



As your REALTOR® DURING^{the} PROCESS

+ WHEN SEARCHING FOR HOMES, I WILL...

- + Send you properties that match your criteria as they come on the market.
- + Set up showings and provide you with access to properties.
- + Tour you through homes and answer any questions that arise during showings.
- + Research home values and provide you with market history of comparable properties to ensure you aren't overpaying for a home.

+ WHEN YOU'RE READY TO MAKE AN OFFER, I WILL...

- + Walk you through the Purchase Agreement, answering any questions and helping you present the strongest offer possible.
- + Communicate with the Listing Agent and develop rapport.

+ ONCE YOU'RE UNDER CONTRACT, I WILL...

- + Provide a checklist of upcoming tasks and important items to remember.
- + Communicate regarding details and upcoming events/tasks.
- + Troubleshoot to prevent problems or delays.
- + Order all title work, the survey, and other essential documents for you.
- + Schedule and coordinate the closing.

+ DURING THE INSPECTION, I WILL ...

- + Review the inspection report and guide you through a response, addressing all items that are most important to you.
- + Negotiate the inspection responses on your behalf and assist with scheduling appropriate vendors for repairs, if any.

+ WHEN YOU RECEIVE THE CLEAR TO CLOSE, I WILL...

- + Communicate with the listing agent and lender to ensure a successful closing.
- + Review the final closing figures and ensure accuracy.
- + Set up a final walkthrough to ensure the home is still in the agreed upon condition.
- + Join you at closing to represent your best interests, answer any questions that may arise, and ensure you have a smooth experience.

^z + FOLLOWING CLOSING, I WILL ...

- + Stay in touch to provide you with up-to-date information on the market, the value of your home, and fun FPG events.
- + Continue to be a go-to resource for you, prepared to help!

