

PRE-LISTING DOCUMENTS

*Prepared For
You by*

Carolina Executive Homes



BROKERS, NC/SC

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Our Biography

Personal Service Areas: Residential real estate in North and South Carolina

Professional Designations: Graduate of the Mingle School of Real Estate
Board Certified Realtors
NC/SC State Licensed Broker
Top 100 Teams at Remax
Remax Hall of Fame
Chairman's Club
Platinum Club
Multi Million Dollar Producer
Luxury Home Specialist
Broker/ Owner Carolina Executive Homes

Interests: Training horses, hiking, kayaking, art

About Me: **Skills** Extremely successful sales and marketing strategies
Pro-active anticipation of your personal Real Estate needs
Skilled in conflict management and coaching
Focused on enjoyable "win-win-win" transactions
Exceptional communicator and facilitator

Experience Successfully pleasing clients since 1986
Many happy clients and raving fans

Training Advanced training in real estate law, construction,
appraisal, finance, negotiation, and marketing

Of Note... Spokesperson for USAirways and the Samaritans Purse
Foundation.
Boy Scouts of America Den mother.
Food Bank Collection Volunteer
Red Cross Certified in CPR
ASC, United Way and Leukemia Society Organ Donor

*We donate a portion of our commission to The Children's Miracle Network in honor of our Clients name.

Some Client Testimonials

"I was referred to your corporation and specifically The Carolina Mega Team. What a fantastic decision that turned out to be! Shelley's personality, knowledge and professionalism immediately put me at ease at a time when the home-buying process can get a little tense. She went 'above and beyond the call of duty' on several occasions. I greatly appreciate their efforts on my behalf and will definitely recommend them to friends and family who may be in need of her services in the future. Shelley is truly a credit to her profession." Dana Y.

"The efforts you made on my behalf and the results we achieved in purchasing my new home were outstanding in every way. I particularly appreciated your honesty and forthrightness in dealing with all parties concerned. This made me feel very positive about the way you represented me in contacting and talking with potential sellers. I also appreciated your promptness in all our appointments and in returning my calls."

Mr. Douglas

"If you are in the market to either sell your house or buy one in the greater Charlotte area, let me recommend my Broker®, Shelley Simmons. She's tops. She's professional, detail oriented, efficient, dependable, positive, and fun to be with. She walked me through every step of both the sale of my house in Weddington, NC and the purchase of my new one in Lake Wylie, SC. She handled every obstacle and inevitable setback with great patience and professionalism, while at the same time keeping me from flying all to pieces (no small feat!) She even went door to door to find the house I eventually bought before it ever went on the market. While I can't say I particularly want to go through a move again any time soon, when and if I do move, I want Shelley to be my Broker®. I love my new home! Check out her site at www.CarolinaExecutiveHomes.com." - Karen B.

"Shelley, we cannot thank you enough for all that you have done for us. We thought we were in for the challenge of our lives, and then we met you. You were truly a blessing! You made what could have been a very difficult time seem unbelievably easy. You kept us informed every step of the way and were always available when needed. You were even instrumental in helping us find a home in Pittsburgh PA. It's not every day you meet someone like Shelley Simmons but we're sure thankful we did!" The whole Team was great! -John and Kim T.

Shelly,

We had our Father's home on the market for 7 Years with every Realtor in town and you sold it in 28 days! You are awesome! I will never use anyone else! Nicholas M.

“You kept us well informed, abreast of everything we needed to know and had to do. Your Team kept us up to date on a very regular basis, something very important to us. Your response to numerous pages was always timely. Furthermore, you were always patient with questions and explained things until they were understood. Throughout the entire process, you displayed great patience and professionalism.” Thank you again. - Brian O.

“Shelley, We were so happy when you came along and helped us sell our home. We tried several Realtors and non were anywhere as good as you! We will be recommending you to all of our friends and neighbors.” David and Diane R.

The Carolina Mega Team

***We do not claim to be #1...Because to us, You are!
We will let you do the bragging”***

As your Realtor® , it is our job to understand your needs and respond to them promptly, professionally and with integrity. It is our pledge to provide you with sound real estate advice, helping you to understand the wisdom of the decisions you make.

By being your Realtor™, our relationship is built on trust. Value and service will be provided before, during, and after the transaction, so that your changing needs are always addressed and satisfied.

It is not only our business philosophy, but also a commitment to provide you with exemplary personalized service beyond your expectations. Our practice is to listen, hear, and truly understand your needs. This is a self-imposed standard of business conduct that we use to measure our success. If we live up to this standard, we'll trust you to refer your friends, relatives and co-workers to us so they can enjoy the same standard of service!

Referrals are the greatest compliment you can pay us and they are always treated with the utmost respect and dignity.

The Benefits of Working with Us...

Listing property with **The Carolina Mega Team** means receiving the following benefits:

*Experience • Integrity • Skilled coaching • Effective Representation • Advanced Technology •
Intimate Knowledge of the Charlotte market • Seasoned negotiating skills*

So, there is something special about selecting **The Carolina Mega Team** as your Realtor®. In addition, you should know about the many beneficial services you will also receive as part of our “Quality Personalized Service” program.

I offer...

- **OUR REPUTATION...** a critical ingredient in our success.
- **PROFESSIONALISM...** this is our career, and we enjoy many raving fans as a result of our approach.
- **EXPERIENCE...** We bring our experience to bear on your unique needs when we work together. Our clients have come to depend upon that again and again.
- **LOCATION...** Our office is centrally located in the Charlotte area, and we are licensed and experienced in both North Carolina and South Carolina.
- **HIGH TECHNOLOGY...** We are skilled at e-transactions, and we can effectively communicate and share information by email or via the internet.
- **THE STRAIGHT-TALK MARKET ANALYSIS...** We will determine the realistic market value of your home in two ways: 1) A careful review of the unique characteristics and improvements in your home, and 2) A plain-paper, no-nonsense compilation and analysis of recent homes sold, homes presently on the market and those exposed to the market but not sold during the listing period and what the buying public is telling us.
- **ADVERTISING AND MARKETING...** this is where we shine! Our background and research in these fields gives us an understanding and a unique approach that is successful and light-years ahead of my peers.
- **CORPORATE RELOCATION...** our experience is helping clients with these unique needs is a true time-saver and stress-reliever. We can not only anticipate and handle your needs; we can also put you in contact with another professional at the other end whether you are moving into or out of Carolinas!

MARKETING

Marketing is the reason we ask someone to pass us a “Kleenex” instead of a “tissue”. We don’t ask for an adhesive strip...we ask for a “Band-Aid”. When someone says, “pass the A-1”, we don’t ask “the A-1 what?” We instinctively know what A-1 is...it’s a steak sauce.

These are examples of excellent marketing. My entire career is devoted to staying on the cutting edge of marketing, and that's how I earn my income. No one buys your home because of any magical words I say or “sales pressure” that is applied. Listing your home is a financial liability for me and I only earn my income when you go to closing and receive your check!

Therefore, I strive to maintain a strong reputation among my peers, to market your home to the right people, and in the right way. With about 24,000+ other homes on the market at any given time, it is my job to make your home the one that peaks the most interest among Realtors® and buyers. I rely on my reputation, my contacts and carefully selected advertising and marketing to generate interest. I also use a variety of marketing tools to reach the right buyers.

Your home will be immediately placed on the Internet on my web page, www.CarolinaExecutiveHomes.com

which is updated monthly and listed with over 76 search engines. Buyers will also be able to find your listing on my website through many other sources such as Realtor.Com, Househunt.com, Homegain.com, Carolinahome.com, Homes.Com, HomeAdvisor.com, Yahoo, MSN.COM, and of course, several other Large Real Estate firms websites. The number of buyers searching the internet FIRST has risen tremendously, so many of my buyers come from that source. I also offer 24 hour information by phone or fax to passersby and prospects that see my For Sale Sign or other advertising of your home. You’ll also note that I don’t advertise in the same places that the typical Realtor© does. You wouldn’t open a gas station across the street from hundreds of others would you? For that reason, I don’t advertise in the same place or the same way that thousands of other Realtors® do. I market myself and your home in creative ways...places where your buyer and other agents will be looking! I try to think like your buyer and attract them in innovative ways. Our cooperative relationship will get your home SOLD this time. I want to earn your referral business! Please call today for a confidential consultation.

We’ll both win!

PRICING AND MARKET VALUE

FACT: Buyers determine the market value of your home, not you and me! The time to tell you this is right now, not after your home has been on the market for months and you have finally received a ridiculously low offer. Some things that do not determine your market value are: 1) what you paid for the house, 2) the amount of cash you need from the sale, 3) what you think it is worth, 4) what an appraiser says it is worth, 5) what you paid down when you bought the property, 6) what the tax assessor says it is worth, or 7) what your friendly neighbor says it is worth. Unless these nice folks want to pull out their checkbook and write you a binder check with a contract, they are NOT telling you what the *MARKET VALUE* is! The person willing to write that check is the one who tells you the value and that person is called a buyer. Today, in our market, virtually all buyers are highly informed, and they are represented by an Exclusive Buyer Agent. I can do that for you when you become a buyer. It is the responsibility of the buyer agent to negotiate the best price and terms for the buyer, not you! To keep the buyer from over-paying, the buyer agent will (should) prepare a market analysis on any home that the buyer decides to purchase. This analysis will compare your home to similar homes in the area based on sales in the last 6 months. If your home is overpriced, they will know it, and their offer will reflect it! As your exclusive agent, I will provide you with a comprehensive, clear, sensible market analysis that will allow us to estimate the market value of your home based on actual sales, not listings, just as your buyer will do. We will do this *before*, not *after* you receive low offers! It's not "rocket science". **Remember: buyers** determine market value, not you and not me. Now, isn't it nice to know that up front so there are no surprises later on? I think so too.

PRICE STRATEGY ANALYSIS

We have found these to be important questions that you might want to ask yourself before our meeting.

- 1. Am I choosing a REALTOR® based on their services or the price they tell me they can get for my home?**
- 2. Is the local market rising, falling, or staying even?**
- 3. Is my opinion of value based on actual neighborhood sales prices?**
- 4. How many area homes are competing against mine right now?**
- 5. How does my home compare?**
- 6. Have any neighborhood homes been on the market too long?**
- 7. Why? Price Condition Other reasons**
- 8. Is my home the same size, larger or smaller than homes in the area?**
- 9. Are my financial needs influencing my asking price?**
- 10. Is my original purchase price influencing my asking price?**
- 11. Am I willing to price it right?**
- 12. Are the benefits of moving important enough to price my home at the market value?**

The Carolina Mega Team

EXCITEMENT LIST!

If you were buying this property, what features would most excite you?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

The Carolina Mega Team
Brokers, NC/SC®

Key Market Factors

How long does it take to sell a home? There is no easy answer – some homes sell in a few days, others may take several months. What we DO know is that my cooperative system will make it the shortest time possible. *The proper balance of these factors will expedite your sale:*

LOCATION...

- Location is the single greatest factor affecting value and time on the market.
- Neighborhood desirability is fundamental to a property's fair market value.

COMPETITION...

- Buyers compare your property against competing properties.
- Buyers interpret value based on available properties and past sales.

TIMING...

- The real estate market may reflect a seller's market or a buyer's market – you can't have both at once.
- Market conditions cannot be manipulated, only honestly interpreted; an individually tailored marketing plan must be developed accordingly, and you have my word on this.

CONDITION...

- Property condition affects price and speed of sale.
- Optimizing physical appearances and advance preparation for marketing maximizes value and appeal.

TERMS...

- The more flexible the financing, the broader the market, the quicker the sale and the higher the price.
- Terms structured to meet your objectives are important to successful marketing.

PRICE...

- My system will make sure you obtain every possible dollar.
- My experience in negotiating often times results in even higher net proceeds.

FACTORS THAT DON'T AFFECT THE VALUE OF YOUR PROPERTY



The value of your property is determined by...
What a knowledgeable BUYER is willing to pay in
today's market based on others that have SOLD
in your area.

Buyers ALWAYS Determine Value!

Preparing Your Home for Sale

A Few great tips on creating an atmosphere that will charm buyers and make them want to buy your home. Remember that you'll never get another chance to make a first impression. Follow these simple tips and create the competitive edge that may help you sell your home more quickly.

Drive-up Appeal

- Trim trees and shrubs, clean out flower beds and invest in a few flats of seasonal flowers, paint the front door, make sure doorbell is working properly, wash the mailbox, keep the porch swept and get an attractive mat for people to wipe their feet.

Absolute Basics

- Start by airing out the home. Most people are turned off by even the smallest odor. Odors must be eliminated, especially those caused by dogs and cats; soiled diapers and/or cigarettes.
- Wash all the windows in the home, inside and out.
- If it has been over a year since the carpets have been cleaned, now is the time to have them cleaned. Bare floors should also be waxed or polished.
- Put bright light bulbs in every socket made for a bulb. Buyers like bright & cheery.
- Clean out closets, cabinets, and drawers. Since you are moving anyway, consider it as an early start on that job! Closets should look like they have enough room to hold additional items. Get everything off the floor and do not have the shelves piled to the ceiling.
- Make sure rooms are not overcrowded with furniture. Select pieces that look best and store the rest.
- Keeps the all-important kitchen sparkling clean. Make sure all appliances are always clean. Straighten cupboards that appear cluttered and keep floors gleaming.
- Bathtubs, showers, and sinks should be freshly caulked. The grout should be clean and in good condition. There should be no leaks in the faucet or traps.

Showing your home...

- When an agent calls Centralized Showing Center to schedule an appointment to show your home, CSC will call your home. If there is no answer, they will follow whatever instructions we have given them. Those instructions should be:

The appointment information is then emailed to me so I can follow up for feedback and comments.

- When you leave the house in the morning or during the day, leave it as if you know it is going to be shown. We only get one chance at a first impression.
- Keep good scents in the house, such as potpourri or simmering pots or candles.
- Make sure all the lights (including closets) are on and window treatments are open.
- Turn off the television. Soft, easy-listening music is a great tool!
- Although agents try to avoid it, there may be occasions when the buyer wants to see your home on very short notice (they may have driven by, stopped and called from the car)
- Keep pets out of the way – preferably out of the house. Many people are uncomfortable around some animals and may even be allergic to them.
- Leave your premises. Take a short break while your home is being shown. Buyers are intimidated when sellers are present and tend to hurry through the house. Let the buyer be at ease, and let the agents do their job. NEVER lead buyers through your house!
- Professional salespeople know when to listen. During showings, the agent will probably be listening to the buyer's responses
- Remember...every showing is important! Each one has the potential for being the perfect buyer for your home

Now that your home is “ON THE MARKET”...

Our Duties

Carolina Mega Team	YOU
<input type="checkbox"/> Install signs and submit to MLS.	<input type="checkbox"/> Complete all repairs and cleaning.
<input type="checkbox"/> Arrange for office tour by agents.	<input type="checkbox"/> “Stage” your home to be appealing.
<input type="checkbox"/> Prepare marketing information and advertising.	<input type="checkbox"/> Keep home ready for showing.
<input type="checkbox"/> Place marketing data in home for prospective buyers and their agents.	<input type="checkbox"/> Hide valuables (also prescriptions).
<input type="checkbox"/> Distribute marketing information.	<input type="checkbox"/> Keep marketing information out for buyers.
<input type="checkbox"/> Attempt to give 1-hour notice to show.	<input type="checkbox"/> Call me if information is depleted.
<input type="checkbox"/> Review market conditions continuously.	<input type="checkbox"/> Leave premises for showings.
<input type="checkbox"/> Follow up with other agents who show home and honestly report their comments.	<input type="checkbox"/> Call me with any questions.
<input type="checkbox"/> Communicate with you regularly.	<input type="checkbox"/> Market your home to friends, co-workers and acquaintances.
<input type="checkbox"/> Advice of possible solutions if home has not sold.	<input type="checkbox"/> Keep me advised of where to reach you if you need to leave town.
<input type="checkbox"/> Negotiate best contract for your needs.	<input type="checkbox"/> Refuse to discuss terms with buyers or their agents without me present.

Home Warranties Can Aid Buyer and Seller

Many home purchasers erroneously assume that the Seller is always somehow liable when there is a defect or failure found in the home's cooling, heating, plumbing, electrical and/or appliances after the Buyer moves in. Unless otherwise provided for in the contract however, risk of loss often falls on the Buyer. Even where the contract provides that heating, plumbing, pool & equipment, electrical, etc. be "operative" on or until date of possession, disputes can always arise as to when the breakdown occurred, who is responsible, how the repairs are to be funded, and when they are to be made.

Home warranty plans go a long way to alleviate these risks and concerns. For a modest price (currently basic coverage is \$425 to \$700, slightly more for optional coverage), Sellers can provide the Buyer a one year warranty covering specified heating, plumbing, electrical, water heater or appliance breakdowns. This usually also covers the seller during the listing period, and the cost is not paid until closing. This not only makes the home more appealing to buyers, but it may reduce your liability also. In all cases, there are important limitations and exclusions (example: appliances/systems must be operative at commencement of coverage).

Questions and Answers on Home Inspections

For most persons, purchasing a home is the largest investment they will ever make. It is no wonder then that many homebuyers employ professionals to inspect the structural and mechanical systems of the home and report to them on their condition. Sometimes sellers also employ Home Inspectors to alert them to problems with their homes which could arise later in the transaction. But normally Home Inspectors are employed by buyers. For this reason, this brochure is written from the viewpoint of the potential homebuyer.

This brochure is a joint publication of the North Carolina Home Inspector Licensure Board and the North Carolina Real Estate Commission designed to give consumers a better understanding of the home inspection process. What a home inspection is, who can perform an inspection and what to expect. If you have further questions regarding home inspections and Home Inspectors, you should contact the North Carolina Home Inspector Licensure Board, 410 North Boylan Avenue, Raleigh, NC 27603, Phone 919/715-0991.

Questions

- [What is a home inspection?](#)
- [Can anyone perform a home inspection?](#)
- [Why should I have the home inspected?](#)
- [In my home purchase I have chosen to sign the standard Offer to Purchase and Contract* form which many real estate and legal professionals use. It states that I have the right to have the home inspected and the right to request that the seller repair identified problems with the home. Will the home inspection identify all of these problems?](#)
- [How do I request a home inspection, and who will pay for it?](#)
- [Should I be present when the home inspection is performed?](#)
- [Are all inspection reports the same?](#)
- [What should I do if I feel something has been missed on the inspection?](#)
- [If, following the home inspection, the seller repairs an item found in the home inspection, may I have the Home Inspector perform a "re-inspection"?](#)

Answers

What is a home inspection?

It is an evaluation of the visible and accessible systems and components of a home (plumbing system, roof, etc.) and is intended to give the client (usually a homebuyer) a better understanding of their condition. It is also important to know what a home inspection is not! It is not an appraisal of the property's value; nor should you expect it to address the cost of repairs. It does not guarantee that the home complies with local building codes (which are subject to periodic change) or protect you in the event an item inspected fails in the future. [Note: Warranties can be purchased to cover many items.] Nor should it be considered a "technically exhaustive" evaluation, but rather an evaluation of the property on the day it is inspected, taking into consideration normal wear and tear.

Can anyone perform a home inspection?

No. Only persons licensed by the North Carolina Home Inspector Licensure Board are permitted to perform home inspections for compensation. To qualify for licensure, they

Must satisfy certain education and experience requirements and pass a state licensing examination. Their inspections must be conducted in accordance with the Board's Standards of Practice and Code of Ethics.

Why should I have the home inspected?

Most homebuyers lack the knowledge, skill and emotional detachment needed to inspect homes themselves. By using the services of a licensed Home Inspector, they can gain a better understanding of the condition of the property, especially whether any items do not "function as intended" or "adversely affect the habitability of the dwelling" or "warrant further investigation" by a person who specializes in the item in question.

In my home purchase I have chosen to sign the standard Offer to Purchase and Contract* form which many real estate and legal professionals use. It states that I have the right to have the home inspected and the right to request that the seller repair identified problems with the home. Will the home inspection identify all of these problems?

*Jointly approved and copyrighted by the North Carolina Association of REALTORS® and the North Carolina Bar Association.

Home Inspectors typically evaluate structural components (floors, walls, roofs, chimneys, foundations, etc.), mechanical systems (plumbing, electrical, heating/air conditioning, installed appliances and other major components of the property. The Home Inspector Licensure Board's Standards of Practice do not require Home Inspectors to report on: wood-destroying insects, environmental contamination, pools and spas, detached structures and certain other items listed in the Offer to Purchase and Contract form. Always ask the Home Inspector if he covers all the things which are important to you. If not, it is your responsibility to arrange for an inspection of these items by the appropriate professionals. For a description of the services to be provided by the Home Inspector (and their cost), *you should read carefully the written contract which the Home Inspector must give you and which you must sign before the Home Inspection can be performed.*

How do I request a home inspection, and who will pay for it?

You can arrange for the home inspection or ask your real estate agent to assist you. Unless you otherwise agree, you will be responsible for payment of the home inspection and any subsequent inspections. If the inspection is to be performed after you have signed the purchase contract, be sure to schedule the inspection as soon as possible to allow adequate time for any repairs to be performed.

Should I be present when the home inspection is performed?

Whenever possible, you should be present. The inspector can review with you the results of the inspection and point out any problems found. Usually the inspection of the home can be completed in two to three hours (the time can vary depending upon the size and age of the dwelling). The Home Inspector must give you a written report of the home

Inspection within three business days after the inspection is performed (unless otherwise stated in your contract with the Home Inspector). The home inspection report is your property. The Home Inspector may only give it to you and may not share it with other persons without your permission.

Are all inspection reports the same?

No. While the Home Inspector Licensure Board has established a minimum requirement for report-writing, reports can vary greatly. They can range from a "checklist" of the systems and components to a full narrative evaluation or any combination of the two. Home Inspectors are required to give you a written "Summary" of their inspection identifying any system or component that does not function as intended, or adversely affects the habitability of the dwelling, or appears to warrant further investigation by a specialist. The summary does not necessarily include all items that have been found to be defective or deficient. Therefore, do not read only the summary. Carefully read and understand the entire home inspection report.

What should I do if I feel something has been missed on the inspection?

Before any repairs are made (except emergency repairs), call the inspector or inspection company to discuss the problem. Many times, a "trip charge" can be saved by explaining the problem to the inspector who can answer the question over the telephone. This also gives the inspector a chance to promptly handle any problems that may have been overlooked in the inspection.

If, following the home inspection, the seller repairs an item found in the home inspection, may I have the Home Inspector perform a "re-inspection"?

Yes. Some repairs may not be as straightforward as they might seem. The inspector may be able to help you evaluate the repair, but you should be aware that the re-inspection is not a warranty of the repairs that have been made. Some Home Inspectors charge a fee for re-inspections.

The North Carolina Real Estate Commission
Home Inspector Licensure Board
P.O. Box 17100 410 N. Boylan Avenue
Raleigh, North Carolina 27619-7100 Raleigh, NC 27603
919/875-3700 919/715-0991 Web Site: www.ncrec.state.nc.us

Presentation of Offers

When an offer is generated on your home we will do the following:

1. Probe the other agent for critical information and present the offer to you personally.
2. Have the cooperating Broker provide Buyer Qualifications.
3. Go over every item in the contract with you so that you thoroughly understand what the buyers are offering, what they are asking for, what it means to you and what you can expect to net.
4. Represent your interests and offer sound advice so you can make an informed decision.

We will give you as much input as we possibly can regard:

1. Current market conditions and financing activity.
2. Other sales to date, and other competing listings.
3. Economic conditions.
4. Broker comments.

Checklist for Presentation of Offers

We use this checklist to protect you when offers are presented on your property:

1. Terms clear and complete.
2. Loan Information
 - A. Is the anticipated loan realistic?
 - B. Is there an interest rate – not to exceed _____%?
 - C. Is the Buyer qualified?
 - D. Number of days to qualify for and obtain the new loan. _____
 - E. Are there any contingencies?
3. All dates are clearly spelled out and realistic:
 - A. Date for loan approval.
 - B. Date for additional earnest money, if any.
 - C. Date for closing.
 - D. Date for inspection notification
 - E. Date for removal of any contingencies.
 - F. Date for possession.
4. Personal property and fixtures – are these acceptable?
5. Have both buyers signed the contract?
6. Date of occupancy – provision made for rental, if possession not upon date of closing.
7. Are there any other addendums required? (i.e. dual agency agreement, lead paint disclosure)

Checklist for Presentation of Offers

(continued)

8. Any variation in payment of normal closing costs for Buyer and seller...
9. INSPECTIONS
 - A. Who pays for them?
 - B. What kind of inspections?
10. What repairs, if any, are to be made; by whom and with what dollar limitation, if any?
11. Owner's Disclosure of any deficiency within or affecting the property or structure, which might adversely affect the value, use or enjoyment of the property or structure by Buyer.
12. Signatures by all sellers on contract.
13. Homeowner assessments and property taxes – paid or prorated.
14. Sale of Buyer's Home.
 - A. Number of days to sell – does it correspond with the closing date – 48 hour kick-out clause.
 - B. Communication with other broker/lender to assure a smooth transaction.
15. Multiple Counter offers – possible use of Memo to Buyer.
16. Understanding by Buyer and Seller of costs to be incurred, payments to be made and estimated net revenue to be realized from this transaction.

Processing the Sale

A Realtor® has more responsibilities than listing and showing! You should be aware of what your Realtor® does after the contract is signed:

1. Order a title search and survey.
2. Deposit Earnest Money
3. Distribute contract copies to buyer, seller, attorney, lender, appraiser and agents.
4. Order all necessary inspections.
5. Examine the survey for defects.
6. Insure that you receive copies of all documentation pertinent to the transaction in a timely manner.
7. Note all contingencies and attempt to remove them within the time limit provided or get an extension of time, if needed.
8. Keep you abreast of buyer's loan application and the progress of the appraisal on your home.
9. Keep you abreast of inspections and their findings:
 - A. Mechanical
 - B. Pest Control
 - C. Structural
 - D. Water-proofing
 - E. Radon, mold, etc
10. Arrange any required termite treatment and obtain certificate.
11. Coordinate execution of any required repairs.
12. Verify insurance has been ordered.
13. Provide attorney with any outside charges for HUD-1.
14. Obtain closing documents before closing so that if any problems arise, we can solve them.
15. Coordinate the closing and move-in dates so that they are as convenient to both parties as possible.

Check-List for Moving

Before you leave...

GIVE ADDRESS CHANGE TO:	<input type="checkbox"/> Post Office
	<input type="checkbox"/> Charge Accounts, Credit Cards
	<input type="checkbox"/> Subscriptions: Notice requires several weeks.
	<input type="checkbox"/> Friends and Relatives
BANK	<input type="checkbox"/> Transfer funds; arrange check cashing in new city.
INSURANCE	<input type="checkbox"/> Notify company of new location for coverage's; Life, Health, Fire and Automobile insurance.
UTILITY COMPANIES	<input type="checkbox"/> Gas, Electric, Water, Telephone, Cable
	<input type="checkbox"/> Get refunds on any deposits made.
MEDICAL, DENTAL, PRESCRIPTION HISTORIES	<input type="checkbox"/> Ask Doctor and dentist for referrals. <input type="checkbox"/> Transfer needed prescriptions, eyeglasses, X-rays. <input type="checkbox"/> Obtain birth records, medical records, etc.
DON'T FORGET TO:	<input type="checkbox"/> Empty freezer or refrigerator
	<input type="checkbox"/> Defrost freezer and clean refrigerator. Place charcoal to dispel odors. <input type="checkbox"/> Have appliances serviced for moving. <input type="checkbox"/> Clean rugs or clothing before moving (have them wrapped for moving). <input type="checkbox"/> Check with your Moving Counselor: <input type="checkbox"/> Insurance coverage, packing and unpacking labor, arrival day, various shipping papers, method and time of expected payment.

Check-List for Moving (continued)

<p>ON MOVING DAY:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Carry enough cash or traveler's checks to cover cost of moving services and expenses until you make banking connections in the new city. <input type="checkbox"/> Carry jewelry and documents on your person or use registered mail. <input type="checkbox"/> Leave all keys, garage door opener controls and appliance warranties on kitchen counter for new owner
<p>AT YOUR NEW ADDRESS:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Plan for transporting pets; they are poor traveling companions if unhappy.
	<ul style="list-style-type: none"> <input type="checkbox"/> Double check closets, drawers and shelves to be sure they are empty.
	<ul style="list-style-type: none"> <input type="checkbox"/> Don't forget garden hoses
	<ul style="list-style-type: none"> <input type="checkbox"/> Check on service of telephone, gas, electricity and water.
	<ul style="list-style-type: none"> <input type="checkbox"/> Check pilot light on stove, water heater, and furnace.
	<ul style="list-style-type: none"> <input type="checkbox"/> Have new address recorded on drivers license/apply for state driver's license.
	<ul style="list-style-type: none"> <input type="checkbox"/> Register car within 5 days after arrival in state or a penalty may have to be paid when getting new license plates.
	<ul style="list-style-type: none"> <input type="checkbox"/> Register children in school.
	<ul style="list-style-type: none"> <input type="checkbox"/> Arrange for medical services: Doctor, Dentist, etc.

Strategic Partner List

As a member of [The Carolina Mega Team's List](#), I can provide you with excellent referrals to companies in the following businesses (and even more!)

1. Closing attorneys
2. Mortgage lenders
3. Handy Man Services
4. Repair contractors
5. Pool Service
6. Water proofing
7. Landscaper
8. Cleaning & Maid Services
9. Yard Services
10. Window Washing
11. Trash Hauler
12. Carpet Company
13. Duct Cleaning Service
14. Chimney Cleaning Service

WE ARE EASY TO REACH!

Ways to Communicate with the Carolina Mega Team

24/7 but preferably DURING OFFICE HOURS:

1-704-619-SELL(7355)

DIRECT LINE:

Shelley's Mobile: (704) 619-7355

You can always talk to a live person and if we are not there, you can leave a voicemail message. We will return your call promptly!

FAX:

Dial 1 **(866) 316-9650**

EMAIL:

I check my email many times each day, so my response time should be very short

That email address is: CarolinaMegaTeam@aol.com

AFTER OFFICE HOURS:

704-619-7355

Utility Information

Please fill in the following information:

PROPERTY ADDRESS: _____

Electric Provider: _____

Phone: _____

High: _____ Low: _____ Average: _____

Gas Provider: _____

Phone: _____

High: _____ Low: _____ Average: _____

Sewer Provider: _____

Phone: _____

High: _____ Low: _____ Average: _____

Water Provider: _____

Phone: _____

High: _____ Low: _____ Average: _____

Cable Provider: _____

Phone: _____

HOA Fees: \$ _____ Annual Monthly Mandatory Voluntary

~ Seller Information Sheet ~
(This information is for the closing attorney)

Property Address: _____

Seller #1

Legal Name: _____

Social Security Number: _____

Date of Birth: _____

Phone Contact: _____

Seller #2

Legal Name: _____

Social Security Number: _____

Date of Birth: _____

Phone Contact: _____

Homeowner's Association: Mandatory? Yes No

Management Company: _____

Phone: _____ Person to Contact: _____

Address: _____

Association Dues: \$ _____ / per _____

Date of Last Increase: _____

Dues Include: _____

Planned or discussed increases or assessments: _____

~ Why I/We Like Living Here, and Why You Will Too ~

The things I have enjoyed most about living here are...

What my neighbors are like...

Trash pickup day is...

I/we enjoyed this particular house or neighborhood because...

Preliminary Property Information

When we meet to list your property, I'll need the following items from you:

- A spare key to all locks in your home
- If possible, the closing documents from the closing when you bought your home (survey, deed, etc)
- A copy of any homeowner's association covenants & restrictions
- A copy of your title insurance policy, if possible
- A copy of any current warranties (appliances, roof, furnace, etc)
- A copy of any recent inspection reports (termite, roof, septic, well, etc)
- A list of all improvements you have made in the last 5 years, and the year in which you made them
- A copy of your floor plan, if possible
- The completed EXCITEMENT LIST, WHY WE LIKE LIVING HERE, LOAN INFORMATION REQUEST, SELLER INFORMATION SHEET, PRICE STRATEGY ANALYSIS, CONCERNS LIST and anything else you think would help us be successful in getting your home **SOLD**.
- A list of personal property that will be included, or that is negotiable and any fixtures that will NOT be included

CONCERNS

In order to best represent your concerns, I need to know what is more important in the marketing of your property. Please help us by completing the analysis.

	CONCERNED				
	LEAST				VERY
Security?	1	2	3	4	5
Possession Dates?	1	2	3	4	5
Financing my new home?	1	2	3	4	5
Finding my new home?	1	2	3	4	5
Communication – staying in touch?	1	2	3	4	5
Pricing the house correctly?	1	2	3	4	5
Buyer Qualification?	1	2	3	4	5
Closing Costs?	1	2	3	4	5
Negotiations?	1	2	3	4	5
Showing Procedures?	1	2	3	4	5
Repairs and inspections?	1	2	3	4	5
How long it will take?	1	2	3	4	5

Your Realtor®
The Carolina Mega Team, Brokers NC/SC

LOAN INFORMATION LETTER

Date: _____

To: (Lender Name): _____
(Address): _____

Re: Loan Number: _____
Owner(s): _____
Property Address: _____

Attention Loan Department:

The above referenced property is being sold. You are authorized and directed to provide the following information to:

**The Carolina Mega Team
Carolina Executive Homes
704-619-7355
Fax 1-866-316-9650**

Type of Loan _____ Original Balance _____
Origination Date: _____ Present Balance: _____
Next Payment Due Date: _____ Original Term: _____
Interest Rate: _____ % Interest in Arrears / Advance: _____
Present Escrow Balance: _____ Overage: _____ Shortage: _____
Prepayment Penalty, if any: _____
P & I: _____ Tax Reserve: _____ Insurance Reserve: _____
PMI Reserve: _____ Total Payment: _____
Is loan assumable? _____ Assumption Fee? _____
Rate Adjustment? _____ Credit Package Required? _____

By: _____ Title: _____

Date: _____ Phone: _____

Borrower Date

Borrower Date

Examples of our advertising



Lake Wylie Living Magazine
Is set to 22,000 every 3 months



Southpark Mall

**We have Four 52" TV displaying our ad every 6 minutes
at the Southpark Mall 24 Hours a day**

SEARCH ALL HOMES ON THE MARKET ON our website

www.CarolinaExecutiveHomes.com

1-888-966-SELL (7355)

Seller Financing Available Make Offer



WATERFRONT 150' view & beach, boat house, dock, lift & boat. Large level lot main channel view. Circular drive to courtyard w/ fountain & extensive landscape. Stone work, 7 wood flrs, granite, 3bc. Excess Fm & lpt, 29' cre in MBR.

Estate Sale Make Offer



WATERFRONT HOME w/ elegant remote lighting. Must see at dusk, lighting and sunset. Stunning view of the water from every room on main floor. Front door view w/ 2-story great room looking onto lake. Fireplaces on both levels. Alarm sys along w/ surround sound - inside & out. Stainless steel app in main kitchen. Cedar closet in lower br. Top of the line irrigation sys.



PRIME BUSINESS LOCATION in growing Lake Wylie. Road frontage on highway 49 and road frontage on Sharon Road. Easy access with unlimited uses. Zoned UD.



GREAT INVESTMENT OPPORTUNITY!!! 11 to 225 acres of land available. The subdivision will be named Rolling Hills Estates. Each farm will be individually gated.



YOUR OWN GATED ENTRANCE TO AN AMAZING 2STORY FULL BRICK 4530D 3.5br, cascading decks, dock w/ lift, Hardis tile main, M/B bath w/ heated tile floors, Intercom/Security, maple cabinets, Inv'd flrs, Central vac.



GREAT WATERFRONT/WOODED LOT (.84 ACRES). Area in development, bring your builder or we can recommend one. Can't close until final plat approval and roads are paved/completed. Close to Charlotte, Grover schools.

RE/MAX
Executive Realty

The Carolina Mega Team



Cherie Burris 803-370-2426	Emory Helms 803-372-9777	Shelley Simmons 704-619-7355	Jimmy Walker 980-522-6833	Raine Spivey 704-771-9521	JJ Swanepoel 704-804-2197	Maggie Brooks 704-777-3063
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"Everything We Touch... Will Turn To SOLD!"

Real Estate Book Ads

We advertise in 3 per Month

River Hills telephone Book



The Carolina Mega Team



Above the Crowd! SM

1-888-966-SELL (7355)

www.LakeWylieAlternativeHomes.com

“Everything We touch...
Will turn to
SOLD!”



Neighborhood Telephone Directories



Sponsorships

**At many Golf and Tennis Events promoting
our Listings and membership in the Chamber
of Commerce**



Our 24' Moving Billboard

This is moved to different locations, to drive buyers to our website where your home can be found!



Specializing in Selling the Carolina's



Our Listings

16301 Mariners Watch CT -

\$1,690,000

Charlotte, NC
5 bedrooms
5 & 1 half baths
Neighborhood:
None



©2006 CMLS

321 Carroll Cove RD -

\$1,495,000

Lake Wylie, SC
4 bedrooms
3 & 1 half baths
Neighborhood:
None



©2006 CMLS

16114 Tinnahinch RD -

\$1,100,000

Charlotte, NC
3 bedrooms
3 & 0 half baths
Neighborhood:
The Palisades

14657 Rudolph Dadey DR -

\$2,559,900

Charlotte, NC
5 bedrooms
6 & 2 half baths
Neighborhood:
Ballantyne Country Club



©2006 CMLS

3121 Sharon RD -

\$1,795,000

Charlotte, NC
5 bedrooms
5 & 1 half baths
Neighborhood:
Old Foxcroft



©2006 CMLS

955 Cove Point LN - \$1,119,000

Tega Cay, SC
4 bedrooms
3 & 1 half baths
Neighborhood:
Lakeshore

- Stage Home
- Submit listing to NC MLS System
- Submit listing to SC MLS System
- Submit to online IDX System
- Film Virtual Tour
- Set up website for home
- For Sale sign in yard and on Lake
- Color flyers outside next to curb
- Full color book for home inside with details
- Submit to REMAX.com for World Wide exposure and RELOCATION
- Set up Listing ad on our Television Show
- Schedule Office Tour
- Hold Open House
- Realtor Luncheon or Broker Wine and Cheese party
- Run print ads in Real Estate Book and online
- E-mail out Just Listed to entire database
- Mail out Just listed cards to neighborhood for move up buyers
- Set seller up on Auto-notification for neighborhood
- Enter into all of our lead generating websites, Househunt, Homegain, CarolinaHome, Realtor.com, etc.

**Now, start packing because the
Carolina Mega Team will sell your home!**

