

# CONTRACT TO CLOSING

- ***Offers and Negotiation strategy***

If properly priced, traditionally we receive multiple offers; I will share the process and results throughout. According to New York State law a binding commitment exists only after a contract is signed by both a buyer and seller. Until that time I will continue to show your home, share every offer, and assist you in selecting the most qualified, appropriate buyer

- ***Due diligence***

It's best that your attorney is notified that you're planning to sell your home. If you'd like my recommendations I can provide you with a list of highly qualified real estate attorneys. Upon accepting and offer your attorney will create the contract of sale.

- ***Offering Plan & Building Financials***

It is important that we have a copy of your Offering Plan, last 5 amendments, and the last 3 years of building financials upon listing the property. When we have a ready and able buyer it's best to provide all documents at once.

- ***Board Process***

When an agreement has been fully executed (signed by buyer and seller) the buyer and agent will compile the Board Application, complete with proof of financing. I will review the package before having it submitted to be sure that it's complete and complies with your building's requirements.

- ***Walk-through and Closing***

Once we are notified that the buyer is approved you and your attorney will schedule a convenient time for closing. I will provide access to the buyers and broker to test all appliances, electric and make sure that the property is in the condition expected. This usually occurs on the day of closing or 1-2 days prior.

- ***Throughout the Process***

Town has a list of preferred vendors who are highly regarded in the industry. I will select a photographer, floor plan person, and copywriter to best market your home. Detailed reports on market activity and listing traffic will be provided weekly to keep you fully informed and ensure that our property maintains a competitive edge in the marketplace.

Open houses and private showings will be scheduled with advance notice and within your convenience.