



PLATT INC

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## Services Provided to Buyers

### **Initial Consultation**

- Meet with client to determine client's needs and desires for location, amenities, and size of property
- Coordinate with lenders to pre-approve buyer before placing offers
- Create property acquisition strategy
- Create customized property search
- Present currently-available properties to client that fit client's criteria

### **Locating Properties and Submitting Offers**

- Keep client informed of newly-available listings
- Schedule property showings with sellers' agents
- Prepare offers as desirable properties are identified
- Present offers to listing agents and sellers
- Draft personalized letter to seller recommending client
- Prepare counter-offers (if necessary)
- Negotiate with seller's agent to obtain the most favorable purchase price and contract terms for buyer.

### **Once Offer Is Accepted (Escrow)**

- Establish and manage key event timeframes
- Open escrow with title company
- Track seller performance timeframes
- Liason with seller's agent and title company
- Check permit status
- Track legal disclosures
- Schedule lender appraisal
- Schedule inspections
- Review seller disclosures and advise client
- Coordinate repairs, if any
- Order home warranty
- Coordinate with insurance agent for home coverage
- Track and manage buyer contingencies
- Prepare addenda and extensions as needed
- Manage buyer's lender's performance to ensure smooth transaction
- Arrange buyer document sign-off
- Plan and manage final walk-through inspection
- Transfer utilities to buyer

### **At the Closing (Title Transfer)**

- Assist client at closing with final document signing
- Deliver keys and garage door remotes to buyer
- Congratulate you on your new home purchase!