



# THE HOME SELLING PROCESS

## WHEN YOUR HOME IS SHOWN

1. Please make sure your answering machine/voicemail is on when you are away from home so that agents may notify you as to when they intend to show your home.
2. If possible, leave when your home is being shown. Prospective Buyers are more comfortable viewing property out of the presence of the owner.
3. Before you leave, open all blinds and/or curtains, turn on lights, use air fresheners, etc. to eliminate any odors. Put pets outside or in an enclosed area clearly marked with a sign. Make sure all areas are tidy, particularly kitchens and baths.
4. After the showing, **Please Call My Assistant's Voicemail at 770.973.9700 ext. 526** and leave the agent's name, company, and contact numbers. We will call you with any relevant feedback.

## WHEN WE RECEIVE AN OFFER

1. We will review the "Net to Seller" form that I prepared at the time we listed your home and compare it with the "Net to Seller" I will have prepared on the offer.
2. Generally, I will verbally present the offer to you over the telephone. When all parties have agreed to the terms, we will need to meet to review and sign the originals. You will receive a copy of the signed contract as well as a "Net to Seller" based on the contract.

