

MUELLER REALTY INC,

PLAN - OF - ACTION

1. Research the comparable homes in the area to determine the best possible price to market your home.
2. Submit your home to the Multiple Listing Service.
3. Create an enhanced listing on Realtor.com with multiple photo's.
4. Create a Virtual Tour.
5. Develop a list of features and benefits of your home for the cooperative agents to use with their potential buyers—Professional Brochure.
6. Take pictures for the Multiple Listing Service and Realtor.com
7. Mail "Just Listed" cards to your surrounding neighborhoods.
8. Create additional exposure through a professional sign and lock box.
9. Constantly update you as to any changes in the market.
10. Follow-up with all of the salespeople who have shown your home for their response.
11. Follow-up with all prospective clients who have directly contacted me.
12. Pre-qualify, when possible, all prospective buyers.
13. Suggest and advise you as to any changes you might want to make in your property to make it even more marketable to buyers. Assist other agent's who may have questions about your property.
14. Make you completely aware of all the various methods of financing that your buyer may want to use.
15. Assist you in arranging interim financing, if necessary.
16. Represent you upon the presentation of all contracts by cooperating brokers and help you negotiate the best possible price and terms.
17. Follow-up and keep you informed, after the contract has been accepted, on all mortgage, title and other closing procedures.
18. Deliver your check at the closing.
19. Close the listing in the MLS.
20. Remove the sign from your yard.
21. Ask for a referral from one of your family, friends or co-workers.