent. Depending on the transaction, some may take minutes, hours, or even days to complete, while some may not be needed at all.

Most importantly, they reflect the level of skill, knowledge, experience, and attention to detail required in today’s real estate purchase and sale transaction, underscoring the importance of having qualified guidance and help from someone who is both experienced and has an in-depth understanding of the entire process.

Please never forget that I am obligated to uphold the stringent, enforceable tenants of the “Realtor Code of Ethics” required in my professional dealings with you and the public.

Pre-Property Viewing Activities

1. After scheduling an appointment with you, I will give you a call, and send a written, e-mail or text message confirming our appointment date and time.
2. During this initial meeting we discuss and identify your housing goals
3. I will review with you my personal as well as the company’s credentials and achievements in the local, National, and international market
4. I will explain and review the work I do and the brokerage company does “behind the scenes, as well as my availability 7 days a week.

5. I will prepare and review pre-appointment questions so that I am fully prepared to speak with you and answer any questions you may have.
6. I will explain in-depth the Seller Agency Relationships and the new requirement that we have a signed agreement setting forth both my obligations to you as well as the compensation I will receive in fulfilling those obligations.
7. I will point out and discuss the various financing options you can take advantage of.
8. I will help direct you to a good lender and help you, if you request, prepare the information to provide the lender(s).
9. I will help follow up with your lender to provide you with a pre-approval letter to be included with all offers submitted on your behalf.
10. I will research and identify all comparable currently active listings in the market that you may want to visit and consider purchasing.
11. I will research sales activity for the past 12 months, or longer if appropriate, from the MLS and public databases so that you know what others have just paid for their new home.
12. I will research and share with you the "Average Days on the Market" of comparable property sales to determine the anticipated number of days the property may be available to purchase.
13. I will review all historic market performance to determine where pricing has been and where pricing is going in the future.
14. I will download and review "public record" property information about your property.
15. I will prepare a factual "Comparable Market Analysis" (CMA) to establish the fair market value of the homes you are going to see. This will be shared with you before visiting each property.
16. I will obtain a copy of the subdivision plot/complex layout if helpful to for each property you are considering buying.
17. I will research and study each property's ownership, deed type, and deed restrictions (if any) on those properties you are considering buying.
18. I will Research and review the property's public information to verify lot size and dimensions.
19. I will Research and verify the property's legal description.

20. I will Research and verify the property's land use zoning as well as any deed restrictions.
21. I will Review the current public school boundaries to verify the public schools to which children living on the property are eligible to attend.
22. I will provide you with a link to all applicable public and private schools/districts so that you can contact them directly to ask all important questions.
23. I will review the ratings of the public schools to be prepared to share with prospective buyers.
24. I will review, determine, and explain the impact the public schools may have on the market value of each home you are considering purchasing.
25. I will prepare and provide you with a list of all homes to consider viewing that may meet your criteria.
26. I will compile and assemble a formal file on your property.

Property Viewing

27. I will Discuss the pros and cons of each of the available homes to consider viewing including which ones best meet your needs.
28. I will provide you with a detailed itinerary of all the homes you wish to see on a date and the times that work best for you.
29. I will review the MLS showing instructions and call the listing agent to schedule a time to view each home chosen to visit.
30. I will share the offer price strategy for each property chosen based on my professional experience, and judgment, as well as my interpretation and conclusion of current market conditions and likely direction.
31. I will point out and discuss all MLS data during the showing
32. I will look for possible repair and maintenance issues while we view each property and share any concerns I may have.
33. I will discuss with you your thoughts after viewing each home and share any thoughts, opinions, and/or observations that may help with your buying decision.

34. I will keep records of all showings to make it easy to go back and re-view each at a later date.
35. I will share and update the listing agent with your thoughts and feedback after each showing.
36. I will ask the listing agent and record the answer to any questions you may have of the seller after each showing.
37. I will update you with any price drop/increase and any sales activity of the homes you have viewed.
38. Keep you posted on all the showing activity weekly
39. While not providing any tax or estate planning advice for you to rely on, I will discuss certain tax and estate planning ramifications you should discuss in detail with professionals who can advise you on the issues.

Writing and Submitting Your Offer

40. I will discuss and review all comparable properties and discuss offer and negotiation strategies based on current market conditions.
41. I will review and discuss any MLS inclusions and exclusions with you as well as any other inclusions and/or exclusions you wish to include in your initial offer.
42. I will follow up with your chosen lender to ensure that they issue you an updated Pre-Approval Letter or an updated full Approval Letter.
43. I will discuss the Homeowner Association, if applicable, their fees, and their responsibilities before writing an offer.
44. I will discuss any transferable warranties and their impact on your ownership of the subject property.
45. I will discuss and share with you the Lead-Based Paint disclosure requirements and the impact that Lead-Based Paint may have on the subject property.
46. I will point out and discuss the Home Warranty process what it covers and who typically pays for that benefit.
47. I will discuss and explain the appraisal process.

48. I will explain the loan approval process
49. I will discuss and finalize a closing date to be included in the Offer.
50. I will discuss and finalize the contingency time periods to be included in the Offer.
51. I will discuss and share the negative and positive ramifications of the multiple offer process, both in making multiple offers simultaneously and in receiving a multiple counter for the seller who has received 2 (two) or more offers on their home.
52. I will discuss with you all additional Options you may have to include in an offer for the property.
53. I will discuss the option of adding to the Offer (RPA) the seller's obligation to pay my commission on your behalf.
54. I will prepare and review with you the initial "Practice Offer" if needed, to finalize all offer terms to be included in the Offer you make.

55. I WILL PREPARE THE SALES CONTRACT (OFFER) WHEN READY AND SUBMIT TO LISTING AGENT FOR PRESENTATION TO THE SELLER.

56. I will submit your signed Offer to the listing agent and encourage him/her to speak with the seller as soon as possible.
57. I will share with the listing Agent your interest in the property.
58. I will review the terms of any counter-offers received from the Seller.
59. I will advise and prepare any counter offers that may be necessary to discover the Seller's Bottom Line.
60. I will negotiate your offer under your desired terms and on your behalf to determine the Seller's walkaway point so that you can decide to buy that property or make additional offers and purchase a different property.

Once Your Offer is Accepted.

61. I will forward to Escrow the fully executed Residential Purchase Agreement and all Addendums so an Escrow Can be Opened.

62. I will forward copies of these same documents to the "Transaction Coordinator" who will gather all information and help ensure that all contractual deadlines are met.63.
63. I will ensure that Escrow sends you the encrypted wiring instructions so that you can wire in the amount of the initial deposit.
64. I will provide you, escrow, and the transaction coordinator with an escrow timeline that sets forth all the contractual due dates of various items for you and the seller.
65. I will ensure that Escrow orders the Title Report for your Review and Approval.
66. I will ensure that Escrow orders the latest HOA documents for your review and approval.
67. Once the Title Report is received I will review and share with you its meaning and any concerns I see.
68. Once the HOA documents are received I will review them and share them with you. And address any concerns I have as well as the concerns you may have.
69. I will call the HOA and ascertain clarification on any of the concerns you may have and share the answers with you.
70. I will review both the leases and the Estoppel Certificates to ensure the rental amounts are actually being received if you are purchasing an income property.
71. I will discuss my findings and share with you any concerns I have and address any concerns you may have regarding the rental amounts being received.
72. I will provide your lender with the final Purchase Agreement and addendums for their file and final processing of your loan.
73. I will ensure that the Lender orders the Appraisal and provide any information, I can, to the appraiser on your behalf.
74. I will provide you with a list of Home Inspectors that you can choose from to order an inspection of the Property.
75. I will also provide you with a list of Termite/Pest Inspectors that you can contact and have the property inspected by them for any Termite activity and Dryrot issues.

76. I will attend the Home Inspection.
77. I will attend the Termite/Pest Inspection when done.
78. I will review the written Home Inspection report with You to determine which, if any repairs you would like the seller to do.
79. I will review the written Pest inspection report with you to determine if there are any Section 1 repairs we would like the Seller to do.
80. I will discuss with you the pros and cons of asking the Seller to perform any repairs including Termite Clearance and Section 1 repairs.
81. I will prepare a Formal Repair Request to ask the Seller to perform all repairs you would like them to perform.
82. I will review with you the Seller's response to your Request for Repairs.
83. I will negotiate with the Seller's agent on your behalf any requested repair items that the Seller may object to repairing.
84. I will ensure that the final repair agreement, if any, is fully executed by both you and the Seller.
85. I will review with you the estimated utility usage costs and address any concerns you may have.
86. I will confirm and review with you the water source and the estimated water usage costs and address any concerns you may have.
87. I will follow up with the lender to ensure they are moving the approval process forward as quickly as possible
88. I will follow up on the appraisal completion date to ensure the process is moving forward as quickly as possible.
89. I will provide information and negotiate any unsatisfactory Appraisal results.
90. I will ensure that all disclosures provided by the Seller and others are provided as outlined in the Purchase Agreement.
91. I will review all disclosures with you and address any concerns you may have.
92. I will communicate all concerns and questions you may have after reviewing the disclosure documents to the Seller's agent and share with you what is learned.

93. I will discuss with you all the contingency timelines and what the Seller's rights are under the Residential Purchase Agreement if you fail or do not perform all your obligations within those timelines.
94. I will prepare for your signature and negotiate on your behalf any extension of those timelines.
95. I will prepare for your signature the applicable contingency removal form.
96. I will forward to the Listing Agent any extension requests and/or contingency removal form(s) immediately upon your authorization.
97. I will review with you the "Estimated Closing" figures to ensure that all is right and follow up on any concerns you may have.
98. I will explain the powerful marketing benefits of web marketing, IDX, and AI to reach the most likely buyers of your home.
99. I will schedule the final walk-through within 5 (five) days of closing. ensure that the repairs, if any, have been completed
100. I will walk the property with you to view all the repairs, if any, and to verify that the property is "in Substantially the same Condition" as it was when you made the offer.
101. I will prepare for your signature a document outlining any concerns you may still have discovered during the walk-thru.
102. I will send this document to the Seller's agent for discussion and rectification of any remaining concerns.
103. I will follow up to ensure all documents are signed by all parties.
104. I will verify with Escrow that they have all the completed documents to close escrow.
105. I will ensure that all parties are notified of the closing date.
106. I will ensure that you are provided copies of all paperwork memorializing the transaction for your records.
107. I will follow up to ensure occupancy is given to you as agreed in the Purchase Agreement.
108. I will verify the gate and/or security codes that may be needed to enter the property.
109. I will ensure that you receive all keys and clickers to your new home.

After Closing

- 110. I will answer any questions that may come up to help you file any Home Warranty Claims that arise after closing.**
- 111. I will attempt to clarify and resolve any conflicts about repairs if after closing, if you are dissatisfied with the repairs made.**
- 112. I will respond to any follow-up calls from either you, the seller or their agent.**
- 113. I will provide any additional information required from the office file audit.**



THE GLOBAL STANDARD IN LUXURY REAL ESTATE

Our affiliated agents are a remarkable force in the arena of high-end real estate, transacting \$288 million in daily luxury sales in 2022, with over 48,000 transactions of \$1+ million properties. We're also proud to be a leader in the ultra-luxury space, having closed more than 350 transactions over \$10 million last year.

With our global network of high-net-worth clientele and highly prestigious properties, experienced luxury agents and brokers can be certain that there's no better home for their business than with the Coldwell Banker Global Luxury® program.

