

THE BUYING PROCESS

- I. BUYER/AGENT MEETING**
 - A. Discuss Agency/Representation
 1. Agency Relationships Disclosure
 - B. Gather Wants & Needs Information
 1. Buyer Questionnaire
 2. Buyer Need, Want, Wish Survey
 - C. Discuss Type of Sale Desired & Process
 1. Traditional Sale, REO, (Lender Owned), Short Sale
- II. MORTGAGE APPLICATION**
 - A. Discuss Financing Needs
 - B. Refer to Loan Officer
 - C. Pre-approval Letter
- III. THE SEARCH BEGINS**
 - A. Set Up Auto Email MLS Search For Listings That Meet Buyer's Criteria
 - B. Schedule Showings For Properties of Interest.
 - C. Compare Each Home To Buyer's "Wants & Needs"
 - D. Narrow Down The Field
 - E. Select The Best Property
- IV. WRITE / PRESENT PURCHASE AGREEMENT**
 - A. Determine Offering Price, Closing Date, Terms, Etc.
 - B. Negotiate With Sellers/Agents (Potential Counteroffers)
 - C. Final Acceptance of Purchase Agreement
- V. HOME INSPECTION & APPRAISAL**
 - A. Schedule Home Inspection With Certified Home Inspector, Discuss Any Concerns With Inspector
 - B. Negotiate Remedies, If Any, With Sellers/Agents
 - C. Remove Inspection Contingency
 - D. Have Lender Schedule Appraisal
- VI. WAITING FOR CLOSING**
 - A. Be Patient and Reply Promptly With Any Lender Requirements!!
 - B. Shop for Home Owners Insurance
 - C. Contact Utility Companies
 - D. Order Moving Van
- VII. PRE-CLOSING WALK-THROUGH & PRELIM HUD-1 REVIEW**
 - A. Make Sure All Required Work Is Complete
 - B. Make Sure All Personal Property Agreed To Is Left In The Property
 - C. Make Sure There Are No Last Minute Surprises Or Problems
 - D. Review Preliminary HUD-1 Settlement Statement For Accuracy
- VIII. CLOSING**
 - A. Sign, Sign, Sign, CONGRATULATIONS! You Are A New Homeowner!