**RE/MAX**

**Trinity**

**Cross Country**

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**HOME SELLER GUIDE**

**About**

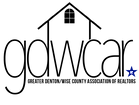
* #1 Real Estate Brand in Name Recognition Among Consumers
* Global Connections!
  + 115 countries & territories
  + 142,405 Agents+
  + 9,000 Offices+
  + 50 Languages
  + 68 Currencies
  + 2 Million+ Transactions last year!
* Exposure:
  + #1 Consumer-facing Website in the Industry - More hits than any other Brand
  + 114 M+ website hits annually,
  + 58.6 M Search Impressions)
  + 1.11 Billion + TV/Video Impressions
  + 1.1 Billion+ Digital Ad Views

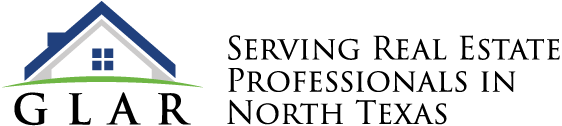


**About**

**Trinity – Cross Country**

* Top 3 RE/MAX Brokerage in the State of Texas
* Consistent Top Brokerages for RE/MAX-Tarrant Council
  + Top Listing Volume
  + Top Sales Volume
  + Top # of Transactions
  + Top Commissions Paid
* 26 Broker/Associates Choose to Align with RE/MAX Trinity
* Sales Volume over $500 Million
* Top 25 Companies in Dallas/Fort Worth – Dallas Business Journal
* Top 500 RE/MAX Affiliates – 2021 REAL Trends 500
* Top 1,000 offices in the Nation – 2020 RIS Media Power Broker
* Staff and agent industry involvement-
* (Current/Formerly serving on):
  + Past President Lewisville Association of Realtors, 3 TREPAC Trustees, GFWAR Board of Directors, Greenbriar Committee, Educational Foundation Board Of Directors, Business After Hours Committee Society of Commercial Realtors, TREC Certified Instructor, MetroTex MLS Committee, Texas Association of Realtors Professional Standards Chairman,, Texas Association of Realtors Mediator, Texas Residential Property Manager

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***About* RE/MAX Trinity – Cross Country**

**Broker/Owners, Traci Nicodemus & Scott Smith**

***![A person smiling for the camera

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confidence](data:image/jpeg;base64,/9j/4AAQSkZJRgABAQEAYABgAAD/4RDcRXhpZgAATU0AKgAAAAgABAE7AAIAAAAGAAAISodpAAQAAAABAAAIUJydAAEAAAAMAAAQyOocAAcAAAgMAAAAPgAAAAAc6gAAAAgAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAFRyYWNpAAAFkAMAAgAAABQAABCekAQAAgAAABQAABCykpEAAgAAAAM0MgAAkpIAAgAAAAM0MgAA6hwABwAACAwAAAiSAAAAABzqAAAACAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA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At RE/MAX Trinity we love what we do and for over 40 years we have been working together to provide unequaled service to families making the biggest decisions of their lives. We work hard every day to help bring to reality the dream of homeownership to all that desire it.

Traci

Scott

**Six Locations Serving the D/FW Metroplex**

**A picture containing text, highway

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Southlake

121 Countryside Ct., #120

817-310-5200

Fort Worth

2600 W. 7th St., #146

817-870-1600

Weatherford

2002 Santa Fe Dr.

817-596-8000

**From Denton to Tarrant to Parker Counties**

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Denton

101 S Locust St #704

940-297-1730

Lewisville

128 W Main St

972-297-1730

Highland Village

1990 Justin Rd

972-317-9586

**Charitable Causes**

***Giving is Living:***

**Giving is Living – Burgers for Babies – Children’s Miracle Network**

At RE/MAX Trinity- Cross Country, helping others is what we do – and it doesn’t end with home sales! Through our Burgers for Babies event, donations can be easily made to our local Children’s Miracle Network Hospital® – Cook Children’s of Fort Worth!

**A group of people on a train

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***Text

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**Text

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As a client of a RE/MAX Agent, you can buy and sell with confidence and a side of give back. With each closed transaction, your agent gives back to CMN on your behalf. We call this our “Miracle Home Program” and our office is proud to be the TOP contributor for ALL OF TEXAS since 2009!

Graphical user interface, text

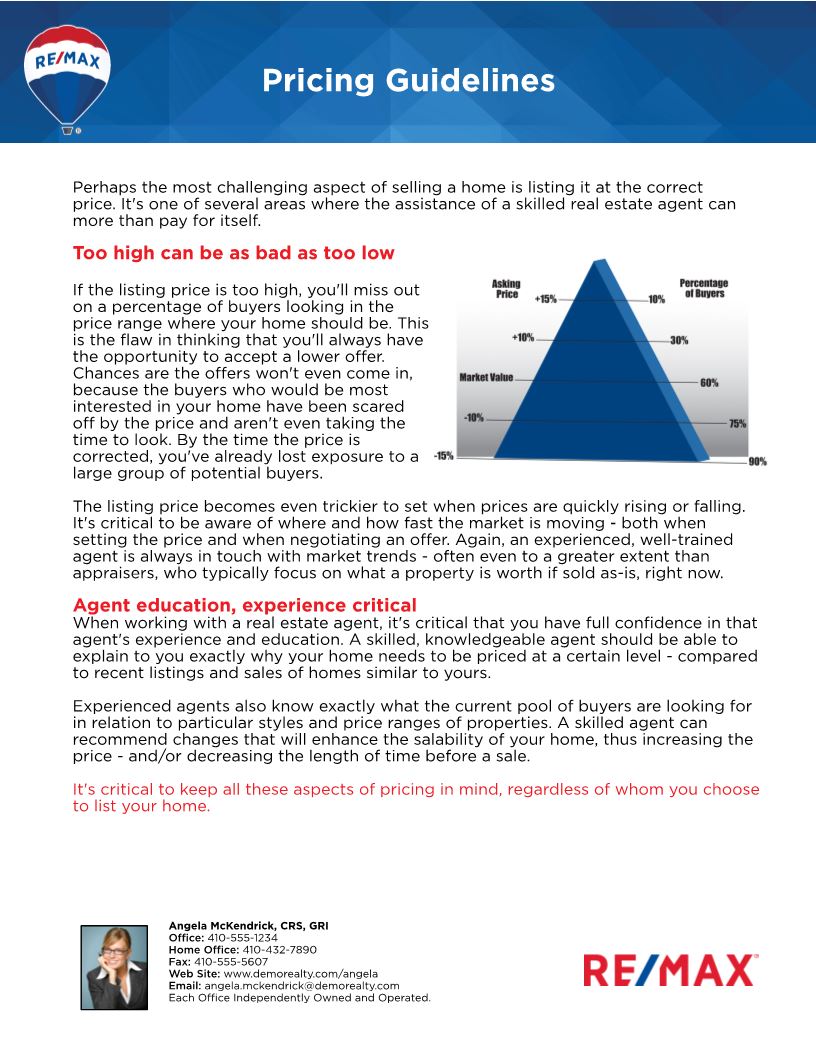
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Graphical user interface, logo, company name

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Text

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**Services I Provide**

* **Pricing** – I will assist you with pricing your home based on a Comparative Market Analysis. This will help you sell your home for the best price the market can bear, in the shortest amount of time.
* **Property Description** – A property description will be created including general information and special features to be used in MLS as well as the property brochure.
* **Multiple Listing Service (MLS)** – I will enter your home’s information into the MLS, giving your home exposure to over 15,000 REALTORS® that are members of NTREIS.
* **Photography** – I will have your home professionally photographed.
* **Color Brochure** – I will provide full-color brochures to display at your home.
* **Yard Sign** – I will place a For Sale sign on your property.
* **Marketing System** – I will enter your home into my marketing and information systems.
* **Lock Box** – I will place a lockbox on your property to increase showings and provide you with the security of knowing who has shown your home.
* **Showing Service** – ShowingTime provides professional services to schedule all showing appointments. Feedback Requests are also sent out to all showing Agents. You will receive any feedback as soon as it is provided.
* **Internet Presence** – I will syndicate to all appropriate real estate websites throughout the US.
* **Weekly Contact & Reports** – I will contact you weekly to give you an update on the marketing of your home and answer any questions you may have. I will email you reports showing the number of internet visitors to your property. In addition, I will set you up on a search so you will be automatically emailed any new listings that come on in the market in your area. This is an automatic way for you to stay up to date on the competition.
* **Personal Contact** – I meet every Monday morning with 20+ other Top Producing Agents, and will get their ideas on prospects for your home. We have a group of local Agents that participate in Agent Tours several times a year. I also contact a minimum of 50 people a week throughout the Community.
* **Contact REALTORS with Buyers** – I will email or call area agents with buyers.
* **Open House** – I or one of my co-agents will hold your house open (with your permission). Before the Open House, I will place a sign in front of your home promoting the Open House. I will also advertise on all appropriate websites and the MLS.
* **Seller’s Home Warranty** – I will discuss the option of purchasing Seller Home Warranty Coverage. This is an optional service available to you that provides home warranty coverage while the house is on the market.
* **Offers** – I will present all offers and assist in negotiations and communications.
* **Under Contract** – Once under contract, I will communicate with the Title Company and lenders to make sure the transaction stays on track for on-time closing.
* **Transaction Management** – I will manage the details of your transaction to ensure that your contract closes on time and you can move on time. Over 90% of my contracts close on or before the date written in the contract compared to an industry average of less than 50 percent.
* **Closing** – I will attend your closing with you and be there to review your closing disclosure and answer any questions you might have.
* **After Closing** – I will keep in touch with you after closing. I will provide you with ongoing market data that is relevant to you and keep you involved in my community events. My goal is to be your ongoing resource for any of your questions or real estate needs both now and in the future.

**Technology**

**

ShowingTime is a service provided to REALTORS® that makes it easy to schedule showing appointments for your home. Feedback Requests are sent to all showing Agents and provided to the seller as soon as they’re available.

Showing requests will be sent to you for approval before an appointment is scheduled. You decide how you want to be notified about a showing request.

*Mobile Search*



**THREE TYPES OF SHOWING APPOINTMENTS:**

**GO**🡺

For listings which no pre-approval is necessary.

**COURTESY 🡺**

For listings where ShowingTime calls and leaves a message about the appointment, but the buyer’s agent has the approval to show the property.

**APPOINTMENT REQUIRED 🡺**

For listings that require the seller’s (or Listing Agent’s) approval prior to showing to a prospective buyer.

**Syndication**

I will syndicate to all websites through the US and additional countries when appropriate. Through MLS ListHub, your listing will syndicate all over the world. If it’s listed with me, it will be accessible for buyers all over the world.



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With more than 90% of buyers using the Internet at some point during the home search process, having a strong website presence has become increasingly more important.

Your home should be easily accessible for buyers to find regardless of the platform or device.

ne*t Presence*

Your property will receive its very own website to further showcase your home’s unique attributes. This standalone website can feature photography and detailed property information to help market your listing individually and to set it apart from others.

****

I can create beautiful and professional flyers, postcards or other printed materials to gain more exposure for your listing and to market your home in style. These marketing materials create another touch point for interested buyers who may not be actively searching for homes online.

As part of my service to you, I provide you with everything needed to market your home successfully in the digital age.

**Me, as Your Realtor**

My knowledge and expertise allows me to anticipate issues before they become problems. Additionally, I provide my clients with the guidance necessary for a successful home selling experience.

**QUESTIONS YOU MAY HAVE DURING THE HOME SELLING PROCESS**

* + What needs to be disclosed to the perspective buyers? And how?
  + Other than price, what other terms need to be negotiated when a buyer comes along?
  + How much should the earnest money be? Who gets that?
  + How much should the option fee be? Who gets that?
  + What is an option period? How long should it be?
  + How soon should we be able to close?
  + What if the buyer(s) want to take possession before closing?
  + Should buyers have access to the house to do an inspection?
  + What if the buyer(s) request repairs?
  + What if the buyer(s) object to the HOA restrictive covenants?
  + Who pays for the survey? What if there is an existing survey? Can’t that be used?
  + What is a residential service warranty? Who pays for that? Who chooses the company?
  + How do we select a title company? Should we get title insurance?
  + What contract form should we use? Are there addenda we need to attach?
  + What if the buyer(s) have a change of heart and decides not to buy after signing the contract?
  + How do I/we know if the buyer(s) can get the financing or really have the funds to pay cash?
  + What happens if the buyer(s) fail to go through with the purchase?
  + How much will closing costs be? Can I/we know ahead of time how much the bottom line will be?
  + Will there be an appraisal? If so, what happens if the appraisal value is lower than the sale price? What if it appraises for more?
  + What if the buyer(s) have a home to sell? What if it doesn’t sell? Where does that leave me/us?
  + What if the buyer(s) want/don’t want to use a REALTOR®?
  + What do we do if something happens that causes major damage to the house before closing?

Listed below are steps typically taken by full-service real estate brokerages during the various stages of a successful residential real estate transaction in return for their sales commission.

Depending on the transaction, some steps may take minutes, hours or even days to complete, while others may not be needed at all.

More importantly, these services reflect the level of skill, knowledge and attention to detail required in today’s real estate transaction, underscoring the importance of receiving help and guidance from someone who fully understands the process - a licensed Real Estate Professional.

**PRE-LISTING RESEARCH / DATA INFORMATION**

* Explain how brokerage services work.
* Research all comparable properties that are currently listed.
* Research sales activity for past few months from MLS.
* Research “Average Days on Market” for properties of this type, price range and location.
* Download and review property tax roll information.
* Prepare “Comparable Market Analysis” (CMA) to establish fair market value.
* Verify legal names of owner(s) in county’s public property records.
* Confirm current public schools and explain impact of schools on market value.
* Give seller an overview of current market conditions and projections.
* Refer sellers to one of the best agents at their destination, if applicable.
* Verify legal names of owner(s) in county’s public property records.
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* Give seller an overview of current market conditions and projections.
* Refer sellers to one of the best agents at their destination, if applicable.

**ONCE LISTING AGREEMENT HAS BEEN SIGNED**

* Review and explain all clauses in Listing Contract& Addendum and obtain seller’s signature.
* Confirm lot size via owner’s copy of certified survey, if available.
* Review current appraisal, if available.
* Prepare showing instructions for buyer’s agents and agree on showing schedule with seller.
* Discuss possible buyer financing alternatives and options with seller.
* Identify Homeowner Association management, if applicable. Verify HOA monthly/yearly fees.
* Request average utility usage from last 12 months of bills.
* Ascertain need for lead-based paint disclosure.
* Prepare detailed list of property amenities and assess market impact.
* Prepare detailed list of property’s “Inclusions & Conveyances with Sale.
* Compile list of updates, completed repairs and maintenance items.
* Prepare MLS Profile Sheet—Agent is responsible for “quality control” and accuracy of listing data.
* Explain benefits of Home Owner Warranty to seller.
* Have extra key made for lockbox if necessary.
* Install electronic lockbox.
* Review results of Curb Appeal Assessment with seller and provide suggestions to improve sellability.
* Review results of Interior Décor Assessment and suggest changes to shorten time on market.
* Order Professional Photography.
* Provide seller with signed copies of Listing Agreement and MLS Profile Sheet Data Form.

**MARKETING YOUR HOME**

* ShowingTime will provide professional services to schedule all showing appointments. Feedback requests are also sent out to all showing agents.
* Create, print and distribute flyers or brochures.
* Hold a Broker open house or a buyer’s open house (with your permission).
* Discuss feedback from showing agents with seller to determine if changes will accelerate the sale.
* Place regular weekly update calls to seller to discuss marketing and pricing.
* Network weekly with 20+other Top Producing Agents to share ideas in marketing your home.

**OFFER IS RECEIVED – FINAL CONTRACT**

* Receive and review all Offers.
* Prepare a “net sheet” for each offer received for comparison purposes.
* Explain strengths and weaknesses of each offer.
* Obtain pre-qualification letter from buyer’s lender and contact buyer’s agents to review buyer’s qualifications and discuss offer.
* Negotiate all offers on seller’s behalf.
* Prepare and convey any counter offers, acceptance or amendments to buyer’s agent.
* Distribute copies of contract and all addendums to title company and buyer’s agent.
* Determine delivery of option check to seller.
* Confirm that buyer’s earnest money is deposited at title company
* Advise seller in handling additional offers to purchase submitted between contract and closing.

**INSPECTIONS - REPAIRS - LOAN PROCESS - APPRAISAL**

* Confirm date and time of buyer’s inspection of property.
* Review any repair requests received following buyers home inspection.
* Recommend or assist seller with identifying contractors to perform any requested repairs.
* Deliver repair receipts to buyer’s agent.
* Contact lender to ensure loan processing is on track.
* Relay final approval of buyer’s loan application to seller.
* Confirm buyer and buyer’s agent has received title insurance commitment and HOA documentation in a timely manner.
* Provide comparable sales used in market pricing to appraiser if needed.
* Follow up on appraisal.
* Assist seller in reviewing the appraisal report, if needed.

**CLOSING PROCESS**

* Coordinate closing process with Title Company and lender.
* Ensure all parties have all forms, information and current identification needed to close the sale.
* Assist in solving any title problems (boundary disputes, easement, etc.), if needed.
* Work with buyer’s agent in scheduling and conducting buyer’s final walk-through prior to closing.
* Receive and carefully review closing figures to ensure accuracy of preparation.

**Your Home Appeal**

Your home will appeal to more buyers when it is well taken care of and there is little sign of occupancy. Buyers want to be able to visualize themselves living in the home. With these tips, you are sure to capture positive attention and show above the competition!

* Make sure all home features and amenities such as paint, carpet, tile, countertops, lighting, appliances, and hardware are updated and neutral.
* Have any cracks, leaks, holes, caulking issues other damage repaired as to not deter buyers.
* Home accessories such as furniture, décor and accents should be in style and compliment features of the home (view a local model home for ideas).
* Think “necessity” as you are preparing each room to show its best. If it is not needed or serving a purpose – pre-pack it!
* Arrange furniture to welcome guests into the room instead of blocking walkways. The general rule is to have no more than 3 pieces of furniture in one area to help the room feel larger.
* Move personal items such as photos, paperwork, bathroom necessities, trash cans and laundry out of sight.
* Items in closets, cabinets, pantry and laundry room must be tidy and organized. Keep no more than 70% full to show adequate storage space.
* Landscaping should be well-manicured on a weekly basis (add fresh mulch and a few colorful flowers to flowerbeds or pots.
* Spring clean blinds, lights/fans, baseboards, doors, vents, appliances and windows. Interior of the home is to be kept squeaky clean on a daily basis.
* The home should always smell clean and fresh (use plug-ins, diffusers and sprays on a regular basis). Also, pets and their related items are to be kept out of sight and bedding should be fabreezed and cleaned often to avoid pet odors.

**Our Marketing Plan**

To assure you that your property is marketed to its fullest potential and to obtain the highest possible market value. I have a detailed and effective marketing strategy as noted below:

* Carefully evaluate your home, its competition, & current market conditions
* Prepare a prelisting Estimated Net Sheet to analyze if you are financially able to sell
* Prepare a Comparative Market Analysis to establish fair market value
* Prepare listing contract
* Provide Sellers Disclosure statement
* Take photos of property & prepare a visual tour
* Enter listing in North Texas Real Estate Information System (NTREIS) Multiple Listing Service (MLS)
* Place “For Sale” Sign in yard
* Place lock box on property
* Inform each agent in my brokerage office of this new property listing
* Make listing available to hundreds of Internet websites and Facebook
* Send postcard “Just Listed” announcements to clients & neighbors
* Hold Open Houses to general public, if necessary
* Host Realtor luncheon, if necessary
* Arrange showings for other agents through Central Showing Service
* Prequalify potential Buys
* Review List Price based on agent feedback & market condition
* Provide market activity report weekly
* Present & review all offers to include Sellers Net Sheet
* Negotiate the transaction on your behalf
* Finalize the closing
* Provide references for qualified moving & relocation services, if necessary

**Seller’s Guide**

From determining your home’s value to closing day, learn more about the home selling process.

The decision to sell your home is a big one. Whether this will be your first time on the selling side of the real estate process or you’ve done it several times before. I would love to assist you with the sale of your home. As a trusted RE/MAX® agent, I can help you navigate the process and help answer any questions you may have.

**Prepare Your Home for Sale**

Before you list your home, you’ll want to make sure your home is as marketable as possible. You may want to consider some repairs that could help add value to your property, such as fixing any water damage or foundation concerns. Even small cosmetic changes can have a big impact in the eyes of a buyer, such as replacing outdated light fixtures or giving your home a fresh coat of paint. I can work with you to help identify updates that may help increase the value of your home.

**Determine Your Home’s Value**

Choosing the right price for your home is one of the most important components of the selling process. While online estimates can be a good place to start, your agent will be able to provide a more accurate estimate based on local trends, the condition of your home, similar homes in the area, and more. Equipped with the insight and knowledge on the real estate market, you can rest assured knowing your RE/MAX agent is committed to finding the fair value of your home.

**Accept the Offer**

Once your home is on the market and a buyer is interested, he or she will submit an offer to your agent through their own agent. While the offer may differ from your asking price, you are able to reject or counter it if you’d like. Once you accept an offer, you’ll be officially under contract! During the due diligence period between signing the purchase agreement and closing the sale of your home, your agent can help you understand the conditions, provisions, and obligations of your contract.

**Close on Your Home**

Once you’ve gone through the process you are ready to officially sell your home! You’ll sit down and sign paperwork with the help of your gent and transfer the ownership of your home to the buyer. Now it’s time to celebrate – you’ve just sold your home and ae ready to move on to your next adventure.

**Marketing Your Property**

As a RE/MAX® agent, I have access to advanced technology and marketing strategies, and I have the knowledge and expertise to help sell your home. A few highlights include:

**Online Listing for Your Home**

Online listings feature information specific to each property and the surrounding area, as well as a property image. An invaluable marketing tool, the property image gives potential buyers an instant preview, which saves time and visually sparks interest.

**Mobile Presence**

Prospective buyers will be able to access the same great search technology available on my website while on the go! My home search app is available for both iOS and Android devices, increasing the opportunity for your home to be shown to potential buyers anywhere and at any time.

**Advanced Marketing**

I have advanced marketing and digital strategies that can help drive more traffic to your listing. The RE/MAX network of agents is one of the largest in the country and can be a great resource for spreading the word about your property by word of mouth, online marketing, and other advertising opportunities.

**What Happens When You Receive an Offer?**

**What to Know About Multiple Offers:**

* You can only negotiate with one buyer at a time, so it is imperative that you have everyone’s best offer before you agent presents your offers.
* Once you choose an offer, you will negotiate with that buyer until an agreement is reached. If you cannot come to terms, you may proceed to the next best offer.
* Negotiations will take place until either an agreement is reached, or until a buyer withdraws that offer.
* I will ask the other buyers to submit backup offers so that you have fallback options.

**Preparing Your Home for Sale**

**Because Your First Showing is On-line**

**Exterior**

* House number should be easy to read
* Lights on timers to ensure house is lit up after sunset
* Eaves, troughs, and down spouts in good repair
* Garage/car port clean and tidy
* Litter picked up
* Cracked or broken window panes replaced
* Doorbell and door hardware in good repair
* Touch up trim paint on doors, window frames, fascia, etc.
* Mow, edge, and weed the lawn frequently until the home is sold
* Overgrown shrubbery should be cut back to show as much of the exterior as possible
* A low-cost investment in seasonal flowers and/or ground cover will add a personal touch
* Inspect the roof for necessary repairs and any visible broken shingles or tiles
* Stucco water stains can be repaired using a mild bleaching agent
* Fences should be mended and painted
* Wash all windows inside and outside

**Interior**

* Declutter because your first impression is the on-line showing
* Lights should be on and drapes should be left open during daylight
* Heat or A/C set at a comfortable temperature
* Fresh flowers/plants in various rooms
* Chipped plaster and paint touched up and repaired
* Doors and cupboards properly closed
* Leaky taps and toilets repaired
* Burned out lights bulbs replaced
* Squeaky doors oiled
* Mirrors, fixtures, and taps cleaned and polished
* Seals around tubs and basins in good repair
* Floors cleaned, garbage containers emptied
* Inside of closets and cupboards neat and tidy
* Valuable property, out of reach, out of sight, or locked away
* Pets absent, where possible, or contained during showings.
* All torn screens should be repaired and replaced
* Avoid repainting the entire house unless current colors are very loud or offbeat
* White or light pastels are the easiest to work with and they make your rooms look larger
* Fireplace lit in cooler weather
* Air conditioner turned on in warm weather
* Countertops neat and polished
* Appliances cleaned

