

90 Things Realtors Do for Buyers

- 1. Schedule Time To Meet Buyers
- 2. Prepare Buyers Guide & Presentation
- 3. Meet Buyers and Discuss Their Goals
- 4. Explain Buyer & Seller Agency Relationships
- 5. Discuss Different Types of Financing Options
- 6. Help Buyers Find a Mortgage Lender
- 7. Obtain a Pre-Approval Letter from Their Lender
- 8. Explain What You Do For Buyers As A Realtor
- 9. Provide an Overview of Current Market Conditions
- 10. Explain Your Company's Value to Buyers
- 11. Discuss Earnest Money Deposits
- 12. Explain Home Inspection Process
- 13. Educate Buyers About Local Neighborhoods
- 14. Discuss Foreclosures & Short Sales
- 15. Gather Needs & Wants Of Their Next Home
- 16. Explain School Districts Effect on Home Values
- 17. Explain Recording Devices During Showings
- 18. Learn All Buyer Goals & Make A Plan
- 19. Create Internal File for Buyers Records
- 20. Send Buyers Homes Within Their Criteria
- 21. Start Showing Buyers Home That They Request
- 22. Schedule & Organize All Showings
- 23. Gather Showing Instructions for Each Listing
- 24. Send Showing Schedule to Buyers
- 25. Show Up Early and Prepare First Showing
- 26. Look For Possible Repair Issues While Showing
- 27. Gather Buyer Feedback After Each Showing

- 28. Update Buyers When New Homes Hit the Market
- 29. Share Knowledge & Insight About Homes
- 30. Guide Buyers Through Their Emotional Journey
- 31. Listen & Learn From Buyers At Each Showing
- 32. Keep Records of All Showings
- 33. Update Listing Agents with Buyer's Feedback
- 34. Discuss Home Owner's Associations
- 35. Estimate Expected Utility Usage Costs
- 36. Confirm Water Source and Status
- 37. Discuss Transferable Warranties
- 38. Explain Property Appraisal Process
- 39. Discuss Multiple Offer Situations
- 40. Create Practice Offer To Help Buyers Prepare
- 41. Provide Updated Housing Market Data to Buyers
- 42. Inform Buyers of Their Showing Activity Weekly
- 43. Update Buyers On Any Price Drops
- 44. Discuss MLS Data With Buyers At Showings
- 45. Find the Right Home for Buyers

- 46. Determine Property Inclusions & Exclusions
- 47. Prepare Sales Contract When Buyers are Ready
- 48. Educate Buyer's On Sales Contract Options
- 49. Determine Need for Lead-Based Paint Disclosure
- 50. Explain Home Warranty Options
- 51. Update Buyer's Pre-Approval Letter
- 52. Discuss Loan Objection Deadlines
- 53. Choose a Closing Date
- 54. Verify Listing Data Is Correct
- 55. Review Comps With Buyers To Determine Value
- 56. Prepare & Submit Buyer's Offer to Listing Agent

- 57. Negotiate Buyers Offer With Listing Agent
- 58. Execute A Sales Contract & Disclosures
- 59. Once Under Contract, Send to Title Company
- 60. Coordinate Earnest Money Drop Off
- 61. Deliver Copies to Mortgage Lender
- 62. Obtain Copy of Sellers Disclosure for Buyers
- 63. Deliver Copies of Contract/Addendum to Buyers
- 64. Obtain A Copy of HOA Bylaws
- 65. Keep Track of Copies for Office File
- 66. Coordinate Inspections with Buyers
- 67. Meet Inspector At The Property
- 68. Review Home Inspection with Buyers
- 69. Negotiate Inspection Objections
- 70. Get All Agreed Upon Repair Items in Writing
- 71. Verify any Existing Lease Agreements
- 72. Check In With Lender To Verify Loan Status
- 73. Check on the Appraisal Date
- 74. Negotiate Any Unsatisfactory Appraisals
- 75. Coordinate Closing Times & Location
- 76. Make Sure All Documents Are Fully Signed
- 77. Verify Title Company Has Everything Needed
- 78. Remind Buyers to Schedule Utilities
- 79. Make Sure All Parties Are Notified of Closing Time
- 80. Solve Any Title Problems Before Closing
- 81. Receive and Review Closing Documents
- 82. Review Closing Figures With Buyers
- 83. Confirm Repairs Have Been Made By Sellers
- 84. Perform Final Walk-Through with Buyers
- 85. Resolve Any Last Minute Issues

- 86. Get CDA Signed By Brokerage
- 87. Attend Closing with Buyers
- 88. Provide Home Warranty Paperwork
- 89. Give Keys and Accessories to Buyers
- 90. Close Out Buyer's File with Brokerage