

OUR INDIVIDUAL TASKS

When you entrust us to list your property, we will negotiate with buyers and their agents to receive the best possible offer. For that to occur expeditiously, it is important to understand each of our duties to ensure a smooth transaction.

Each of our tasks are equally as important and difficult as the others.

MY TASKS

- Advise any repairs or design tips, if necessary, in order to get the property ready for sale
- Establish time frame and strategy for getting the property on the market
- Schedule professional photography and sign installation
- Place marketing data in the property for prospective buyers
- Arrange for showings with cooperating agents and potential buyers, attempting to give at least 1 hour notice to you (if not vacant)
- Follow up with other agents who show property for feedback
- Conduct Open House(s) upon request
- Advise possible solutions if property has no offers in a reasonable amount of time
- Review market conditions continuously
- When an offer or offers come in, I will present them to you and will negotiate the best contract for your needs

YOUR TASKS

- De-cluttering and staging the property to appeal to a wide range of buyers
- Start packing items away, if necessary
- Complete all repairs and cleaning
- Keep property ready for showings during the listing term
- Leave the premises for showings and Open Houses
- Keep marketing information visible in the property for buyers during showings and inform me if information is depleted
- Hide or pack away valuables and prescriptions
- Refuse to discuss terms with buyers or their agents without me present
- Tell your family, friends and acquaintances, that you are selling. They might know someone who might be interested in purchasing your property
- Call me if you have any questions or concerns throughout the process