

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.
- It's important to note that ***listing the property will feel cumbersome***.
 - I will be asking for a lot of information and we will have a series of appointments as we prepare the house for market.
- Once the property is listed, I will be doing all the work, so you can **sit back and relax**.
- When we start getting offers, 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

- Once the house is listed, I will reach out **once a week, on Tuesday**, to check in, discuss showings, the house, the property, and see how you are doing.
- In the event that the property is on the market for more than a month, you will be getting updated **market evaluations from me monthly**.
 - Note that I will be watching area sales activity and evaluating market value on an ongoing 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!