

# Axe of Freedom Task List- RE Agents

Pre-Listing Activities	Name
Make appt. with seller & confirm	
Research: comparable listed properties, past 18 mos sale activity, "avg days on market"	
Download/Review property tax roll info	
Prepare CMA to establish market value	
Obtain copy of subdivision plat layout	
Research property's ownership, deed type, public record info for lot size and dimensions	
Research property's land use coding and deed restrictions and current use and zoning	
Verify legal description & legal names of owner(s) in public records	
Prepare listing presentation package	
Perform exterior curb appeal assessment	
Assemble formal file on property	
Confirm current public schools & impact on market value	
Review listing appt. checklist	

Listing Appointment Presentation	Name
Give seller overview of market conditions & projections	
Review agent & company credentials	
Present company's profile and position & CMA results	
Offer prof. pricing strategy	
Discuss goals to market effectively	
Explain market power of multiple listings, web marketing, IDX, & <a href="http://REALTOR.com">REALTOR.com</a>	
Explain the work of broker & agent & availability on weekends & screening buyers	
Explain agency relationships & determine seller's preference	
Review all clauses in contract & obtain seller's signature	

After Listing Agreement Is Signed	Name
Review title info	
Measure overall & heated sq. footage, interior	
Confirm house plans, lot size, note unrecorded property lines, etc	
Order plat map for retention	
Prepare showing instructions for buyers' agents & show times with seller	
Obtain current mortgage info & verify with lenders	
Discuss possible buyer financing alternatives & options	
Review current appraisal	
Identify HOA manager, verify fees, order copy of bylaws	
Research electricity, supplier & avg usage from 12 mon	
Verify city sewer/septic system	
Calculate avg water system fees from last 12 mon	
Confirm well status	
Verify natural gas	
Verify security system	
Verify if seller has transferable Termite Bond	
Ascertain need for lead-based paint disclosure	
Prepare detailed list of property amenities, assess market impact, "inclusions & conveyances w/ sale"	
Complete list of repairs and maintenance	
Vacancy checklist to seller	
Home Owner Warranty benefits to seller	
Extra key made for lockbox	
If rental units involved: copies of leases, verify rents & deposits, inform tenants of listing	
Yard sign installation	
Completion of Seller's Disclosure form	
Complete "new listing" checklist	
Review results of curb appeal & interior decor assessment with seller	
Load listing time into transaction management software	

Enter Property in MLS Database	Name
Prepare profile sheet & take more photos for upload into MLS	
Enter data & proofread listing & add to company's active listings	
Provide seller of signed copies of listing agreement within 48 hrs.	

Marketing the Listing	Name
Create & print internet ads with seller's input	
Coordinate showings with owners, tenants & other agents	
Install lockbox & program show times	
Prepare mailing & contact list & mail-merge	
Order "just listed" labels & reports & mail	
Prepare flyers and feedback forms	
Review comparable MLS listings	
Marketing brochure: print & distribute	
Provide marketing data to buyers	
Send feedback e-mails to buyers' agents	
Review weekly market study	
Discuss feedback with seller & give weekly calls	

The Offer & Contract	Name
Receive & review all "Offer to Purchase" contracts	
Evaluate offers & prepare "net sheet" on each for owner to compare	
Counsel seller on offers	
Contact buyer's agents to review & discuss offer	
Deliver Seller's Disclosure	
Confirm & obtain pre-qualification of buyer	
Negotiate all offers on seller's behalf & counteroffers	
Fax contract & all addendums to attorney or title co	
Deliver copies of fully signed "Offer to Purchase" to: sellers, agent, lender, office file	
Change MLS & transaction program to "Sale Pending"	
Review buyer's credit report results & provide credit report info to seller if seller financed	
Order & review septic inspection & deliver to parties	
Deliver well flow test	
Verify termite inspection and mold, if required	

Tracking the Loan Process	Name
Confirm return of verifications of deposit & buyer's job	
Follow loan process through to underwriter	
Add lender & other vendors to transaction program	
Contact lender weekly to ensure processing is on time	
Relay final approval of buyer's loan app. to seller	

Home Inspection	Name
Coordinate buyer's professional home inspection with seller	
Review home inspector's report	
Enter completion in transaction program	
Explain seller's loan responsibilities of loan limits	
Ensure seller's compliance with home inspection clause requirements	
Assist seller with obtaining required repairs & negotiate payment and oversee completion of repairs	

The Appraisal	Name
Schedule & provide comparable sales to appraiser	
Follow up on appraisal & enter completion in transaction program	

Closing Preparations & Duties	Name
Make sure contract is signed by all parties	
Coordinate closing process with buyer's agent & lender	
Update closing forms and files & ensure all parties have info to close the sale	
Select location for closing	
Confirm date and notify all parties	
Solve any title problems or obtaining death certificates	
Schedule & conduct final walkthrough prior to closing	
Closing figures: request and review & forward to buyer's agent	
Request copy of closing docs	
Confirm title insurance commitment received	
Provide "Home Owners Warranty" for closing	
Review closing docs carefully for errors and forward to absentee seller and review with attorney	
Provide earnest money deposit from escrow	
Ensure seller receives a net proceeds check	
Refer seller to a top agent at their destination	
Change MLS to "sold" status. Enter sale date, price, selling broker & agent's ID#	
Close out listing in transaction program	

Follow Up After Closing	Name
Answer questions about filing claims with Home Owner Warranty	
Attempt to clarify & resolve any repair conflicts if buyer is dissatisfied	
Respond to any follow-up calls. Provide any additional info required from office files	