

Mentor Commitments

Buyer Transactions- When Requested by Mentee:

- Attend Buyer Contract Appointments with Mentee
- Advise on preparing and/or reviewing Purchase & Sale Agreement and Addenda
- Advise on Earnest Money Procedures and Office Paperwork
- Advise on submission of Buyer Contract and related paperwork within two business days of MA
 - (Commission Disbursement Form, AHS, Affiliated Disclosures, Cover Sheets, etc.)
- Advise on Title and Escrow Procedures (Send PSA to Escrow and Lender; Obtain and Review Title)
- Advise on Managing the Transaction, Contingencies and Time Lines
 - Loan Application (Use Priority Home Lending where available)
 - Home Inspection
 - Homeowner's Insurance
 - Other Conditions/Contingencies

Listings- When Requested by Mentee:

- Attend Listing Appointments with Mentee
- Advise on preparing of CMA (using Cloud CMA where available)
- Advise on and/or attend Listing Presentation (*Selling Your Home* Guide)
- Advise on Listing Paperwork and Disclosures (Property, Lead Based Paint, JLS Affiliated Disclosure)
- Advise on Office Paperwork Submission Requirements
 - (Cover Sheet, AHS Acceptance/Waiver, Affiliated Disclosures, etc.)
- Advise on Listing Input to MLS and JohnLScott.com
- Advise on ordering and handling Preliminary Title
- Advise on Managing the Seller Listing Launch[®]
 - Confirm Home Market Ready Day One
 - Professional Photography
 - Demo Listing with 5 Digit Code
 - Flyer/Brochure, Door Hanger/Post Card Invitation – scheduling mailing or walk about
 - Special Kick-Off Weekend input and Early Entry[™] Procedures
 - Scheduling and Inputting Broker Open House in MLS
 - Signage – yard arm sign, toppers, 5 Digit Code Rider, flyer box

Open Houses- When Requested by Mentee:

- Ensure Broker is ready to hold Open House & Advise on Visitor Follow-up
- Advise Mentee on first Open House and Seller Listing Launch[®] Checklists
- Advise Mentee on Open House follow-up activities

Mentor initials and date

Mentee initials and date