

I hope to be the salesperson to **HELP FIND** your home.

To this end, I promise to do the following:

1. TO PREPARE a Competitive Market Analysis based on properties that you are interested in both sold and currently on the market, to help establish a viable offering price. If necessary, the opinions of other experienced counselors will be obtained.
2. TO DETERMINE your specific criteria of the ideal home that you would like to purchase.
3. TO SEARCH on a daily basis using the Multiple Listing Service using all of the information that I have about the home that you desire.
4. TO NOTIFY you when a home has been found that meets your criteria.
5. To ARRANGE for you to view every property that we decide meets your criteria and that you would like to look at.
6. TO GIVE you my professional opinion regarding the price, location, and condition of any property that you are considering purchasing
7. TO ARRANGE to get you preapproved with a lender. With preapproval your offer will be stronger because you will have the ability to perform. This eliminates the guesswork for the seller, and you will also know the maximum dollar amount that you can purchase.
8. TO REVIEW and explain all the forms that you will be signing, disclosures, disclaimers, rights of possession, and so on.
9. TO HELP SELECT a home inspector once we have successfully negotiated a purchase agreement.
10. TO REVIEW the appraisal for accuracy.
11. TO NEGOTIATE with the seller if there are any lender-required repairs or conditions resulting from the home inspection or appraisal.
12. TO REPRESENT you the purchaser, and your best interests are always my number one concern.
13. TO REVIEW all closing documents for accuracy and determine if all the conditions of the purchase agreement have been met. This will protect you from any last minute surprises and ensure a smooth closing.
14. TO BE AVAILABLE, or to have an associate available for question, guidance, and assistance. When a purchase contract is offered, to be available, or to have an associate available in case I am temporarily unavailable.
15. TO GIVE you a contract in which I will pledge the following fiduciary duties:
Reasonable care, undivided loyalty, confidentiality, full disclosure, obedience, and a duty to account
16. TO ACT, at all times, as your full time professional Real Estate Representative.

***The seller actually pays our fee. You the buyer will receive all of these services for free. I ask of you for only one thing and that is YOUR COMMITMENT to work with me.**

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Mark G. McHugh



SHAW REAL ESTATE