

## THE KESH GROUP - BUYER PROCESS

- ❑ REALTOR® - Tell Jessica you have a meeting and need to get pitch documents
- ❑ REALTOR® - Pitch presentation with clients  
*(complete Buyers Form ASAP if they would like to proceed)*
- ❑ REALTOR® - Add Client Information to Database
- ❑ REALTOR® - Notify Jessica that the Client would like to proceed
- ❑ JESSICA - Send Welcome Card/Email (**within 1 day**):
- ❑ REALTOR® - Set Up Clients on Auto-Email on Matrix based on their Wants/Needs
- ❑ REALTOR® - Ongoing with Clients:
  - ❑ Review New Listings Daily
  - ❑ Check-In Regarding Potential Properties
  - ❑ Arrange In-Person Showings
- ❑ REALTOR® - Once Property is Found:
  - ❑ Negotiate Price with Clients
  - ❑ Complete WebForms Paperwork and Get Signed
  - ❑ Submit Offer
  - ❑ Negotiate with Listing Agent
- ❑ REALTOR® - Once Offer is Accepted:
  - ❑ Email Paperwork to [deals@homesniagara.com](mailto:deals@homesniagara.com)
  - ❑ Assist Client as Needed with Next Steps (Deposit, Lawyer, Home Inspection, etc.)
- ❑ REALTOR® - Notify Jessica once the Offer is Firm (no longer Conditional)
- ❑ JESSICA - Send Google review and Closing Checklist once sale is firm
- ❑ REALTOR® - Deliver gift once sale is closed