



# How does your agent earn their commission?

Yes! Your agent has years of experience to offer. They know how to negotiate the best terms for you, limit your liability, guide you through the many complicated processes involved in selling real estate, and guide you away from potential pitfalls along the way. Your Beaumont Realty real estate agent is a *fiduciary*, which means they represent you and the decisions they make must be in your best interest. Below is just a brief list of the activities your agent takes on in representing you in your real estate transaction.

- Make and confirm appointment with seller for listing presentation
- Review pre-appointment questions.
- If HOA, obtain all information and copies of the Decs and By-Laws.
- Research all comparables that are currently listed properties.
- Research sales activity for past 18 months from MLS and public records databases.
- Research "Average Days on Market" for properties of this type, price range and location.
- Analyze average market times, market trends on pricing, months of existing inventory and prices per square foot.
- Download and review property tax roll information.
- Prepare a "Comparable Market Analysis" (CMA) to establish fair market value.
- Obtain copy of subdivision plot/complex lay-out.
- Order Full Legal Description from Barristers Title & Closing Services.
- Research property's ownership and deed type.
- Research if property is in a flood zone.
- Research property's public record information for lot size and dimensions.
- Research and verify legal description.
- Research property's land use coding and deed restrictions.
- Research property's current use and zoning.
- Verify legal names of owner(s) in county's public property records,
- Email or deliver pre-listing package to seller.
- Perform exterior "Curb Appeal Assessment" of subject property.
- Compile and assemble formal file on property.
- Confirm public school district.
- Confirm with municipality if any point-of-sale inspections are necessary.
- Review listing appointment checklist to ensure all steps and actions have been complete.
- View home and take notes on improvements, selling points, etc.