

# Roles and Responsibilities

## OF THE BUYER'S AGENT

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1. Treat all parties fairly and honestly.
2. Always ensure we keep a win-win relationship.
3. Respect your time, needs and finances.
4. Be on time for all meetings.
5. Communicate with you openly and frequently.
6. Represent your best interest in any and all negotiations.
7. Develop and implement a complete negotiation strategy.
8. Consult you throughout the buying process to reach an informed, intelligent decision based upon your needs.
9. Provide comprehensive showing packages and recommend the best pricing strategy.
10. Schedule all home showings.
11. Show you only the homes that meet your criteria.
12. Assist you with the scheduling of inspections, closing and document review.
13. Respond to and resolve all issues quickly and timely.
14. Provide you with post-closing information and consulting services, and assist you with all future Real estate needs.

## OF THE BUYER

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1. Be on time for all meetings.
2. Keep all appointments or call to cancel in a timely manner.
3. Meet with a loan consultant in a timely manner after the initial meeting.
4. Do not make large purchases or incur debt without first consulting with a loan consultant.
5. Respond to calls from mortgage, title, inspection, and other ancillary companies involved in the process.
6. Make an informed, intelligent offer immediately after finding your perfect home.
7. Loyalty!
8. Respect the seller's property.
9. Inform me immediately if things change.
10. Notify me if leaving the area for longer than one week.
11. Have fun and enjoy the process!

