

WHEN YOU BECOME A RE/MAX Encore REAL ESTATE CLIENT

1. **LISTING SHEET.** I will prepare a listing sheet containing the pertinent information about your home (room sized, special features, taxes, etc.) for marketing purposes.
2. **SIGN.** A RE/MAX Encore sign will be promptly placed on your property. I will be marketing your home in a number of ways, but the strong RE/MAX Encore sign is a proven winner in attracting prospective buyers.
3. **MULTIPLE LISTING SERVICE.** I will promptly submit your listing to the MLS-PIN Multiple Listing Service (MLS) which covers all of Massachusetts, so that every broker in the State will be aware of the availability of your home.
4. **PHOTOGRAPHS.** Digital photographs will be taken of the exterior of your home these will be used with the listing sheet and display advertising. For the best pictures, try to keep the garage door closed, the yard neat, and cars out of the driveway.
5. **WEBSITES.** Your home will be posted immediately on our attractive website, as well as on MLS-maintained site at www.realtor.com.
6. **TOUR DAY.** An inspection tour by local Multiple Listing Service salespersons will be scheduled on a Thursday from 11:30 to 1:00. This is an outstanding opportunity to provide your home with early, excellent exposure to salespeople who are working with current buyers.
7. **SHOWINGS.** Salespersons from my company, as well as our cooperating brokers will want to show your home. An appointment will always be made in advance. You will have the name of the agent and an approximate arrival time.
8. **FOLLOW-UP.** You may call my office at any time if you have any information which you believe will be helpful. I will follow-up on showings to establish interest and to elicit any meaningful feedback from the showing agent.
9. **PROMOTING YOUR HOME.** RE/MAX Encore clients enjoy a wide spectrum of full media classified and display advertising including:
 - Local newspaper advertising
 - Weekly Boston Globe Advertising
 - Weekly Suburban Real Estate News advertising
 - Neighborhood card mailingsOpen houses, advertised in the Boston Globe and on our web-site for maximum exposure
Lawn signs
Multiple Listing Services

GETTING YOUR HOME READY

INSIDE

CLEAN! CLEAN! Have the carpets shampooed; wax the floors, wash the walls, windows, blinds, drapes and lighting fixtures. Consider engaging a cleaning service, recognizing that it's a justified moving expense.

KITCHEN AND BATHROOMS - Clear off countertops. Leave your canisters and little else. Maximize the available counter space. These rooms should be gleaming. If it's unsightly, have the tub recaulked and remove mineral deposits and grime from the shower walls. Clean the stove, microwave and refrigerator.

PRIMARY STORAGE AREA. Clean these areas! Remember, you can do it now and benefit with a more attractive home on the market, or you can do it several months from now, in the process of moving when there is no advantage. Do it Now!

REPAIRS - Identify and repair dripping faucets, sticking or creaking doors, etc. When people see areas of disrepair they begin to wonder whether there may be other unseen problems.

CLOSETS - Remove out of season clothing. Organize your clothing and shoes on the floor. Remove all clutter from cabinets and closets.

FURNITURE -The less furniture, the larger a room appears.

A LIGHT APPEARANCE - As a rule, do everything to lighten the appearance of the home. Raise the blinds, open the drapes and use light colors. Repaint any room that's beginning to look shabby.

OUTSIDE

THE HOUSE – Take a close look as you walk the property. Clean anything that looks unkempt or dirty; repair or replace anything that looks loose, dingy, rusted or broken. Make sure the doorbell works. Clean the exterior light fixture and wash windows.

THE YARD – Turn and weed the beds; trim the trees and shrubs. Pick up litter

OUTDOOR FURNITURE – Examine and spot-paint your outdoor furniture. If it's rusty or unrepairable, consider disposing of the pieces.

GARAGE AND ATTIC – Discard virtually everything in the garage and attic that hasn't been used for a year.

PREPARING FOR A SHOWING

HOMES TEND TO SELL MORE QUICKLY AND FOR HIGHER PRICES WHEN THEY ARE AT THEIR BEST!

It is very important that your home shows well. We're also aware that it can't always be perfect. After all, you and your family must live there. Develop a routine that will allow you to pick up and be prepared to show in a reasonable period without stress...a 45 minute countdown, for example, beds should be made first thing in the morning and dirty dishes placed in the dishwasher after use so that you needn't rush around tending to this at the last moment. This way you can prepare for each showing in an organized, stress-free routine.

BEFORE EACH SHOWING

PICK UP EVERY ROOM – check counters, floors, halls & stairs. Straighten up or remove newspapers, magazines, mail, toys, clothing, snack glasses and dishes.

TURN ON ALL LIGHTS – even in closets and storage rooms. Electric lights have an amazing capability for creating an illusion of lightness, airiness and largeness.

OPEN ALL DRAPES, SHADES AND BLINDS – Do all that you can to create a bright and light ambiance.

THE BEDROOMS – Make the beds first thing in the morning. This is not something you want to be doing when you learn that the buyers will be there shortly.

THE KITCHEN - Be sure all countertops are clear and “squeaky clean”. Wipe down appliances. Be sure all dishes are in the dishwasher put away. The sink should be clean and empty.

CLEAN AIR – Keep air fresheners in closets, bathrooms and kitchen. Be especially careful to keep kitchen odors fresh; coffee brewing or a cinnamon coffee cake baking in the oven has an inviting effect.

MUSIC – Soft, pleasant background music is very effective.

FIRE PLACE - A cozy fire may be just the right touch.

AIR CONDITIONING - If the weather is warm and sultry, have it on.

BATHROOMS – Keep a set of fresh, attractive towels out on hand.

THE ENTRYWAY – It's the first and last impression that your buyers will have of your home. Make it a good one! Check it regularly!

WHEN AN OFFER IS MADE

1. PRESENTING THE OFFER

Presuming that the offer to purchase your home is generated by an agent other than myself, I will contact you immediately to arrange a meeting. The timing may be inopportune, but it is usually best to meet as soon as possible to consider the contract. Please note that when I call you to arrange for the presentation, I will not be aware of the terms of the offer. However, I will present the offer to you, and we will review all the terms and conditions at that time.

2. THREE OPTIONS TO CONSIDER

- A. Accept the offer exactly as presented...and your home is SOLD!
- B. Make a counter proposal –propose changes to the offer, i.e. price personal property, closing or possession dates, etc. so that it is acceptable to you.
- C. Reject the offer.

3. Delivery of the contract

A copy of the finalized contract will be delivered to both buyer and seller by their respective real estate agents. All pertinent legal documents can be delivered to your attorney, if you so desire.

4. FINALIZING ALL CONDITIONS

- A. If the contract states that financing will be provided by a lender, it is the buyer's responsibility to make an application for the mortgage loan as soon as possible. The buyer will have a set number of days to procure the loan, as stated in the contract. The lending institution will verify the buyer's credit, work records, and determine their ability to meet the monthly obligations. Since your buyer's mortgage loan is to be secured by the house itself, the lending institution will assign an appraiser to visit your home to determine that its value is enough to secure the loan that they are making to your buyer. When all the information is received, the mortgage loan underwriter will either approve or disapprove the loan.
- B. After the loan is approved, more legal work is necessary, though you will have very little involvement. The land title will be searched, title insurance will be ordered, and an updated survey of the property may need to be ordered. If the property is a condominium, your Association may have to be contacted.
- C. When the paperwork is in order, the time and place of closing will be agreed to by all parties involved. We will assist you and/or your attorney to assure a smooth and timely closing.
- D. Prior to the time of closing, the buyer may request a physical inspection of the home. An appointment will be arranged through my office. The buyers may or may not be accompanied by a home inspection whom they have engaged at their expense.
- E. Keys will be delivered to the buyer at the closing, or whenever possession of the property has been agreed upon.
- F. At closing, all documents finalizing the sale will be signed by all parties and all funds will be dispersed.

MY RESPONSIBILITIES

My responsibilities are not fulfilled until the transaction is completed

- A. I will follow the progress of all steps mentioned so I can keep you abreast of developments.
- B. I will do everything in my power to work with your mortgage, accountant, lawyer, etc. to ensure a timely and highly satisfactory settlement for you.

SELLER'S CLOSING CHECKLIST**PRIOR TO CLOSING**

1. Obtain Certificate of Compliance from Fire Dept. for smoke detectors. If you do not have any they must be installed in accordance with fire department regulations.
2. Notify utility companies of passing/possession date. i.e.
 - a) Gas, electric and water.
 - b) Oil company (Oil remaining in tank is buyer's property. Gauge is read prior to closing and an adjustment is made at closing. Usual procedure is to fill oil tank and have buyer pay for full tank.
3. Make moving arrangements
4. Maintain home insurance as specified in Purchase and Sale Agreement.
5. Arrange with attorney for preparation of deed.
6. Be sure to leave all warranties and instructions for appliances with the property.

BRING TO CLOSING

1. Deed from Seller to Buyer, prepared by attorney of your choice.
2. Smoke detector certificate from Fire Dept.
3. Paid final water and electric bills
4. Copy of recently paid tax bill
5. Picture ID (Drivers License)

BE PREPARED TO PAY FOR:

1. Revenue stamps (\$4.56 per 1000 based on selling price)
2. Mortgage discharge and deed preparation
3. Resolution of betterments.

ESTIMATE OF NET EQUITY

MARKET VALUE

\$ _____

ESTIMATED SELLING COSTS

Deed Preparation	_____
Legal Fees (consult your Attorney	_____
Massachusetts Tax Stamps (\$4.56/1000)	_____
Prepayment Penalty (if applicable)	_____
Mortgage Discharge Fee (\$25-50)	_____
IRS Reporting Fee	_____
Smoke Detector Certificate (\$5.00)	_____
Brokerage Service Fee	_____
Title V Septic Inspection	_____
Miscellaneous	_____
Less TOTAL Estimated Selling Costs	_____
Net to SELLER PRIOR TO MORTGAGE PAYOFF	_____
Less EXISTING MORTGAGE PAYOFF	_____
ESTIMATED NET TO SELLER	_____

These figures are estimates based on the information available at this time. The actual sale price, other negotiable terms of the sale and other miscellaneous costs such as proration of taxes, insurance and interest may vary.