

Mentee Commitments

Buyer Contracts

- Give as much advance notice to Mentor (or Office Leader) for support with each Buyer Contract.
- Write Purchase & Sale Agreement and Addenda with Mentor (or Office Leader).
- Obtain Earnest Money and follow Office Procedures for proper handling.
- Submit Buyer Contract and related paperwork within two business days of Mutual Acceptance.
 - (Commission Disbursement Form, AHS, Affiliated Disclosures, Cover Sheets, etc.)
- Manage Title and Escrow (Send PSA to Escrow and Lender; Obtain and Review Title with Buyer).
- Manage the Transaction, Contingencies and Time Lines.
 - Loan Application (Use Priority Home Lending where available)
 - Home Inspection
 - Homeowner's Insurance
 - Other Conditions/Contingencies

Listings

- Give as much advance notice to Mentor for support with each Listing Appointment.
- Prepare CMA with Mentor guidance (or Office Leader) using Cloud CMA where available.
- Practice and Present Listing Presentation (Selling Your Home – Marketing and Pricing Strategies Guide).
- Present Listing Paperwork and Disclosures (Property, Lead Based Paint and JLS Affiliated Disclosure).
- Submit Listing Agreement and Required Office Paperwork within two business days.
 - (Cover Sheet, AHS Acceptance/Waiver, Affiliated Disclosures, etc.)
- Input Listing to MLS and JohnLScott.com.
- Order Preliminary Title.
- Order and Prepare Seller Listing Launch[®] Marketing Material (Schedule with Seller).
 - Make sure Home is Market Ready Day One.
 - Order and Schedule Professional Photography.
 - Create a Demo Listing with 5 Digit Code.
 - Order Flyer/Brochure, Door Hanger/Post Card Invitation - schedule mailing or walk about.
 - Schedule and input Special Kick-Off Weekend Open Houses with Early Entry[™].
 - Schedule and input Broker Open.
 - Order Signage – arm post sign, toppers, 5 Digit Code Rider, flyer box, etc.

Open Houses

- Give as much advance notice to Mentor for support with first Open House.
- Review and Follow Open House or Seller Listing Launch[®] Checklist.
- Organize and Manage the Open House.
- Hold Open House & Follow up with Visitors.

Mentee initials and date

Mentor initials and date