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125 THINGS WE WILL DO AS YOUR *Buying Agents*

The Ultimate Guide to Buying Your Dream Home:
A Comprehensive Resource for Future Homeowners

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INTRODUCTION

Welcome to the comprehensive guide crafted by a dedicated team of experienced real estate professionals, designed to navigate you through every stage of the home-buying process. Whether you are a first-time buyer or a seasoned homeowner, purchasing a property is one of the most significant decisions you will make, and our goal is to make it as seamless and informed as possible.



Why Choose Us?

With decades of combined experience in the real estate industry, we bring a wealth of knowledge, expertise, and personalized service to each transaction. Our comprehensive approach covers every detail, from the initial consultation to post-closing support, guaranteeing that no stone is left unturned. We pride ourselves on our ability to tailor our services to meet the unique needs of each client, ensuring that your goals are not only met but exceeded.

What to Expect?

In this guide, we will walk you through the 125 tasks we undertake as your buying agents. This extensive list is designed to give you a comprehensive view of the value we bring to the home-buying process and the detailed attention we apply to every aspect of your transaction.

You can expect:

- ***Expert Guidance:*** We will offer you in-depth market analysis, strategic advice, and tailored recommendations to help you find the right property at the right price.
- ***Personalized Attention:*** From identifying potential homes to closing the deal, we will be by your side at every stage, ensuring that your needs and preferences are always our top priority.
- ***Seamless Process:*** Our goal is to make your home-buying experience as smooth as possible, managing all the complexities so you can focus on finding your perfect home.

Our Commitment

We are committed to upholding the highest standards of professionalism, integrity, and client satisfaction. Your satisfaction defines our success, and we aim to build lasting relationships based on trust and exceptional service.

Thank you for choosing us as your buying agents. We look forward to achieving great results together and making your home-buying journey both successful and enjoyable.

2 CHAPTER PRE-APPOINTMENT PREPARATION

- 1.** We will reach out by phone, email, or text to confirm our appointment date and time
- 2.** We will review your initial inquiry and prepare relevant information to discuss during our meeting.
- 3.** We will research your desired neighborhoods to provide preliminary insights.
- 4.** We will compile questions to better understand your housing goals.
- 5.** We will review market trends in your areas of interest.

3 CHAPTER INITIAL CONSULTATION

- 6.** We will meet with you to discuss and define your housing goals.
- 7.** We will explain the buying process in detail.
- 8.** We will discuss your financial situation to understand your budget.
- 9.** We will provide an overview of the current market conditions.
- 10.** We will clarify your preferred timeline for purchasing a home.

4 CHAPTER

MARKET RESEARCH AND ANALYSIS

- 11.** We will research and identify comparable active listings in your desired areas.
- 12.** We will review sales activity from the past 12 months to give you insight into market trends.
- 13.** We will analyze the "Average Days on the Market" for comparable properties
- 14.** We will assess historical market performance to predict future pricing trends.
- 15.** We will examine public record information about potential properties.
- 16.** We will prepare a "Comparable Market Analysis" (CMA) to establish the fair market value of homes you are considering.
- 17.** We will provide detailed reports on neighborhood amenities and services.
- 18.** We will review crime rates in the areas you are interested in.
- 19.** We will research the demographic profiles of the neighborhoods.
- 20.** We will check the walkability scores of the areas you are considering.

5 CHAPTER

FINANCING AND BUDGETING

- 21.** We will discuss various financing options available to you.
- 22.** We will help you connect with reputable lenders.
- 23.** We will assist in preparing your financial documents for the lender.
- 24.** We will guide you through the pre-approval process.
- 25.** We will follow up with your lender to secure a pre-approval letter.
- 26.** We will explain the impact of interest rates on your buying power.
- 27.** We will provide insights on different types of mortgages.
- 28.** We will discuss potential down payment assistance programs.
- 29.** We will help you understand closing costs and other expenses.
- 30.** We will assist in evaluating your total cost of homeownership.

6 CHAPTER

MARKETING YOUR PROPERTY

- 31.** We will curate a list of homes that match your criteria.
- 32.** We will provide detailed property profiles for each home.
- 33.** We will arrange virtual tours for properties if you are unable to visit in person.
- 34.** We will schedule and coordinate in-person property viewings.
- 35.** We will discuss the pros and cons of each property you view.
- 36.** We will provide information on future developments in the area that could impact property values.
- 37.** We will assess the potential for property value appreciation.
- 38.** We will review any pending offers on properties you are interested in.
- 39.** We will discuss any special features or upgrades of the homes you view.
- 40.** We will help you prioritize your must-haves versus nice-to-haves.

7 CHAPTER

AMPLIFY YOUR PROPERTY'S PRESENCE

41. We will point out potential repair and maintenance issues during viewings.

42. We will provide you with a list of qualified home inspectors.

43. We will arrange and attend the home inspection with you.

44. We will review the home inspection report in detail.

45. We will identify any major issues or concerns from the inspection.

46. We will discuss the implications of any repairs needed.

47. We will help you decide which repairs to request from the seller.

48. We will assist in obtaining repair estimates if needed.

49. We will evaluate the property's structural integrity and long-term maintenance needs.

50. We will assess the property's compliance with local building codes.

8 CHAPTER

SCHOOL AND COMMUNITY RESEARCH

51. Electronic Flyers: We will review the current public school boundaries.

52. Mobile Brochure: We will provide links to public and private schools for further research.

53. We will discuss the impact of school ratings on property values.

54. We will analyze the availability of extracurricular activities in the area.

55. We will check the proximity of the property to schools and educational facilities.

56. We will review community resources such as parks, libraries, and recreation centers.

57. We will provide information on local community events and activities.

58. *We will assess the quality of nearby healthcare facilities.*

59. *We will research the availability of public transportation options.*

60. *We will check for local shopping, dining, and entertainment options.*

9 CHAPTER

MAKING AN OFFER

- 61. We will discuss and strategize your offer price based on market conditions.*
- 62. We will review and explain the offer terms and conditions.*
- 63. We will draft the initial offer and review it with you.*
- 64. We will discuss any inclusions and exclusions to be added to the offer.*
- 65. We will submit your offer to the listing agent.*
- 66. We will communicate your interest in the property to the listing agent.*
- 67. We will negotiate the terms of the offer on your behalf.*
- 68. We will review and discuss any counter-offers received.*
- 69. We will help you decide on the best course of action in response to a counter-offer.*
- 70. We will ensure all offer documents are correctly completed and signed.*

10 CHAPTER

CONTRACT TO CLOSE

- 71.** We will forward the fully executed offer to the title company.
- 72.** We will ensure that all contractual deadlines are met.
- 73.** We will coordinate with the title company to order the title report.
- 74.** We will review the title report and address any issues.
- 75.** We will arrange for a survey of the property if required.
- 76.** We will verify the property's legal description and zoning.
- 77.** We will confirm the availability of utility services.
- 78.** We will review and verify the Homeowner Association (HOA) rules and regulations.
- 79.** We will assist in obtaining and reviewing HOA documents.
- 80.** We will check for any special assessments or liens on the property.
- 81.** We will review the seller's disclosures with you.
- 82.** We will negotiate any issues that arise during the escrow process.
- 83.** We will assist with obtaining homeowner's insurance.
- 84.** We will coordinate the appraisal process and provide necessary documentation to the appraiser.

- 85. We will review the appraisal report and discuss any concerns.*
- 86. We will negotiate any appraisal discrepancies on your behalf.*
- 87. We will assist in finalizing the loan approval process with your lender.*
- 88. We will ensure that all lender conditions are met before closing.*

11

CHAPTER

FINAL WALK-THROUGH AND CLOSING

- 89.** We will schedule and attend the final walk-through with you.
- 90.** We will verify that all agreed-upon repairs have been completed.
- 91.** We will check that the property is in the agreed-upon condition.
- 92.** We will address any last-minute issues that arise during the walk-through.
- 93.** We will prepare for closing by reviewing all final documents.
- 94.** We will explain the closing statement and ensure all figures are correct.
- 95.** We will coordinate the closing date and time with all parties involved.

- 96.** We will attend the closing with you to ensure a smooth transaction.
- 97.** We will confirm that all documents are signed and notarized as required.
- 98.** We will ensure that funds are properly distributed at closing.
- 99.** We will verify that you receive the keys to your new home.

12 CHAPTER POST-CLOSING SUPPORT

- 100.** We will provide you with copies of all closing documents for your records.
- 101.** We will follow up to ensure that the property has been transferred to your name.
- 102.** We will assist with setting up utility services at your new home.
- 103.** We will help you with the filing of any Home Warranty claims if needed.
- 104.** We will address any post-closing questions or concerns you may have.
- 105.** We will provide recommendations for local service providers (e.g., movers, cleaners).
- 106.** We will follow up with the seller's agent to resolve any outstanding issues.
- 107.** We will check in with you after moving to ensure everything is satisfactory.

108. We will provide you with market updates relevant to your new neighborhood.

109. We will assist in finding a local community or neighborhood association to join.

13 CHAPTER

LONG-TERM CLIENT CARE

110. We will send you reminders for important home maintenance tasks.

111. We will offer ongoing support for any real estate needs you have.

112. We will keep you informed about changes in the local real estate market.

113. We will provide you with an annual market analysis for your property.

114. We will assist with refinancing or selling your property in the future if needed.

115. We will invite you to exclusive client events and workshops.

116. We will offer referrals to trusted professionals for any home improvement projects.

117. We will stay in touch to ensure you are satisfied with your home purchase.

118. We will offer advice on property management if you decide to rent out your home.

119. We will keep you updated on new developments in the real estate market.

- 120.** We will provide tips on increasing your property's value over time.
- 121.** We will offer consultations for any future real estate investments.
- 122.** We will provide you with a list of recommended home improvement projects to boost your property value.
- 123.** We will assist in identifying opportunities for upgrading or expanding your property.
- 124.** We will help you stay informed about property tax changes and assessments.
- 125.** We will always be available to answer any questions or provide guidance long after your purchase is complete.

CONCLUSION

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Thank you for allowing us to be part of your home-buying journey. We hope this guide has provided you with the confidence and clarity needed to find the perfect place to call home. We're here to support you every step of the way, now and in the future. Thank you for trusting us as your buying agents.

-Ellen Bryson & Wendy Chaisser