DUTTON
REAL ESTATE

SERVICES DUTTON REAL ESTATE AGENTS OFFER

- Flexible To Schedule Meeting w/ Buyers
- Prepare Buyers Guide & Presentation
- Strategy Session w/ Buyers to Discuss Goals
- Explain Buyer & Seller Agency Relationships
- Discuss Different Types of Financing Options
- Help Buyers connect a Local Lender
- Obtain Pre-Approval Letter
- Explain What You Do For Buyers As Their Realtor
- Provide Overview of Current Market Conditions
- Explain Your Value to Buyers
- Discuss Earnest Money Deposits
- Explain Home Inspection Process
- Educate Buyers About Local Neighborhoods
- Discuss Foreclosures & Short Sales
- Gather Needs & Wants Of Their Next Home
- Explain School Districts Effect on Home Values
- Create Internal File for Buyers Records
- Send Buyers Homes Within Their Criteria
- Start Showing Buyers Home Request

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- Send Showing Schedule to Buyers
- Show Up Early and Prep Showings
- Look For Possible Repair Issues
- Gather Buyer Feedback After Each Showing
- Update Buyers When Homes Hit the Market
- Share Knowledge & Insight About Homes
- Guide Buyers Through Their Journey
- Listen & Learn From Buyers At Each Showing
- Keep Records of All Showings
- Update Listing Agents with Buyer's Feedback
- Discuss Home Owner's Associations
- Estimate Expected Utility Usage Costs
- Confirm Water Source and Status
- Discuss Transferable Warranties
- Explain Property Appraisal Process
- Discuss Multiple Offer Situations
- Provide Current Housing Market Data
- Inform Buyers of Their Showing Activity
- Update Buyers On Any Price Drops
- Discuss MLS Data With Buyers At Showings
- Find the Right Home for Buyers
- Determine Property Inclusions & Exclusions
- Prepare Sales Contract
- Educate Buyer's On Sales Contract Options
- Lead-Based Paint Disclosure

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- Choose a Closing Date
- Verify Listing Data Is Correct
- Review Comps With Buyers
- Prepare & Submit Buyer's Offer
- Negotiate Buyers Offer With Listing Agent
- Execute A Sales Contract & Disclosures
- Once Under Contract, Send to Title Company
- Coordinate Earnest Money Drop Off
- Deliver Copies to Mortgage Lender
- Obtain Copy of Sellers Disclosure for Buyers
- Deliver Copies of Contract/Addendum
- Obtain A Copy of HOA Bylaws
- Meet Inspector At The Property
- Review Home Inspection with Buyers
- Negotiate Inspection findings
- Get All Agreed Upon Repair Items in Writing
- Verify any Existing Lease Agreements
- Check In With Lender To Verify Loan Status
- Check on the Appraisal Date
- Negotiate Any Unsatisfactory Appraisals
- Coordinate Closing Times & Location
- Make Sure All Documents Are Fully Signed
- Verify Title Company Has Everything Needed
- Remind Buyers to Schedule Utilities

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- Explain Home Warranty Options
- Update Buyer's Pre-Approval Letter
- Discuss Loan Objection Deadlines
- Notify All Parties of Closing Time
- Solve Any Title Problems Before Closing
- Receive and Review Closing Documents
- Review Closing Figures With Buyers
- Confirm Repairs Have Been Made By Sellers
- Perform Final Walk-Through with Buyers
- Resolve Any Last Minute Issues
- Get CDA Signed By Brokerage
- Attend Closing with Buyers
- Provide Home Warranty Paperwork
- Give Keys and Accessories to Buyers
- Close Out Buyer's File
- On-going Support (Contractor, Landscaping, Painter, Fence, Appliance Referrals
- Schedule & Organize All Showings
- Gather Showing Instructions for Each Listing