



What to expect when you decide to list your home with Michelle Naumovski

- Your home will get listed with the MiRealSource-Macomb County Board & Realcomp-Oakland County Board Database
- A sign for your home will get ordered and installed within 1-2 days
- I will take photos of your home and prepare a flyer as outlined in my marketing book
- I will upload your photos to MiRealSource & Realcomp
- I will put a lockbox on your home to provide agents exposure to your home
- I will provide you with copies of the listing agreement and documents you signed
- I will provide you with copies of your actual listing as well as a copy of your flyer
- Postcards will be ordered once listed with Realcomp and sent out to qualified buyers
- Flyers of your home will be sent to pre-approved buyers matching your listing
- Flyers of your home will be sent out to our interoffice staff along with a copy of your listing
- I will keep your flyer box and information stand readily available with flyers and will keep filled within 24-48 hours
- Your home will be discussed with over 100 prospects on a daily basis
- I will market your home on my personal website & recommend that viewers check out info before scheduling a showing
- Your home will get marketed on our company website www.remax.com as well as over 100 others
- Our office secretary will establish you in our computer and schedule appointments as requested
- When a showing is schedule, I am notified via email & a feedback worksheet if faxed to showing agent
- I will follow up with showing agent via cell phone/office phone if worksheet not returned
- Sellers Disclosures and Lead Base Paint Disclosure will be on file and sent out as requested
- Your home will be advertised with the Homes Magazine at agents discretion
- Your home will be advertised with the Macomb Daily, Source, Advisor, Oakland Tribune, Detroit News, Detroit Free Press at agents discretion
- Your home will get featured on my quarterly newsletter as a new listing
- I will schedule an open house at my discretion and weather permitting
- I will provide you with status checks as showings are scheduled and feedback reported
- I will keep you informed of any calls, disclosure requests, information request, flyer request on a weekly basis
- I will make sure any and all prospects be pre-qualified and pre-approved prior to viewing your home
- Your 1st 2 weeks should bring you the most amount of showings and our office will monitor this
- If your home isn't receiving the attention from agents & prospects discussions will be made in reference to marketing & price reduction
- I will accept an offer on your home and meet with you to discuss and reject, counter or accept

What I expect from you as the seller when you decide to list your home

- Patience
- Ability to accept criticism from those agents who show your home
- Try to leave the home for showings when they occur
- Allow me to do my job effectively by letting me deal with any agents or prospects

LIST OF ITEMS TO HAVE AVAILABLE

- Copy of Previous Title Policy if available
- Copy of Bylaws, Homeowners Association, Master Deed if applicable
- Copy of Any Divorce Decree, Death Certificate, Lien Release etc.
- Copy of Utility Bills and or Utility Company Phone #'s
- Copy of Tax Bills, and/or Any Outstanding Assessments etc.
- Copy of Plot Plan, Location of Home on Lot
- Copy of Mortgage Survey
- Copy of Property Survey
- Copy of Well/Septic Inspection Reports and/or certification
- List of Repairs to be made/Dates of Repairs
- Copy of Bills or Receipts for Recent Repairs made
- Copy of Key for Lockbox
- Copy of any options or upgrades if recently built