

WHAT DOES MY BROKER DO

As a buyer, it's crucial to recognize the comprehensive array of tasks and responsibilities your buying agent manages on your behalf throughout the real estate transaction process. From the first meeting to understand your needs and preferences to the final moments of closing the deal, your agent is intricately involved in every facet of the transaction. This includes thorough planning, extensive market analysis, guidance on financing options, adept negotiation, and ongoing communication to ensure that you find a property that not only meets your criteria but also that there are no delays in the process. Below is a detailed list that shows many of the steps your agent takes during this journey. This list aims to provide clarity and insight into the diligent efforts made behind the scenes, ensuring that your experience as a buyer is as informed, efficient, and rewarding as possible.

1. Schedule Time to Meet Buyers
2. Prepare Buyers Guide & Presentation
3. Meet Buyers and Discuss Their Goals
4. Explain Buyer & Seller Agency Relationships
5. Discuss Different Types of Financing Options
6. Help Buyers Find a Mortgage Lender
7. Obtain a Pre-Approval Letter from Their Lender
8. Provide an Overview of Current Market Conditions
9. Explain Your Company's Value to Buyers
10. Discuss Earnest Money Deposits
11. Explain Home Inspection Process
12. Gather the Needs and wants of Their Next Home
13. Explain Recording Devices During Showings
14. Create Internal File for Buyers Records
15. Send Buyers Homes Within Their Criteria
16. Start Showing Buyers Home That They Request
17. Schedule & Organize All Showings
18. Gather Showing Instructions for Each Listing
19. Send Showing Schedule to Buyers
20. Gather Buyer Feedback After Each Showing
21. Update Buyers When New Homes Hit the Market
22. Share Knowledge & Insight About Homes
23. Listen and learn from Buyers At Each Showing
24. Update Listing Agents with Buyer's Feedback
25. Discuss Homeowner's Associations
26. Confirm Water Source and Status
27. Explain the Property Appraisal Process
28. Discuss Multiple Offer Situations
29. Provide Updated Housing Market Data to Buyers
30. Update Buyers on Any Price Drops
31. Prepare Sales Contract When Buyers are Ready
32. Educate Buyer on Sales Contract Options
33. Determine Need for Lead-Based Paint Disclosure
34. Explain Home Warranty Options
35. Update Buyer's Pre-Approval Letter
36. Discuss Loan Objection Deadlines
37. Review Comps with Buyers To Determine Value
38. Prepare and submit the Buyer's Offer to the Listing Agent
39. Negotiate Buyers Offer with Listing Agent
40. Execute A Sales Contract & Disclosures
41. Once Under Contract, Send to the Title Company
42. Coordinate Earnest Money Drop Off
43. Deliver Copies to Mortgage Lender
44. Obtain a Copy of the Sellers Disclosure for Buyers
45. Deliver Copies of Contract/Addenda to Buyers
46. Obtain A Copy of HOA Bylaws
47. Keep Track of Copies for Office File
48. Coordinate Inspections with Buyers
49. Meet the Inspector at The Property
50. Review Home Inspection with Buyers
51. Negotiate Inspection Objections
52. Get All Agreed Repair Items in Writing
53. Verify any Existing Lease Agreements
54. Check in With the Lender To Verify the Loan Status
55. Check on the Appraisal Date
56. Negotiate Any Unsatisfactory Appraisals
57. Coordinate Closing Times & Location
58. Make Sure All Documents Are Fully Signed
59. Verify Title Company Has Everything Needed
60. Remind Buyers to Schedule Utilities
61. Receive and Review Closing Documents
62. Review Closing Figures with Buyers
63. Confirm Repairs Have Been Made by Sellers
64. Perform Final Walk-Through with Buyers
65. Resolve Any Last-Minute Issues
66. Attend Closing with Buyers
67. Provide Home Warranty Paperwork
68. Give Keys and Accessories to Buyers
69. Close Out Buyer's File Brokerage