

Redefining Full-Service

SETTING THE BAR. THEN RAISING IT.

You are about to embark on one of life's most important and exciting journeys, the selection and purchase of a home. Coldwell Banker is committed to making the home buying process efficient, effective and satisfying. Your Coldwell Banker Independent Sales Associate will represent your best interests throughout the home buying process. An important part of your Sales Associate's professional services is to explain each step. Therefore, the following list provides a thorough overview of the services your Sales Associate will perform on your behalf. Rest assured, your Sales Associate will guide you every step of the way. Coldwell Banker looks forward to embarking on this exciting journey with you.

INITIAL BUYER INTERVIEW

- Provide you with an informative packet of information including:
 - Resume
 - Details on market trends and California real estate average sale price retrospect
 - Coldwell Banker Residential Brokerage Buyer's Handbook
 - Map of the area you are researching
 - Sample contract and mini tutorial of what will be expected when you sign the contract; review of inspection contingencies, REALTOR® disclosures, civil and consumer protection laws
- Discuss your wants and needs
- Recommend that you become prequalified through Coldwell Banker's mortgage affiliate, Princeton Capital
- In partnership with your lender, discuss financing, net sheets, closing costs, etc.
- Educate you on the process of title and escrow
- Provide you with print outs of properties that meet your needs
- Host a familiarization tour of area and introduction to the price range
- Sign an agency agreement



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HOME TOURS

- Based on your wants and needs, we will schedule property tours in which you view the homes that are currently on the market and meet your needs
- I will do my best to pre-screen all of the properties in your price range so that I may properly communicate the home's value

COMMUNICATION

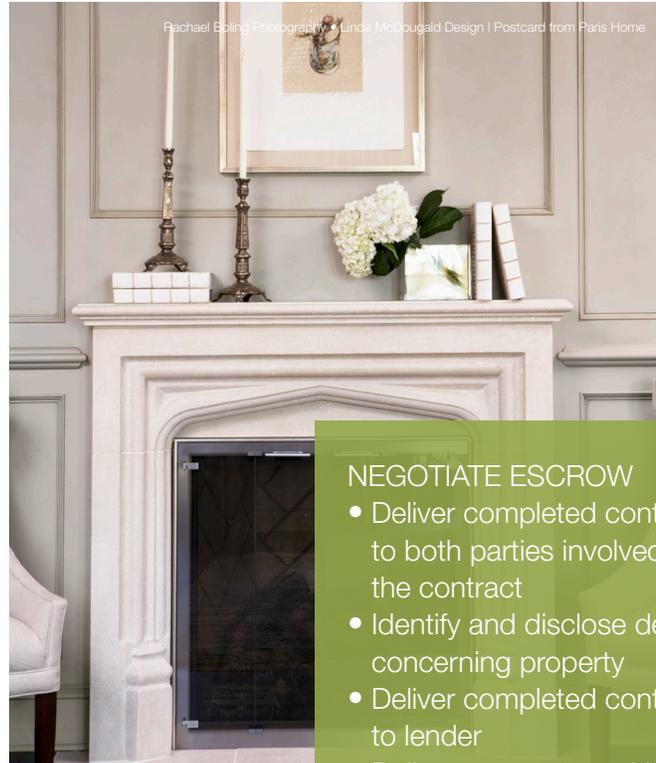
- Put you on a listing alert so you will be the first to know when a property comes on the market that matches your criteria
- Continuous monitoring of market
- Communicate and consult with you on a regular basis
- Facilitate the flow of information between you and potential seller

WRITING THE OFFER

- Carefully review each of the terms of the purchase offer with you
- Review and explain each clause and contingency of the contract
- Make sure the purchase offer reflects your wishes and needs

NEGOTIATE OFFERS/ACCEPTANCE

- Schedule offer presentation with seller's agent
- Present offer with your best interests
- Explain ramifications relating to terms
- Negotiate terms on your behalf
- Be conscientious of personal property that needs to be included in the property
- Complete necessary paperwork
- Organize and tender copies of offer, counter offer and addendums to appropriate parties for ratification
- It will be my fiduciary duty to safeguard the deposit check until the offer is accepted and escrow opens
- Complete purchase contract and all statutory addendums
- Give completed and signed copy to buyer



NEGOTIATE ESCROW

- Deliver completed contract to both parties involved in the contract
- Identify and disclose details concerning property
- Deliver completed contract to lender
- Deliver contracts to title company
- Coordinate and attend all inspections
- Negotiate post inspection findings
- Resolve problems and challenges relating to property condition

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AFTER ESCROW FOLLOW-UP

- Provide close of escrow package with all supporting home sale documents
- Ensure transition to new residence is smooth
- Provide a list of trade professionals who can help with repairs or upgrades to your new home
- Serve as a resource to your friends and family
- Coordinate appraisal appointment
- Arrange home warranty through Coldwell Banker Home Protection Plan
- Complete necessary paperwork
- Arrange appointments at the house for measurements and/or future improvements
- Negotiate actual occupancy
- Coordinate actual close of escrow date
- Coordinate and attend the signing at the title company
- Work with you to organize utility set-up
- Work with you to organize moving and storage
- Arrange and attend final walk through
- Work with lender to finalize loan documents
- Arrange for final check to be sent from trust log to title company
- Resolve any problems or challenges
- Deliver keys



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