



TERRA FIRMA
GLOBAL PARTNERS

LISTING FLOWCHART

PREPARING YOUR HOME FOR SALE

RESEARCH:

- seller needs, preferences and circumstances
- property condition and circumstances

DEVELOP:

- comprehensive marketing plan
- comparative market analysis
- market pricing and positioning strategy

ORDER & REVIEW:

- pre-sale inspections
- statutory required reports
- financing scenario sheets
- home warranty option
- updated market data

COMPLETE:

- seller net proceeds sheet
- agency disclosure and listing agreement
- timeline for putting property on market
- buyer's disclosure packet

PREPARE:

- property to show and sell

IMPLEMENT:

- marketing plan

THE SALE PROCESS

GET INTO CONTRACT:

- review, negotiate and accept purchase offer
- back-up offer ratified (if possible)
- seller's revised net proceeds sheet

OPEN ESCROW:

- buyer's initial deposit and loan pay-off information to escrow
- create timeline for removal of contingencies and close of escrow

CONTINGENCY REMOVAL:

- buyer's approval of documents, disclosures and reports, preliminary title report, loan commitment, insurance, etc
- buyer removes all contingencies
- increase of buyer's deposit to escrow

FINANCING & INSPECTION CONTINGENCY PERIOD:

- appraisal
- buyer's inspections (pest, contractor, etc)
- statutory inspections
- continue marketing property during contingency period

PREPARING FOR CLOSE OF ESCROW:

- complete statutory requirements
- make moving arrangements
- buyer's final walk-through inspection
- review estimated closing statement
- sign closing documents
- buyer final deposit and loan funding

CLOSE OF ESCROW:

- proceeds to seller
- deliver keys to buyer
- post-closing follow up
- seller evaluation of agent services