

Action Plan for Finding Your Home

Getting Started

- I will explain Buyer Representation and answer any initial questions you may have.
- We will discuss the requirements or parameters which guide your home search.
- I will help you contact a lender who can assist you in becoming pre-qualified to obtain a mortgage
- We will view some properties on the computer either together or by email and then schedule time to tour homes for sale.
- After seeing some homes, online, in person or both, we will review your wish list and reconcile that with your budget.

Market Research and Touring

- I will search the MLS daily and other sources available to me in order to prepare a list of possible properties. I will email you listings as soon as they appear on our MLS.
- I will preview listings when possible and take photos if you wish.
- I will set up appointments to see selected homes.

Preparing the Offer

- I will research comparable sales.
- I will educate and advise you on comparable sales, neighborhood data, neighborhood association, schools, market conditions, legal requirements.
- We will consult further with the lender to determine best financing options.
- I will explain and write the contract to purchase.

Amy Bender Webb
Selling Real Estate One Yard at a Time

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Contract Presentation and Negotiation

- I will meet with Listing Agent to discuss contract.
- I will advise the buyer (you) of all counter-offers.
- I will get all signatures and initials required until we have a Ratified Contract.

From Contract to Closing

- I will coordinate as required with listing agent, buyer, lender, settlement agents, etc
- If applicable, I will obtain the HOA Package.
- We will pick an inspector(s) and make arrangements for any inspections, which could include: general home inspection, radon, lead based paint, building contractor. We will share the results of the inspections with the Listing Agent, negotiating the resolution of any problems we identify. We will remove inspection contingencies.
- You will apply for financing.
- I will send contract and a summary sheet to the settlement agent.
- I will ensure that the Seller has fulfilled their obligations relating the Home Inspection Amendment and the statutorily required termite, well and septic inspections.
- You will call any utilities and have them put in your name as of the closing date.
- You will need to arrange for homeowner's insurance make an appointment with your settlement agent or attorney
- You will need to pack and get ready to move!! Don't forget to get a change of address kit from the Post Office.
- I will notify all parties when loan is approved.
- I will notify settlement agent that survey, title work, etc. needs to be completed. I will verify time and date of closing.
- I will verify that all repairs are completed and get copies of the receipts.

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Countdown to The Closing

- We will schedule the final walkthrough inspection.
- You need to be in contact with the settlement agent for the "final figure". The lender provides the settlement agent with a loan package that calculates the down payment plus closing costs.
- You will need all funds in the form of a certified check or cash at closing, or as otherwise advised by your attorney.
- I will attend closing with you if you so desire

After Closing

- I will update your market analysis annually upon request.
- I am always available with professional advice or service as needed.

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