

Buyer Agency Agreement

SCHEDULE A

HERE IS WHAT WE CAN DO FOR YOU IN ORDER TO EFFECTIVELY HELP YOU REACH YOUR GOALS!

- ✓ Weekly update on available listings
- ✓ Arrange mutually convenient viewing appointments
- ✓ Assist in ascertaining market value
- ✓ Prepare all purchase documentation and assist in negotiations
- ✓ Assist with, and eliminate any hurdles to, removal of conditions
- ✓ Help contact service providers and professionals to allow informed decisions
- ✓ Acquire property information from City and government organizations (as required)
- ✓ Work closely with lenders, mortgage brokers or financial consultants
- ✓ Assuming successful removal of conditions, assist through to completion
- ✓ Contact with notary or lawyer, including provision of any and all documentation required
- ✓ Arrange for property possession including keys
- ✓ Ensure all details are taken care of after possession, if required
- ✓ Be a phone call away throughout the process, 6 days a week
- ✓ Ensure an excellent buying decision for the best result is achieved
- ✓ We do not take this assignment lightly

HERE IS WHAT YOU CAN DO TO HELP!

- ✓ Be pre-approved for financing
- ✓ List all specific needs and requirements of your new home
- ✓ Inform us of any other homes that are of interest
- ✓ Make sure everyone that is making the decision is available for the showings we book
- ✓ When attending Open Houses, inform the Agent at the home that you are working with me.
- ✓ Allow me & your designated agent to work with other Buyers and Sellers
- ✓ Allow me to ask Sellers for compensation as is our Office Policy
- ✓ Complete the required documentation to the fullest of your ability
- ✓ HAVE FUN!!!

Realtor's Name(s)

Buyer's Name(s)

Realtor's Signature(s)

Buyer's Signature(s)