
MARIO DANIEL SCONZA & PARTNERS REAL ESTATE SERVICES 172-STEP ACTION
PLAN

136. Contact lender weekly to ensure processing is on track.
137. Relay final approval of buyer's loan application to you.
138. Coordinate buyer's professional home inspection with you.
139. Review home inspector's report.
140. Assist you with identifying and negotiating with trustworthy contractors to perform any required repairs.
141. Schedule Appraisal.
142. Provide comparable sales used in the market pricing to Appraiser.
143. Follow-up on Appraisal.
144. Assist seller in questioning appraisal report if it seems too low.
145. Coordinate closing process with buyer's agent and lender.
146. Update closing forms and files.
147. Ensure all parties have all forms and information needed to close the sale.
148. Confirm closing date and time and notify all parties.
149. Assist in solving any title problems (boundary disputes, easements, etc.)
150. Work with buyer's agents in scheduling and conducting buyer's Final Walk-Through prior to closing.
151. Request final closing figures from closing agent.
152. Forward verify closing figures to buyer's agent.
153. Provide "Home Owners Warranty" for availability at closing.
154. Review all closing documents carefully for errors.
155. Forward closing documents to absentee seller as requested.
156. Review documents with buyer.
157. Provide earnest money deposit cheque from Trust account to Lawyer.
158. Coordinate financing, final inspections, closing and possession activities on your behalf to help ensure a smooth closing.
159. Assist in scheduling the closing date for you and all parties.
160. Set up final walk-through of your home for buyers and their agents.
161. Coordinate closing with your next purchase and resolve any timing problems.
162. Arrange possession and transfer of home (keys, warranties, garage door openers, community pool keys, mailbox keys, educate new owners of garbage days/ recycling, mail procedures, etc.)
163. Have a "no surprises" closing and present you with a net proceeds check at closing.
164. Change MLS listing status to Sold. Enter sale date and price, selling broker and agent's ID numbers, etc.
165. Answer questions about filing claims with Home Owner Warranty Company if requested.
166. Attempt to clarify and resolve and conflicts about repairs if buyer is not satisfied.
167. Respond to any follow-up calls and provide any additional information required from office files.