

PLAN OF ACTION

(SHARED EXPECTATIONS)

AGENT:

CLIENT:

HOME SEARCH.....

Preliminary market report
MLS daily search
Fax or e-mail matches
Agent networking
Give you hours/days to reach me
Arrange showings
Contact only fsbo's you ask me to call

Drive neighborhoods
Attend open houses
Review my faxes/e-mail & drive by asap
Network with friends
Give me where/time you can be reached
Have checkbook with you
Review advertisements/Internet

OFFER.....

Research solds
Research tax records
Draft Purchase & Sale Agreement
Attend inspection
Negotiate work orders

Consider the facts
Review research
Have authority to sign
Attend inspection
Review bids/promptly respond

CLOSING.....

Purchase & Sales Agreement to lender
Appraiser access
Attend closing

Promptly sign lender papers
Accessible to sign closing papers

