



COACH SUPER MIKE™

Taking Real Estate Agents to Pinnacle Levels™

Coach Super Mike- Training Topic: Scripts for Bomb Bomb Buyer and Seller Videos™

BUYER

- **First Steps in the Buying Process**

Hello! Thank you for choosing me & (ENTER TEAM NAME OR AGENT HERE) to help you find a great home! We are very excited to be working with you. Throughout the buying process, you can always reach me on my cell phone and e-mail listed below. We are looking forward to working with you. Please let me know if you have any questions. Thanks & have a great day!

- **Confirmation for Buyer Consultation Appointment**

Hello! We are looking forward to meeting you at our upcoming Buyer's Consultation.

During the time together, we will be reviewing the entire buying process from start to finish, your wants, needs & desires, all of the possible real estate pitfalls and more. We will be going on the Multiple Listing System to search for homes.

We will wrap up by answering all of your questions. Feel free to bring any loved ones with you who may be helping you during this exciting process! We will see you at the date & time listed below. We are excited to work with you! Please let me know if you have any questions. Thanks & have a great day!

- **Congratulations on Finding a Home - Contract Coming – Attorney Review**

Congratulations! We are so excited to be submitting your offer on this property!

A few quick reminders: You will be receiving an e-mail so you can electronically sign your contract. This is an easy process. As soon as you receive that e-mail, please take care of your electronic signatures. Once that is complete & once we reach an agreement, we will have you electronically sign the final contract. Then, the seller will sign the contract & we will get the fully executed contract to your attorney. Your attorney's job is to review the contract with you & advise you of any changes. Once the attorneys have completed their review, this is known as being "Out of Attorney Review". Then we can move forward to the next step! Please let me know if you have any questions. Thanks & have a great day!

• **Congratulations! Out of Attorney Review**

Congratulations! We are out of attorney review on your purchase. We are so very excited for you! We'll be contacting you to so we can walk you through the next steps, but here they are so you are prepared: First, you'll order your Home, Termite & Radon Inspections. Second, regarding your deposit monies, Suzanne from our Team will send you an email to inform you of the amount of the check, who to make it payable to and where to mail it. Please NEVER WIRE any funds. Third, regarding obtaining Home Owner's & Flood Insurance, you are welcome to choose your own company or contact us if you need a recommendation. What you want to do is ask the insurance representative for a quote for a 1 Year pre-paid Home Owner's Insurance Policy & a Flood Insurance Policy, if it's desired & needed. If you have any questions about these next steps, please contact me. Thanks & have a great day!

- **The Inspection Report Is In!**

Hello! We're touching base with you to let you know that your inspection report has arrived by e-mail. Please review the inspection report & then contact your attorney to make any home inspection requests. As we've discussed, you'll want to choose the most important items & make those requests. Please let us know if you have any questions. Thanks & have a great day!

• Final Steps in the Process

Hello! We're excited that you're in the final steps of your home purchase. We want to provide you with information on the final steps in your purchasing process. Now that we have a closing date & time, please note the following:

First, your attorney on your behalf has ordered a Title Search & Survey. This is being reviewed by your lender, your attorney as well as the Title Company. Your survey will be reviewed with you at the closing.

Second, by this time, you should have placed your order for Home Owner's Insurance & Flood Insurance, if it's required or desired. Please also ensure that you e-mail your lender a copy of your "Declaration Page" along with any documentation they have requested in order to expedite the mortgage process.

The third step is to transfer all utilities into your name for the day of closing. You should

have received the "(ENTER TEAM NAME OR AGENT HERE) Helpful Tips" with those phone numbers. On the day of the closing, we will meet at the property to conduct our final walk thru to ensure that the property is in good condition. Then we will head to the closing which will take approximately 1.5 hours. For the closing, you will need your driver's license as well as a bank certified check. You will receive an e-mail from either your attorney or your lender with regard to the exact amount & who payable to. You will be given this amount the day before or even on the day of the closing which is not unusual. PLEASE TRY NOT TO WIRE FUNDS and if you must, PLEASE CONFIRM VERBALLY with your attorney and lender all of the details. Then after the closing, you will officially be homeowners! Please let me know if you have any questions. Thanks & have a great day!

• Congratulations!

We are thrilled that we were able to help you close on your home! It was our pleasure to serve you & we thank you for choosing “(ENTER TEAM NAME OR AGENT HERE)”. Now that you are a homeowner, we would like to remind you about our (ENTER TEAM NAME OR AGENT HERE) “VIP/CONCEIRGE”. Please think of us as your “phone book”. Let us know if you need someone to complete work on your home such as an electrician, plumber, handyman & more! As a part of our “Client Care Program” we also offer you a number of complimentary services such as: property tax assessment appeals, notary services & invitations to our exciting quarterly “Client Appreciation” events. We look forward to staying in touch with you. One final note: if we can ever help anyone you know in buying or selling a property, we would be honored if you would make an introduction. Your referrals are greatly appreciated. Congratulations again & best wishes!!

SELLER

- **Confirmation of Listing Appointment**

Hello. We are looking forward to meeting you for our consultation to sell your home with “(ENTER TEAM NAME OR AGENT HERE)”. Our meeting date & time is listed below. During our time together, we will be walking the property with you, measuring each room & asking you a series of questions about the property. Then we will suggest an asking price, tell you what I believe your property would sell for, review a very detailed marketing plan outlining how we will get your home sold & answering any & all of your questions. It will be our pleasure to put the power of “(ENTER TEAM NAME OR AGENT HERE)” to work for you to get your home sold. Thanks & have a great day!

- **Thank You for Choosing Our Team**

Hello! Thank you for choosing “(ENTER TEAM NAME OR AGENT HERE)” as the listing agent to sell your home. Once the home is 100% "picture ready" please contact me so we can set up a day & time to process the paperwork & to schedule our “Team Technician” to come to your property to install the sign, lockbox & to take photos & videos. We’ll work diligently on your behalf to get your home sold! Thanks & have a great day!

- **Congratulations! We are on the Market – Discuss Showings**

Congratulations! We are officially on the market. You will receive a link to your property as it appears on the Multiple Listing System. Please review the photos & remarks & confirm that everything looks great. Remember, you will be contacted from our Showing Desk each time the property will be shown. Also, you will receive an e-mail anytime a real estate agent provides feedback from their showing of your home. We will be in touch with you each or every other week to provide you with an overall status update on your home. We're looking forward to working hard on your behalf to get your home sold! Thanks & have a great day!

- **Congratulations! - Contract Coming – Attorney Review**

Congratulations, once again, on receiving the contract for your home. We are very excited for you! You will receive an e-mail so you can electronically sign the contract. Please follow the easy steps & take care of this as soon as possible. Once your contract is signed, _____, our TEAM Transaction Coordinator, will send out the contract to your attorney so we can begin Attorney Review. Your attorney will contact the Buyer's attorney & they will each make changes to the contract. Once this is complete, we will be out of Attorney Review. I will be in touch once that occurs. Thanks & have a great day!

- **Congratulations! Out of Attorney Review-
Inspection Expectations**

Congratulations! We are officially out of Attorney Review. This means that we will no longer show the property & it will be marked as Under Contract in the Multiple Listing Service. The next step in the process is that the Buyer will conduct their Home Inspection, Appraisal & send in their deposit monies. Once the Home Inspection is complete, within a few days, the Buyer's will consult with their attorney & make their requests for Home Inspection repairs. Then you will speak to your attorney & the attorney will respond to their requests. Upon reaching success with Home Inspection requests, we will then contact you to order your Certificate of Occupancy. Our Team Transaction Coordinator will collect a check from you for this fee, schedule the

inspection & we will meet the inspector at your home. After, we will let you know if there are any repairs the town requires to be made. We can make recommendations for any vendors to assist you with repairs. Once those repairs are completed, we will meet the inspector again to obtain the final Certificate of Occupancy. Thanks & have a great day!

• Final Steps in the Process to Closing

Hello! Now that we have a closing date & time, we'd like to review the final steps in the process. If you desire not to attend your closing which is most common these days, please contact your attorney to arrange a time to pre-sign your closing documentation. Our Transaction Coordinator, _____, has provided you with our team's "Helpful Tips" with utility company phone #'s. Please contact your utility companies to transfer out of your name for the day after the scheduled closing. We encourage a small overlap to ensure that all utilities remain on for a successful final walk thru for the Buyer. The Buyer & their agent will be conducting the final walk thru on the day of the closing. By this time, please ensure that the interior & exterior of your home is 100% empty, clean & broom swept. Please do not assume that

the Purchaser would like any left over belongings, paint, etc. Once the walk thru is successfully completed, the Buyer will attend the closing & sign all of their paperwork. Your attorney will then provide you with a check or a wire with the proceeds of the sale. If you decide to attend your closing, please let us know & be aware you will only be there for approximately 30 minutes. Thanks & have a great day!

- **Congratulations!**

Congratulations on the sale of your home! It was our pleasure to work diligently on your behalf. We thank you for choosing “(ENTER TEAM NAME OR AGENT HERE)”! We would like to remind you about our (ENTER TEAM NAME OR AGENT HERE) “VIP/CONCEIRGE”. Our “VIP/CONCEIRGE” offers you complimentary services such as: property tax assessment appeals, notary services & invitations to our exciting quarterly Client Appreciation events. I look forward to staying in touch with you. If we can ever help anyone you know in buying or selling a property, we would be honored if you would make an introduction. Your referrals are greatly appreciated!

Congratulations again & Best Wishes!!