

SELECT PROPERTY LLC CONFIDENTIAL PROCESS

PROPERTY ON MARKET – DECIDE APPROPRIATE TO LOOK AT

- 1. VIEW PROPERTY _ TAKE APPROPRIATE PHOTOS AND VIDEOS – millions... of everything – under every sink, the backyard, the street, the roof, the everything.,**
GO TO ASSESSOR WEBSITE – KNOW HISTORY OF SALE, CHECK 3 RENTAL SITES FOR COMP RENTS, GIVE MLS MOST RECENT ¼ MILE LIKE SALES AND SEND TO CLIENT ALONG WITH ROUGH INITIAL VIEW OF ROUND FIGURE REPAIRS – EVERY DOOR, EVERY FACEPLATE – THIS WILL BE FIRMED UP IN DD (as much as possible). GIVE ROUGH GUESSTIMATE OF OFFER AMOUNTS BEING MADE FOR SIMILAR PROPERTIES TO CLIENT
- 2. SUBMIT OFFER – MAKE SURE YOU RECEIVE IN WRITING FROM CLIENT WHAT THEY WISH TO OFFER... NEVER VERBAL AND ALWAYS THEIR CHOICE – THEY CAN OFFER LOW/HIGH OR NOTHING....**
- 3. OFFER ACCEPTED – CONTRACTS EXCHANGED ..**
- 4. DD STARTS –**
ORDER AND GET INSPECTION. INSPECTION REPORT MUST BE COUPLED WITH DOUBLE BLIND EXAMINATION WITH IN DEPTH REVIEW OF EVERY REPAIR NEEDED ON PROPERTY DOWN TO FACEPLATES, LIGHTSWITCHES, MISSING PLUGS ETC – TAKE PHOTOS READY FOR ADVERTISING THIS PROPERTY IF AT ALL POSSIBLE....Stand in a room and just look at every item in that room – would you replace, keep or repair? Flush the toilets, fill the sinks, let them drain. Check the meter is spinning or not...

CRITICAL... Talk to the neighbours... let them know you are buying the property... SUPER urgent – leave your business card – tell them if they know of anyone interested to rent??
- 5. PROVIDE NEW ROUGH ESTIMATE TO CLIENT AND DECIDE IF TO PROCEED –**
- 6. DD ENDS ...! IF POSSIBLE START ADVERTISING THAT DAY USING THE PHOTOS YOU TOOK IN STEP 2 – STATING CLEARLY THAT PROPERTY IS UNDER CONTRACT TO SELL AND VIEWING CAN NOT BE UNTIL “X” DATE.**
- 6. FOUR DAYS BEFORE CLOSING**
ORDER CARPET/TILE/LINOLEUM MEASUREMENT AND LINE UP TRADESMEN – CARPET, PAINT AND GENERAL
ORDER UTILITIES TO BE SWITCHED ON
- 7. DAY BEFORE CLOSING**
BUY ALL SUPPLIES NEEDED FOR THE HOUSE, DO WALK THROUGH TO ENSURE PROPERTY CONDITION SAME.
- 8. KNOW THE PRECISE HOUR YOU HAVE CLOSED ...ON THAT HOUR, CALL FROM PROPERTY BEFORE ENTERING TO CHECK CLOSED**
FOR RENT SIGN IS PUT UP

CARPET RIPPED OUT AND FLOOR VACUUMED, PAINTING STARTS
ROCK & LANDSCAPING COMMENCES

CLOSING PLUS 1 DAY (AKA DAY2 -

PAINTING FINISHES

ROCK & LANDSCAPING FINISHED ... IF you couldn't take photos before,
take now.....

DAY 3 - 4

CARPET INSTALLED/TILING DONE

RESIDUAL REPAIRS DONE

CLEANERS COME IN AND MAKE IT ALL SHINE

DAY 5 - 7

TENANT MOVES IN (OR THEREABOUTS!!) - IF NOT FLYERS PUT UP
EVERYWHERE....

- UTILITIES SWITCHED OFF

EVERY THIRD DAY

REPORTS FROM SECTION 8 WEBSITE OF TOTAL VIEWS MUST BE GIVEN TO
CLIENT

WEEKLY

FROM DAY OF ADVERTISING - REVISIT WITH CLIENT ABOUT FEEDBACK FROM
POTENTIAL TENANTS - ADJUST PRICE IF NEEDS BE!
