



Jordy Luxe Transactions

AGENT TOOLBOX



Your success is our success! With this in mind, we have the Agent Toolbox for all of our Jordy Luxe Agents to leverage before going under contract. We want to help equip you with these tools and resources so that you can continue to provide your clients with that luxury experience.

offer PRESENTATION 6542 Trenton Ave, Charlotte, NC		
PURCHASE PRICE: \$400,000	OFFER AMOUNT: \$400,000	CLOSING DATE: July 30, 2021
LOAN: Conventional	LENDER: Bank of America	EARNEST MONEY: \$4,000
CLOSING COSTS: Buyer Pays	OPTION MONEY: \$200	OPTION PERIOD: 7 days
TITLE EXPENSES: Buyer pays	HOME WARRANTY: \$400	NON-REALTY ITEMS REQUESTED: Refrigerator Mobile island in kitchen
SPECIAL STIPULATIONS:		

Nicole Jordan
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Add an offer cover to all of your offers to stand out from the crowd!



Use this Buyer's Purchase Guide presentation template to personalize and create as your own. Go to your buyer consults prepared to present with structure and eye-catching pages!

Provide your sellers a detailed and comprehensive pre-listing checklist to ensure they can be as prepared as possible for go-live.

PRE-LISTING CHECKLIST

- GARDEN**
 - Mow lawn and trim edges
 - Trim shrubs and trees
 - Keep flowerbeds weeded
 - Add mulch to garden beds
 - Add color to host spots
 - Place flowering plants if possible
- EXTERIOR**
 - Pressure wash driveway and paths
 - Heavy driveway clear of leaves
 - Address driveway cracks or water
 - Wash windows
 - Wash window sills
 - Check lights are working
 - Check doorbell is working well
 - Check house alarm functions well
 - Check gutters are clear
 - Make any necessary roof repairs
 - Clear or paint mailbox
 - Ensure mailbox number is clear
 - Paint or stain front door
 - Refinish steps and porch
 - Ensure clean, tidy driveway
 - Take or remove porch furniture
 - Replace old screen doors
 - Repair driveway and cement
 - Touch up exterior paintwork
 - Clean window air conditioning units
 - Clear porches, decks & plantings
 - Clear BBQ area and outdoor items
 - Stack wood pile neatly
 - Make up and remove garden benches
- GARAGE**
 - Ensure door is working correctly
 - Check lights are on and working
 - Maintain appearance of space
 - Oil, grease, lube, and tune
 - Wipe oiling, under base or hoses
 - Clean floor, paint or seal
- PATIO**
 - Wipe, dust or pre-park items
 - Maintain appearance of space
 - Ensure energy saving insulation
 - Check lights are on and working
 - Check air vents
- BASEMENT**
 - Wipe, dust and prepark items
 - Maintain appearance of space
 - Clean water heater and drains
 - Change furnace filter
 - Clean and paint concrete floor
 - Ensure lighting is on and working
- TILES**
 - Check all appliances are working
 - Clean all cabinet fronts, clean cupboards
 - Clean fridge, stove and range hood
 - Remove magnets from fridge
 - Organize pantry
 - Wipe up oven exterior surfaces
 - Park any non-essential appliances
 - Clear countertops and clean
 - Clean sink area, bid if possible

Good job! Keep going on the next page!

Nicole Jordan
Real Estate Agent | 311-331-4444 | 999-888-7777 | nicolejordan.com | andnicoleluxe.com

Present multiple offers in an organized and presentable fashion while also educating your clients for them to make an informed decision on the winning offer.

OFFER ANALYSIS

Presented by:
Nicole Jordan

Date:
December 11, 2021

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123 N Davidson St.

Seller's Market Guide

A seller's market is simply a matter of economics. Inventory is low and demand is high. Home prices have been consistently going up across the country, according to data from the National Association of Realtors. The median existing home price is up 6.3 percent from 2015. Housing inventory is 3.8 percent lower than it was a year ago. Mortgage rates remain low, giving consumers incentive to shop around for mortgage lenders and home

It's still possible to buy a home in a seller's market, though obviously more difficult than in a buyer's market or otherwise. Here are five tips for buying a home in a seller's market.

- 01** Be prepared! Have your proof of funds and pre-approval ready. Don't wait, as soon as you determine this is the house for you, get your offer and pre-approval letter sent over ASAP. This sets a seller notice that you are both qualified and motivated.
- 02** Make your best offer first in a strong seller's market, it is recommended to make a list price offer quickly to prevent competitive interest.
- 03** Money talks! Show a seller how serious you are by offering more cash than normal in earnest money — a deposit made to the seller to show a buyer's good faith in a transaction.
- 04** Offer non-price factors! Some sellers will accept your price if you provide some non-price considerations that can spread at the transaction, also called contingencies. In a strong market a buyer needs to consider waiving the financing contingency, limiting inspection to three to five days, and placing larger earnest money deposits to provide non-price consideration.
- 05** Pull on those heartstrings! Not everything in a home sale is about money. A seller's motivation for their home can be strong, and a short, personal letter from a buyer that shares how the enjoyment they might enjoy there.

Hand out this Seller's Market Guide to all of your new clients. This document explains the type of market that we are in and provides 5 tips on how to be competitive in this market. You can certainly make this your own.



Use this Listing Presentation template to personalize and create as your own. Go to your seller consults prepared to present with structure and eye-catching pages!



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TRANSACTION MANAGEMENT

BENEFITS IN HAVING A TRANSACTION COORDINATOR

as part of your home buying/selling process!



WHAT IS A TRANSACTION COORDINATOR?

There is a lot of work that is involved in every transaction, which is why we have a Transaction Coordinator as part of our team to ensure a seamless closing.

Our Transaction Coordinator (TC) will make sure that a sale is completed as quickly as possible through transaction management oversight. Managing a transaction involves up to 100 tasks and on average it takes 10-20 hours of management. Delays in real estate can result in unexpected fees, from extending escrow, to paying for extra days at a hotel/storage, moving scheduled movers, and sometimes having a transaction terminated. Having a TC on our team reduces risk, provides clarity, structure, and peace of mind.

BELOW IS A LIST OF ACTIVITIES OUR TC WILL HANDLE:

- ✓ Validate all related documents and obtain missing signatures
- ✓ Initiate escrow & loan application process
- ✓ Coordinate Earnest Money/Due Diligence deposit
- ✓ Schedule Inspections (General, Termite, Radon, Septic, Well, Water, etc.)
- ✓ Manage every deadline closely from every party involved (title officers, loan officers, buyers/sellers cooperating agent, etc.) which will include email appraisal is received on time & tracking the inspection period to complete any negotiations timely
- ✓ Order home warranties & HOA dues if applicable
- ✓ Coordinate closing, gather utility information, and much more!

An infographic to share with your buyers and sellers about the value in having a transaction coordinator as part of your team.



A home buying process flowchart visual to share with your buyers as part of your buyer consult. Jordy Luxe will now share this as part of our introduction for alignment and advise where we are in the process.



Market UPDATE

123 Anywhere St, Any City, ST 12345

New Listings 165	Under Contract 35	Avg Sale Price \$247
Sold Homes 76	Sale Ratio 97%	Avg Listing Price \$235

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YOUR LOGO

A social media Market Update template that can be edited to your liking and used monthly, quarterly or annually!

Closing Costs

What Are Closing Costs? Closing costs are the expenses, over and above the price of the property, that buyers and sellers normally incur to complete a real estate transaction.

TITLE FEES (OR ATTORNEY FEES)

These are the fees that are normally paid that the seller of the property can transfer the title (benefit) of the property to you without also giving you any liens or issues attached to the property. It also protects the lender from issues too. These fees include the title search fee and the insurance fees. Title fees also include the cost to record and register your ownership of the courthouse after closing, as well as the sale of a policy that will cover you if you experience an ownership dispute. If you are buying an investment or retirement company to help you with your closing, you will be asked to pay them for their involvement, too.

PRE-PAIDS AND ESCROW (PROPERTY TAXES AND HOMEOWNER'S INSURANCE)

Property tax payments and homeowner's insurance premiums are included in your closing costs because you are paying them before your regular mortgage payments kick in, they are often called "pre-pays." This may also include pre-paid interest between the purchase when closing and when you make your first mortgage payment. If you don't understand your pre-pays and homeowner's insurance on your closing documents, please go over them with your agent. If you still have questions, you will need to make an initial deposit of funds for any bills that need to be paid after closing.

MORTGAGE INSURANCE

If your loan type requires some type of funding or guarantee fees (most common with government insured loans), you may have to pay these fees. Lenders with a small down payment usually require mortgage insurance, which is a fee that you pay for the lender's risk. Some lenders also include originating fees, such as appraisal fees, termite inspection fees, and your appraisal in this category. It will still be itemized separately on your Closing Disclosure when you're at closing.

LOAN-RELATED FEES (ALSO CALLED LENDER FEES)

These fees include any origination charges, application fee, processing fee, credit report fee, and any discount points you want to pay for to get a lower interest rate. Some lenders also include underwriting fees, wire transfer fees, termite inspection fees, and your appraisal in this category.

PROPERTY-RELATED FEES (MAY ALSO BE FOUND IN LENDER FEES)

During the loan process, your property is appraised to determine value. It may also be inspected for pests and for any other condition that could affect the value. The cost of these fees may be included in closing costs if you haven't already paid for them prior to closing. You may also see a Survey Fee if there is a need to confirm property lines. Both the lender and TMS require reports to be reviewed for the best loan insurance and there's a fee for that as well. You may also see these items listed as lender fees or loan fees.

An infographic describing what closing costs entail which is a very common question sellers and buyers have. This can also be added as part of your new client packet.