

90 Ways I Serve

YOU

***These are the top ways
I bring you high value
and low stress.***



Joyce Baugh

***Realtor®*, *GRI*
*SFR®***

SA00045402

BUYING + SELLING A HOME

is a complex and often stressful journey. At [Brokerage Name] we provide you with expert guidance throughout the process, ensuring you make informed decisions and get the best possible outcome. Here are some of the most important ways we're here to serve you.

1 Schedule Time to Meet
for a Strategy Session

2 Prepare Guide &
Educational Presentation

3 Meet & Discuss Goals
and Non-Negotiables

4 Explain Agency
Relationships

5 Discuss Different Types
of Financing Options

6 Help Find a
Mortgage Lender

7 Obtain Pre-Approval
Letter from Lender

8 Provide Resources to
Research Crime in
Neighborhoods, School
Ratings, etc.

9 Provide Overview of
Current Market Conditions

10 Explain Company's
Value

11 Discuss Earnest Money
Deposits

12 Explain Home
Inspection Process

13

Educate About Local
Neighborhoods

14

Discuss Foreclosures
& Short Sales

15

Gather Needs & Wants
of Next Home

16

Explain School
Districts Effect on
Home Values

17

Explain Recording
Devices During
Showings

18

Learn All Goals
& Make A Plan

19

Create Internal File
for Records

20

Send Homes Within
Their Criteria

21

Start Showing Homes
as Requested

22

Schedule & Organize All
Showings

23

Gather Showing
Instructions for Each
Listing

24

Send Showing Schedule

25

Show Up Early & Prepare
First Showing

26

Look for Possible
Repair Issues While
Showing

27

Gather Feedback After
Each Showing

28

Update When New
Homes Hit the Market

29

Share Knowledge &
Insight About Homes

30

Guide Through
Emotional Journey

31

Listen & Learn at
Each Showing

32

Keep Records of
All Showings

33

Update Listing Agents
with Feedback

34

Discuss
Homeowner's
Associations

35

Estimate Expected
Utility Usage Costs

36

Confirm Water
Source & Status

37

Discuss Transferable
Warranties

38

Explain Property
Appraisal Process

39

Discuss Multiple Offer
Situations

40

Create Practice Offer to
Help Prepare

41

Provide Updated
Housing Market Data

42

Inform Showing
Activity Weekly

43

Update on Any Price
Drops

44

Discuss MLS Data at
Showings

45

Find the Right Hom

46

Determine Property
Inclusions & Exclusions

47

Prepare Sales
Contract When Ready

48

Educate on Sales
Contract Options

49

Determine Need for
Lead-Based Paint
Disclosure

50

Explain Home
Warranty Options

51

Update Pre-Approval Letter
with Each New Offer

52

Discuss Loan
Objection Deadlines

53

Choose a Closing Date

54

Verify Listing Data
is Correct

55

Review Comps to
Determine Value

56

Prepare & Submit
Offer to Listing Agent

57

Negotiate Offer with
Listing Agent

58

Execute A Sales
Contract & Disclosures

59

Once Under
Contract, Send to
Escrow Company

60

Coordinate Earnest
Money Wire Transfer

61

Deliver Copies to
Mortgage Lender

62

Obtain Copy of
Sellers Disclosures

63

Deliver Copies of
Contract/Addendum

64

Obtain A Copy of
HOA Bylaws

65

Keep Track of
Copies for Office File

66

Coordinate Inspections

67

Meet Home Inspector
at The Property

68

Review Home
Inspection

69

Negotiate Inspection
Objections

70

Get All Agreed Upon
Repair Items in
Writing

71

Verify any Existing
Lease Agreements

72

Check in With
Lender to Verify
Loan Status

73

Check on the
Appraisal Date

74

Negotiate Any
Unsatisfactory
Appraisals

75

Coordinate Closing
Times & Location

76

Make Sure All
Documents are Fully
Signed

77

Verify Escrow Company
has Everything Needed

78

Reminder to Schedule
Utilities Transfer

79

Make Sure All Parties Are
Notified of Closing Time

80

Solve Any Title
Problems Before
Closing

81

Receive & Review
Closing Documents

82

Review Closing
Figures

83

Confirm Repairs have
been Made by Sellers

84

Perform Final
Walk-Through

85Resolve Any
Last-Minute Issues**86**Get CDA Signed by
Brokerage**87**

Attend Closing

88Provide Home
Warranty
Paperwork**89**Facilitate Transfer of
Keys and Accessories**90**

Close Out File

Thank You

YOU

For Your Time.

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