

- Consultation/interview to assess your needs
- Explain various forms of representation and what that means to you
- Pre-pre approval for financing (show you how to perform your own credit bureau to review credit prior to seeing a financial institution)
- Locating suitable properties
- Booking appointments- picking up keys as required and schedule tour of homes
- Obtain utility costs/usage
- Provide history of area and land use/terrain prior to development
- Investor Clients- confirm legal status of second suites and obtain all necessary documentation for same
- Verify pertinent details of prospective properties (taxes, utilities, etc.)
- Coordinate appointments to view properties (24 hrs notice recommended)
- Provide transportation to view properties
- List of schools for variety of needs
- Point out the positives and negatives of a property
- Out of town buyers- demographic chart - employment etc
- Check future development if desired
- Strategic tour of City, community and amenities for new residence to the City
- Market Data Research for suitable properties
- Will provide history of subject property prior to drafting agreement
- Draft Agreement of Purchase and Sale and applicable Schedules
- Advise on structuring offer based on circumstances (ie. Multiple offer)
- Market data research to prepare accurate market analysis of prospective properties prior to drafting an Agreement of Purchase and Sale
- Present offer to the seller and/or the sellers representative on your behalf
- Negotiate counter offers until final acceptance
- Coordinate home inspection
- Introduction of Home Inspector
- Re-negotiate (if required) to amend agreement and/or terms to satisfy deficiencies after home inspection
- Follow up conditions pertaining to the purchase; drafting all related paperwork
- Coordinate other specialist on your behalf as required (ie.. well & septic inspector, rodent/pest inspector, energy audit, air quality test)
- Forward Agreement of Purchase and sale to Lawyer and Lender

- Take up to 3 water samples on your behalf
- Submit paperwork to the Public Health Unit on your behalf to obtain results
- Forward results to you, your lawyer and your lender
- Professional consultation on CMA (research & analysis)
- Present the agreement and negotiate on your behalf
- Order a status certificate (condos)
- Obtain survey
- Check with zoning office/building codes/building permits (township or city)
- Draft/Revise/Review/Analyze Amendments to Agreement
- Manage file from acceptance to completion
- Accept and deliver deposit cheque & receipt
- Arrange final walk through prior to closing
- Attendance at final walk through
- Trouble shooting if any issues arise at final walk through
- Alert lawyer on your behalf if holdbacks are warranted, or reduction of sale price is warranted if work is not completed as agreed to in purchase and sale contract
- Access to team of professionals such as home inspectors, engineers, trades, contractors, etc for 2nd opinion as required
- Follow up MLS system so ensure property purchased is flagged as SOLD
- Letter/Faxes/Couriers to your Lawyer
- Letters/Faxes/Couriers to your Lender to assist with financing
- Long distance telephone and fax charges
- Cellular phone charges
- Post sale follow up
- Be available on closing date
- On closing – Gift Certificate for Home Depot or Simcoe Building Centre
- Refer you to a professional in source city
- Stay current with legislations, community... continuing education
- Carry Errors & Omissions Insurance