

Communication and Expectations

DropBox Folder for Documents

- Electronic files will be placed on DropBox for your reference. I will send you link in emails.

Expectations – Process

- Things will seem to move slowly at first and then everything will happen very quickly.
- **House Tours** – these depend on the market and your schedules. Generally, it is best to see 1-5 properties at a time. Anything more and they all blur together.
 - These begin when Buyers are about **3 months** away from purchasing and are ready to make an offer.
- When we make an offer on a property, we will need to move **quickly**. I will need you to fill out forms, sign documents and answer questions as soon as you can. I commit to being responsive and quick during this crucial time.

Communication

- While we are looking for properties, you will be receiving active **listings** from me via email. These will come out weekly or ASAP, depending on how close you are to purchasing.
 - We can communicate about different areas and your preferences as you look at properties.
 - Note that I will be watching area sales activity and will be looking for **off-market homes** on an ongoing basis.
- I will reach out **once a week, on Tuesday**, to check in, discuss properties I have sent you or we have seen, and see how you are doing.
- As we move through the process, I will **email** you information on an as-needed basis.

My General Schedule

- AM - Client outreach and procuring off-market homes. PM - Client appointments.
- I respond to voicemails and emails mid-day and again at the end of the day.
- Of course, if we have an offer on the table or are in the middle of a negotiation, that takes priority.
- I am an early bird! I wake up at 4:30 and go to bed around **7 pm** every day, so it's easier to reach me before 7 pm.

Contract Communication

- Once we are under contract, communications regarding signatures, deadlines and scheduling will come from the **Transaction Coordinator**.
 - She will send an introductory email to you as soon as we are under contract.

***Please let me know if you have any special needs for me to consider.
Communicating clearly will make sure that this goes smoothly and that
you are very happy in the end, which is what I want!***