



THANK YOU FOR YOUR BUSINESS & TRUST !

Congratulations on Listing Your Property for Sale! The next steps will differ from property to property. But this brief outline will give you an idea what to expect.

- I. List your property
 - a. We sign an Exclusive Listing Agreement which states we represent you and your financial interests in the property. The other terms and expectations are in the Listing Agreement for you to review prior to signing.
 - b. Photos are taken of the property
 - c. Agent Only access is provided with a Supra Keybox/lockbox. This holds a key to the property and is very secure. Only agents can access the box via Bluetooth and an electronic notice is sent to us.
 - d. The property details, price, and photos are entered into 2 listing services in the Metro Atl area. These listings are syndicated to thousands of other websites, including www.IntownFocus.com
 - e. Other online marketing is also launched, including social media. (Trulia, Zillow, Instagram, Facebook, Twitter, etc)
 - f. A FOR SALE sign may be placed at your discretion.
 - g. Seller will complete disclosures and provide to us to share with agents and buyers. These will become part of a contract package.





- II. Showings Scheduled
 - a. Agents will call us to schedule showings. We utilize “showingtime”– which is a system that notifies the owner/occupant simultaneous to us with showing requests. Owner/occupant can approve of showings or decline showings. If a showing is declined, we will coordinate a rescheduling. We assume all agents also practice best use of their time by ensuring their clients are pre qualified. But it is not specifically asked, unless you direct us to do so.
 - b. Buyers without representation may call us. After initial screening and getting buyers pre qualified we will also schedule showings of your property.
 - c. We note that COVID19 safe practices should be observed while showing your property. We provide extra masks, shoe covers, and hand sanitizer at your property as well as post a note to remind all to observe safety guidelines.

- III. Feedback
 - a. We do share with you the feedback from each agent, if their buyer doesn’t not submit a contract.
 - b. If 1-3 weeks pass with no offers on your property, we have to assess the feedback with you to determine if a price change or other approach is needed. Some micro markets average more days on market than others. These are things we will discuss pre listing.



- IV. Offer Received
- a. A buyer or agent will submit to us an offer on your property. This will contain all the terms of the sale: price; buyer requested seller contribution toward buyer closing costs; closing date; any contingencies; any special requests. Offers should include proof of funds or a lender pre-qualification letter.
 - b. We review the offer terms with you and either accept or counter the original offer.
 - c. Counteroffers continue until all parties agree in writing to all terms. E-Signatures are acceptable. Then we have a Binding Agreement.
 - d. Inspections are scheduled. Usually 7-10 days from binding agreement. Once performed, the buyer may submit an Amendment to Address Concerns, which requests repairs or other concessions in lieu of repairs. This is all negotiable. Repairs/concessions usually have to take place by closing. If we can not agree on terms, the parties can terminate the contract and buyer can receive their earnest money in full. They can also terminate for any reason, and receive their full earnest money.
 - e. Other contingencies: we will discuss with you. Usually financing and appraisal contingency. Appraisal is ordered by buyer's lender and is usually performed within 15-20 days of binding date. If buyer is getting a loan, they usually have 20-25 days from binding date to obtain the loan. During these periods the earnest money (good faith \$ buyer submits) is refundable. Once the dates expire, the earnest money is non refundable.



- V. Closing
 - a. Final loan approval must be given AND buyer must sign final closing disclosures no later than 3 days before closing. Therefore, if this deadline is missed, we will know closing will be delayed.
 - b. Closing is scheduled and loan is monitored to make certain we can close the date the contract stipulates. With a loan, it is usually 30-45 days from binding date.
 - c. You bring a photo ID to closing.
 - d. If you can't be present at closing, you may appoint a person as Limited Power of Attorney to sign documents related to the sale of the property. The attorney must have the original POA form, and prefer to draw up the form for signing. (yes, there is an additional fee)
 - e. We review the ALTA closing statement which details the financial aspect of the transaction and shows your net proceeds of sale.
 - f. Closing attorney retains your forwarding address and reports the proceed amt to the IRS. If you have lived in the property 2 of the last 5 yrs Capital Gains Tax will not be due by you.
 - g. You provide the keys to the home – and ownership is transferred!
(Note, closing & possession typically are simultaneous. We need to know ahead of time if you want possession after closing, as we prefer to disclose and negotiate that up front)
- VI. Post Closing
 - a. Retain a copy of the ALTA Closing Statement for tax purposes. Ask your tax preparer what line items can be written as expenses on your taxes.