
MARIO DANIEL SCONZA & PARTNERS REAL ESTATE SERVICES 172-STEP ACTION PLAN

119. Negotiate highest price and best terms for you and your situation.
120. Prepare and convey any counteroffers, acceptance or amendments to buyer's agent.
121. Send copies of contract to Real Estate Lawyer.
122. When an Offer to Purchase Contract is accepted and signed by you, deliver signed offer to buyer's agent
123. Record and promptly deposit buyer's deposit in Brokerage Trust account.
124. Deliver copies of fully signed Offer to Purchase contract to you.
125. Deliver copies of Offer to Purchase contract to Selling Agent.
126. Send copies of Offer to Purchase contract to lender.
127. Provide copies of signed Offer to Purchase contract for office file.
128. Provide copies of Offer to purchase contract to Lawyer's office.
129. Advise you in handling any additional offers to purchase that may be submitted between contract and closing.
130. Change status in MLS to "Sold Conditional" or "Sold".
131. Discuss Buyers Financing status—Advise you of worst- and best-case scenarios.
132. Assist buyer with obtaining financing, if applicable, and follow-up as necessary.
133. Deliver unrecorded property information to buyer.
134. Coordinate home inspection ordered and handle contingencies, if any
135. Follow Loan Processing through to the underwriting stage.

