

132 Things REALTORS Do For Buyers

1. Give you access to my MLS listing database of homes & condos for sale
2. Provide information on neighborhoods, neighborhood amenities, schools, points of interest
3. Provide demographic information on Towns and neighborhoods
4. Give an overview of the current real estate market conditions
5. Explain past real estate market performance and projections
6. Explain my credentials, accomplishments as a Realtor
7. Provide you with references from past clients
8. Explain city real estate development plans
9. Discuss renting vs. buying
10. Discuss pros and cons of property types: condo, single family, multi-family, investment
11. Show how neighborhood values can change quickly from block-to-block
12. Explain your legal options of working with a Realtor
13. Explain that the Seller's Agent legal responsibility is to the Seller, not to you, the Buyer
14. Explain benefits of using a Buyer's Agent
15. Determine your preference for working with me and agree on my role as your Realtor
16. Explain that the Realtors commissions are paid by the Sellers
17. Complete in writing my Buyer's Agent commitment to you
18. Loyalty - put your interest ahead of all others, including my own
19. Promptly return your texts, emails and phone calls
20. After hours and weekend availability to clients
21. Demonstrate skill and expertise in servicing your real estate needs
22. Keep confidential your personal and financial information
23. Disclose to you all known relevant information that I obtain on a home or the Seller
24. Really listen to learn your preferences and dislikes
25. Understand your short-term and long-term plans for a property and your reasons for purchasing
26. Provide my opinion and insights
27. Learn your price range and desired size, style, location and other home criteria
28. Review and refine your search criteria with you
29. Assist you with obtaining a mortgage pre-approval letter
30. Enter your criteria into a database for daily email delivery of new listings
31. Provide listings of all properties that match your criteria
32. Provide listing information on all properties that you inquire about
33. Provide insights and guidance on how well a property matches your criteria
34. Provide unbiased selection of properties that best match your criteria
35. Explain the positive and negative features of all homes that you are considering
36. Attend open houses with you, to quickly acquaint you with the various property styles available
37. Refine your search criteria to focus on your preferred neighborhoods, home style, price range
38. Preview properties for out-of-town buyer clients

39. Take additional photos/videos of properties for out-of-town buyers
40. Schedule and coordinate your home showings
41. Accompany you to all home showings
42. Review listing sheet and ask for any clarifications from Seller's Agent
43. Obtain and review with you the Seller's Property Disclosures
44. Obtain and review with you the Seller's Lead Disclosure
45. Explain Ohio Lead Based Paint laws and give information about protecting your family from lead
46. Point out any property flaws that may not be obvious
47. Following all showings, give my honest, unbiased opinion (reverse any Seller Agent spin)
48. Offer suggestions on how to remedy undesirable aspects of a property
49. Promptly convey price changes and status changes on properties of interest
50. Explain City ordinances that may effect your property choice (restrictions, parking, etc.)
51. Explain conditions that are typical or unusual, especially regarding older homes
52. Give my opinion of a home's condition
53. Research past sales history on properties
54. Obtain Tax Assessor's Record Card on properties
55. Verify that information on listing sheet matches City records
56. Check if building permits were issued on electrical & other past upgrades
57. Explain City tax assessments and tax rates
58. Explain how historic district regulations can effect future repairs and upgrades
59. Research "off market" opportunities (expired listings)
60. Inquire of off-market homeowners if they would be willing to sell their home to you
61. Solicit information from Seller's Agent (other offers, seller's situation, price flexibility etc.)
62. Research comparable currently listed properties
63. Research sales activity for past 12 months from MLS and public records databases
64. Research "Average Days on Market" for this property type, price range and location
65. Prepare a Comparative Market Analysis Report (CMA) with my opinion of market value
66. Obtain house plans, if applicable and available
67. Research property's ownership & deed type
68. Research property's public record information for lot size & dimensions
69. Research property's land use coding and deed restrictions
70. Research property's current use and zoning
71. Verify legal owner's names from public property records
72. Research if property is in a flood zone or in wetlands
73. Identify and discuss the Seller's negotiating strengths and weaknesses
74. Identify and discuss your negotiating strengths and weaknesses
75. Discuss strategies for making and negotiating an offer, along with my opinion of a Seller's response
76. Recommend ways to strengthen your offer without it costing you more money
77. Explain how to best make an offer without having sold a current home
78. Explain how inspection and financing contingencies work
79. Advise how to minimize the deposit you give with your offer

80. Advise on additional escrow deposit given once your offer is accepted
81. Explain escrow (how client's deposit money is held) and how to best protect your deposit
82. Prepare your Offer and present it to the Seller or Seller's Agent
83. Negotiate for the most favorable closing date for you
84. NEGOTIATE OFFERS ON YOUR BEHALF TO OBTAIN THE BEST PRICE & TERMS FOR YOU
85. Counsel you on how to best counter an offer from the Seller
86. Recommend additional favorable provisions, that are not part of a standard sales agreement
87. Prepare a Purchase Agreement that is most favorable to you
88. Deliver to you, a fully-executed Purchase Agreement
89. Account for your deposit (escrow) money
90. Manage timeline to closing so you don't inadvertently break terms of your purchase contract
91. Give referrals for the best agents to help you sell your current home in another city or state
92. Provide names of home inspection companies that performed well for my past buyer clients
93. Work with you to determine what inspections are prudent (mechanical, pest, radon, lead, etc)
94. Explain your right to inspect for the presence of lead
95. Explain potential radon gas hazards and how to be certain your new property is safe
96. Coordinate your professional home inspection with the Seller's Agent and your Home Inspector
97. Be present for your home inspection
98. Review with you your home inspector's report
99. Negotiate with Seller's Agent for the correction of any inspection deficiencies
100. Confirm that any promised repairs are made
101. Explain the home inspection process and how condition issues are typically dealt with
102. Advise you on, and protect you with, a properly specified mortgage contingency
103. Provide contact information for mortgage lenders that my clients have found satisfactory
104. If requested, assist you with obtaining financing and follow-up with lender as necessary
105. Notify Seller's Agent when you have applied for your mortgage
106. Follow loan processing through to your written Loan Commitment
107. Contact Lender as needed to ensure loan processing is on track
108. Notify Seller's Agent when your Loan Commitment has been obtained
109. Work with Seller's Agent to insure that the appliances and other things you want are included in the sale
110. For condos, determine if any working capital deposit is required, or any current assessments
111. Verify Condo Association Fees and provide contact information for property manager
112. Obtain and review with you, condo rules, resale certificate, budget, financial statements and other condo docs
113. Provide names of real estate title companies whom past clients were happy using
114. Work to insure that any tenancies, leases and rental deposits are disclosed and properly transferred
115. Produce timeline for events leading to your closing
116. Monitor deadlines leading up to closing
117. Request and prepare any addendum and/or extension

118. Coordinate closing time and place
119. Confirm that you have obtained homeowner's insurance
120. Furnish contact information for suppliers of electricity, gas, water, cable, telephone
121. Provide names of reliable contractors
122. Verify security system, current term of service and whether owned or leased
123. Explain availability of optional home warranty
124. Arrange for, and attend with you, a walk-through inspection on closing day
125. Negotiate to have corrected any deficiencies found during walk-through inspection
126. Request copy of Closing Documents (CD) from your closing attorney
127. Receive & carefully review closing figures to ensure accuracy
128. Confirm that your earnest money deposit is properly credited to your purchase
129. Forward verified closing figures (CD) to Seller's Agent
130. Attend your closing with you
131. Handover keys to your new home after a "no surprises" closing
132. Follow up with you after they sale and always be available for your questions!