

## BUYERS AGENT CLIENT PROCESS

### 1: Sign Authority Agreement

Complete Authority Agreement, purchasing criteria, pay 30%

### 2: Welcome Email

Introduction to team, book first strategy session

### 3: Send research on locations

### 4: Customise a Plan

Become familiar with brief and budget

### 5: Set up

Google Sheets, What's App group for communications

## Search for a Property

### 6: Target Properties

Agent relationships, test properties to further understand your brief.

### 7: Weekly Communication

Weekly call and weekly property summary

### 8: Individual Property Inspection

(if required)

## Select a Property

### 9: Complete Due Diligence

Property report, rental appraisal, contract check and Building and Pest Inspection.

### 10: Start Negotiation or Bid at Auction

## Property Purchased

### 11: Exchange Contracts

Connect Mortgage Broker and Conveyancer, introduction to Property Management Team

### 12: Arrange pre-settlement inspection

Building Surveyor (if required)

### 13: Settlement

## No Property Purchased

### 11: Repeat Property Search Process