

We go above and beyond to make sure every detail of every transaction is handled in a professional manner.

1. Initial phone consultation to learn about the homeowner and their objectives
2. Schedule a day and time to meet
3. Pull comparable sales and compile data
4. Analyze the market trends in the neighborhood
5. Prepare Comparative Market Analysis Report and Presentation
6. Strategize on the best way to get the home sold fast and for top dollar
7. Order O & E report from title company
8. Write 14 contractual documents with property specific details
9. Bring sign, lockbox and brochure box
10. Meet with homeowners
11. Tour the home, gather detailed information and learn about improvements made and special features
12. Consult with homeowner on their goals and objectives
13. Analyze the home in comparison with others that have recently sold in the neighborhood
14. Strategize together on the best way to get the home sold quickly and for top dollar
15. Prepare sellers estimate net sheet
16. Arrive at list price with homeowner
17. Sign listing documentation and disclosures
18. Offer suggestions on preparing the home to sell
19. Provide referral resources for seller regarding any needed services, such as painters, roofers, HVAC technicians, plumbers, etc.
20. Put up sign
21. Put key in lockbox
22. Arrange with homeowner showing instructions and steps for access to the home
23. Turn paperwork into the main office
24. Order payoff from any and all lien holders
25. Arrange photographer and virtual tour filming appointment
26. Prepare the listing details on the MLS
27. Collect photos from photographer
28. Activate listing on the MLS
29. Activate listing with showing service to allow access for buyer agents
30. Create customized website
31. Upload listing information on Realtor.com
32. Upload listing information on Zillow.com
33. Upload listing information on Homes.com
34. Upload listing information on REcolorado.com
35. Upload listing information on all other internet marketing websites
36. Create Craigslist ad
37. Create special feature cards

38. Create brochure and send to printer
39. Laminate brochure
40. Pick up brochures, laminated brochure and feature cards and deliver to home
41. Door knock 50 surrounding homes to advertise the home just listed
42. Set up 1-800 call capture number with home features list
43. Take in-coming calls from buyers in response to the marketing
44. Follow up immediately with all 800 sign calls
45. Schedule as many showings with potential buyers as possible
46. Answer questions from Buyer Agents
47. Schedule showings for Buyer Agents
48. Follow up with Buyer Agents for feedback after showings
49. Follow up again with Buyer Agents who did not previously provide feedback
50. Share feedback received with homeowner
51. Make marketing adjustments as necessary as a response from feedback received
52. Call homeowner weekly to give updates on the marketing and showing activity
53. Answer questions from Buyer Agent writing an offer
54. Receive offer from interested buyer
55. Review offer
56. Contact buyer's lender and ensure buyer is qualified to purchase property
57. Present offer to seller
58. Advise seller regarding offer
59. Negotiate offer terms on behalf of seller
60. Come to the best terms for seller
61. Ensure that all proper contracts and addendums are signed and completed to protect sellers interests
62. Turn all documentation into Real Estate office
63. Turn contract into title company and open title policy
64. Change status to pending on MLS
65. Change status to pending, taking backups for showings
66. Arrange for delivery of buyer's Earnest Money
67. Create under contract deadline calendar
68. Arrange for buyer's inspection
69. Receive buyer's inspection notice
70. Present inspection notice to seller
71. Arrange to get bids for work requested by buyers
72. Arrange access to the house for any contractors
73. Come to resolution on inspection items
74. Prepare and sign inspection resolution document
75. Arrange for buyer's appraisal
76. Follow up consistently with buyer's lender to ensure they are on schedule with the buyer's loan process
77. Confirm appraisal is in line with value

78. Schedule for closing date, time and location
79. Ensure that the buyer's loan is complete
80. Schedule buyer's final walk through
81. Arrange for pickup of sign and lockbox
82. Be vigilant throughout the under contract process that dates and deadlines are followed and all parties are in compliance with the contract
83. Review final HUD settlement statement and make any corrections
84. Advise seller of the final amount to be received at closing
85. Ensure that wire instructions are set up at title company and seller's bank
86. Attend closing with sellers
87. ****Celebrate with sellers!****
88. Explain any documents and answer any questions the seller may have at closing
89. Arrange for transfer of possession
90. Pick up sign and lock box
91. Change status in MLS to sold
92. Remove customized website
93. Remove listing information from all websites
94. Turn closing documents into main office

All of these steps are completed with refined skill that comes from the experience of selling over 100 homes.