

BUYERS

Specific Request

- Zillow
- Call
- Walk-in

General Request

- Walk-in
- Call

In-house Agent $\xrightarrow{F/U}$ F/U MLS Datasheet

Disclosure/Interest

Yes

- Negotiate — Notes w/ Seller
- Lender Info

No

Send Seller/ Buyer Booklet $\leftarrow$ PFS $\rightarrow$ copies go to

- Lawyer
- Lender
- Buyer

House Condo Land

- Resale Cert
- Bylaws
- Declaration
- ROFR

Start Contract Folder

- Contract to Closing Checklist

- Questionnaire
- In Person (to refine search)
- Call
- Email

Review MLS

In-Person Packet w/ Blue folder (Or email)

- MLS Datasheet(s)
- Bus. Card

Atrly Report Why Us ++

Negotiations

Disclosure (FSBO must also sign)

PFS

Notes

Go Silent

$\downarrow$ F/U

Contract folder

↓ → Give to Enka to Enter on PSCO
Private Side

Client/Customer to pick Attorney,
~~Seller/Buyer~~ Lender, Inspector
Fire + Safety

↓
Agent to FIU

- Attorney Review

- Due Diligence

- Building Inspection

- ~~Collect Reports~~

Inspection Results (Negotiations)
Collect Reports/Invoices

↓
Addendum to
P+S

Reminder

Buyer Broker/
Listing Contract Date
is Accurate!

2 week prior to closing

- Clients/Customer call
utilities

- Agent Pre-Closing Risk

Reduction Review

↓ ↓

Post Closing

- FSBO enter into MLS

- Thank you

- Thank you gift - Testimonials