



Buyers Process

Initial Meeting

- Discussion and explanation of agency relationships
- Are you working with another Agent
- Agency Relationships/Exclusive/Non-Exclusive Buyer Representation/Facilitator

Pre Counseling/Education

- Find out what your expectations are
- Time frame for finding a home (lease ending?)
- Have you looked at homes previously?
- What are you looking for in an agent?

Describe process of home buying

- Search options
- Disclosures(forms)
- Sellers Property Disclosure Statement
- Well and septic
- Code compliance

What are your housing needs

- Price
- Style
- Availability
- Location
- Number of beds/baths
- Drive time/vicinity to work
- School requirements
- Recreational requirements
- How long do you anticipate living in the home?

Have you been pre-approved

- If not, I can recommend a Lender
- If yes, will you give me permission to speak to your Lender
- Provide you with a loan application checklist
- Explain financing alternatives

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What is your preferred method of Communication: email, cell, work, home

- Are there any other people assisting in your home purchase (parents, attorney)?
- Any conditions you may have (e.g. corporate transfer)?
- Home inspection, lead, radon test, etc.
- Signing exclusive buyer contract or facilitator agreement
- Explain company policy on cooperation
- Check the MLS database and network with other brokers daily for new listings that meet your criteria
- Keep you up-to-date on changing financial conditions that may affect the housing market
- Discuss market trends and values relative to properties that may be of interest to you
- Show you new construction as well as existing homes if you desire
- Introduce you to local builders to discuss building your next home

Preview Properties

- I will be with you while you are viewing the properties
- Prepare an itinerary and “tour” map on which all homes meeting your criteria have been located
- Explain what to look for while viewing properties
- Evaluate and analyze the differences in properties
- Understanding mechanical systems/ education while viewing homes

How/when to review forms:

- Sellers Property Disclosure Statements
- Truth in Housing Reports
- Explain difference between city housing reports versus third party inspections versus mortgage appraisal reports

Open Houses

- Viewing alone versus accompanied by me
- What to say or not say

Counsel for re-sale value/potential/historical statistics

- Narrowing the choices
- Pro's and con's of home features and locations
- Prepare a CMA on the properties under serious consideration
- Obtain disclosures/inspection information necessary for you to make your decision

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Drafting the offer to purchase

- The process
- Provide you with an estimated cost of closing including points, title insurance, appraisals, credit reports, etc.

Consulting for the Purchase Agreement

- Contingencies: risks and rewards
- Clauses
- Multiple offers
- Prepare the offer

Help you structure an offer that is in *your* best interest

- Earnest Money
- Price
- Contingencies (House stays on market)
- Inspections (What happens during this period)
- Closing date
- Possession

Present the Offer

- Options for your offer presentation (buyer present, buyer's agent present)?
- Counsel you on your expectations -how the offer may proceed such as counteroffer scenarios
- Communicate and negotiate counter offers
- Negotiate and advise
- Due diligence/time is of the essence

Review and make sure the offer is the final form as negotiated

- Obtain all proper signatures
- Provide copies

Post Purchase Agreement Counseling and Follow-up

- Follow through and stay on top of all aspects of the contract
- Arrange for and accompany you at the inspection

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Inspections of the property to evaluate the major elements of the home

- Radon
- Lead
- Asbestos
- Termite and rodent
- Basement
- Structural
- General premises
- Subsoil conditions
- Safe water report
- Septic system report
- Code compliance
- Energy inspection
- Water intrusion

Repairs per contract

- Provide options and negotiate issues
- Follow-up on all other inspections/contingencies
- Verify work orders completed
- Mortgage lender follow-up
- Provide all documents to Lender
- Verify appraisal has been ordered
- Loan commitment
- Need to amend contract

Coordinate the following as applicable to your transaction:

- Occupancy permit
- Survey
- Home warranty application
- Special agreements
- Amendments
- Escrow agreements
- Lien waivers
- City letters /Approval
- Title commitment / policy
- Closing/escrow statement
- Affidavits
- Authorization to deliver deed
- Arrange closing date, time and location
- Verify title work complete
- Provide you with a closing checklist of items to prepare for closing day
- Remind you to order insurance binder
- Explain what paid receipts will be required
- Furnish list of utilities/phone/cable contacts/phone numbers
- Arrange for and attend final walk through
- Negotiate any last minute issues

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HEATHER M. DAWE
Realtor®

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Advise on what to expect at closing

- What to bring to closing
- Drivers license (photo ID)
- Social Security numbers
- Residence address for past ten years
- Certified funds and personal funds
- Verify Lender and funds required
- Estimate time to allow for closing
- Explanation of Title Insurance
- Verify all terms of the Purchase Agreement have been met

Closing the Sale

- Attend the closing
- Review the HUD
- Handle any last minute issues
- Exchange keys, garage door openers
- Verify possession date and time
- Homestead filing
- Register to vote

Thank You
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RE/MAX® Results