

LISTING

What happens once my home is Listed with Tonya?

During the Listing Phase, I will list your property as "Active" in Multiple Listing Services (MLS). Once I hit the "submit" button, it will notify every agent & their prospective buyers that your home is for sale and they may begin scheduling appointments for showings. Most showings are scheduled within the first few days a property is listed.

"Active" Status Services

- **MLS & Real Estate Websites**

I will list your property in **3 separate MLS systems** that are available in our area. **Matrix MLS** - Longleaf Pine Realtors Fayetteville Area Association, **Flex MLS** -Mid Carolina Regional Moore County Association, & **Paragon MLS** - Triangle Raleigh Regional Association. Each MLS system distributes IDX (Internet Data Exchange) information to hundreds of various 3rd party real estate websites and brokerage firms such as HotPads, Realtor.com, Zillow, Truila, Homes.com, etc...

- **For Sale Sign, Sign Rider, & Directional Signs**

I will install a For Sale Sign with a sign rider along with a brochure box on your property. I will place directional signs at nearby crossroads if needed. This will give any potential buyer driving by your home instant access to your properties listing information.

- **Other services I provide while your property status is Active:**

- Email Blast Campaigns
- Social Media Sharing
- Just Listed Post Cards
- Weekly visits if vacant
- Stock Brochures
- Broker Open House
- Public Open House
- Website Ads
- Coordinate showings
- Updated CMA every 30 days
- Showing & Activity Reports
- Communication to other agents and buyers about your property
- Deliver information and answer all questions to all inquiries

Tonya O'Quinn 919.499.8911 www.redblossom.com

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You are now getting showings and offers for your property. Now What?

Negotiating Offers & Terms

From 2011 to 2016, I accepted a position as the primary listing broker for my companies REO Department. Our largest contract was listing HUD homes as well as listing with other smaller REO companies such as BB&T, First Bank, etc... I closed 125+ listings each year. Working with foreclosures was a great learning experience which gave me an edge in sharpening my Negotiation skills as a listing broker. Some things can be taught, but some things have to be learned by experience. Negotiation is a skill that only experience can teach you. I will be your advocate and help advise you on negotiating terms for offers, counter offers, & throughout the due diligence period.

"Pending" Status Services

Due Diligence - Inspections, Appraisal, & Repairs

Due Diligence "DD" is a negotiated fee that a buyer pays upfront, directly to the seller for a negotiated period of time that the buyer needs in order to "do their homework." This is when a buyer orders inspections, appraisal, survey, obtains loan approval, etc... The buyer will determine during this time if they are going to proceed to closing. The buyer can terminate the contract during this period for any reason or no reason. The buyer may negotiate once again any repair requests, price changes, term changes, etc...

Other services I provide while your property status is Pending to prepare for closing day:

- Negotiations for Offer, Terms, & DD Repair Requests
- Earnest Money and DD Money Distribution/ Deadlines, Copies, etc..
- Coordinate scheduling Inspections, Appraisals, & Repairs if needed
- Coordinate obtaining quotes with service providers if repairs are needed
- Provide access with Inspectors, Appraiser, & other service providers
- Obtain all invoices and documents needed
- Submit contracts, documents, & invoices to attorneys, lender, & buyer's agent
- Schedule & coordinate closing w/ attorney's, lender, buyer's & my seller clients.
- Review closing statements, ALTA & CD to ensure accuracy
- Provide Compliant E-Signature Programs & Software
- File Storage - I keep all transaction documents for minimum of 3 years

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