



## Purchase Concierge Program

**Commencing on the signing of this Program form and for the next \_\_\_\_\_ days:**

**MY RESPONSIBILITY - WHEN YOU SIGN A BUYER REPRESENTATION AGREEMENT WITH ME, I WILL:**

Promptly return your communications with me by phone, text, email or other preferred means, and be available to answer any questions you might have.

Work with you to identify the properties, neighborhoods, and other criteria and amenities for the home you would like to purchase.

Confidentially discuss your financial situation to determine the price range of the home that will best fit your current and anticipated future needs and budget.

Work with you and your lender to get the best loan for your purchase at terms that best work for your needs.

Provide you with regular updates of all the new property listings that match your home buying criteria; this will allow you to drive by and determine which properties that you want to view in person.

Preview properties during Broker's Tour, Open Houses and private appointments, with you or virtually.

Research and locate properties not readily available online and contact you when one or more match your home buying criteria (unlisted properties, new construction, bank foreclosures, for-sale-by-owner listings and off market/coming soon opportunities).

Accompany you to public showings or arrange private showings for any properties you want to see.

Assist you with your offer to purchase, including:

- Review and evaluation of any Seller-provided disclosures, inspections and reports.
- Review and analysis of comparable sales/'comps' and market conditions.
- Discuss with you the best strategy regarding offer price, financing terms, interest rate, contingencies, closing costs, possession date, inspection details, property taxes, and anything else that you want to know when you are ready to purchase.
- Help you prepare the purchase contract/offer form with terms and provisions that meet your purchasing criteria.
- Present the offer on your behalf and negotiate to help you secure the property at the best possible price and terms.

Assist you in finding home inspectors, contractors, pest inspectors, insurance providers, movers and other service providers to assist you in the purchase and move.

Guide you through the escrow process, including review of the preliminary title report, settlement statement and closing documents.

Purchase for you, at close of escrow, a one-year home warranty policy covering the basic services and appliances in your new home.

**YOUR RESPONSIBILITY, IF YOU AGREE:**

To notify me if your purchase criteria change during the home search process, as happens to many Buyers as they learn more about available homes, neighborhoods, home prices and financing options.

To notify me of any property you wish to view, virtually or in person.

That when you encounter a Seller's Agent who states that you must work with them to purchase a property that they have listed, you will advise that Agent that you have an exclusive agreement to work with me, hand them my business card and give me a call. I will take it from there to protect your interests.

**I/WE AGREE TO THE ABOVE AND ACKNOWLEDGE RECEIVING A COPY OF THIS PURCHASE CONCIERGE PROGRAM AND ATTACHED CAR BUYER REPRESENTATION AGREEMENT:**

**Buyer Signatures:**

**Date:**

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**Broker/Agent Signature:**

**Date:**

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