



Realtors Auction Checklist

Property Address: _____

Prior to Listing Appointment

___ Run CMA (Comparable Market Analysis) and estimate the value

___ Print out Flier on Properties ideal for Auctions

___ Prepare & Print the disclosures that you require for your listings (ex. Property Disclosure; lead paint disclosure, etc.)

___ Prepare and Print your Listing agreement for Real Estate Company & RealtyBidNow.com LLC.

Meeting with the Seller(s)

___ Date and time the auction will start and end.

Online 10 days on 5 day in other properties-rotates _____

___ Will the seller(s) have a home inspection done so the prospective buyer(s) can review the report? YES NO

___ What items in the house are included in the sale? _____
Excluded? _____

___ Will you require buyer(s) to do inspection before the auction ends or will you allow buyers(s) to have _____ day inspection period after contract is signed? Properties are sold as is where is but still may want to do-there is no contingency period.

___ How will prospective buyers get access to property?

___ Agent Showings

___ Seller(s) Showings

___ Open House(s) Date & Time(s) _____

___ Buyer(s) will be required to close with 45 days of winning bid.

____ Who will pay for title work and title insurance? BUYER(S) or SELLER(S)

____ Review comps and decide on reserve price \$ _____
buy now price \$ _____

____ How much non refundable deposit be required when contract is signed? _____
We require per terms \$2,500 or 5% of sales price whichever is greater.

____ Will you specify where the closing is done? If so , where _____
We recommend on local listings O'Kelley & Sorohan Attorney at Law 770-497-1880
Duluth or they do have other locations reference okelleyandsorohan.com

____ Complete all listing paperwork (Disclosures, listing agreement, ect).

____ Get keys, codes, and anything else you need to access the property.

____ Collect upfront auction fee. RealtyBidNow.com if personal check

____ Get measurements, pictures/video, plat, covenants, hoa fees and initiations (if applicable) and any other property information we can attach to the property.

After Meeting with the Seller(s)

____ RealtyBidNow.com LLC. will enter your listing and active on Auction Date

____ RealtyBidnow.com will provide you flier template and fliers per scope of services

Starting your Auction

____ Realtybidnow.com will activate your listing on RealtyBidNow.com. Be sure seller has read over and signed terms & conditions.

____ Multiple Listing Price \$ _____ (Normally buy now price) More than the reserve price with enough room to drop it every few days while the auction is active.

____ Create and activate listing in multiple listing Service (include auction information)

Marketing your Auction

- ___ RealtyBidnow.com begins marketing
- ___ Prepare and hold open houses (if any)
- ___ Keep a list of agents and buyers, with phone numbers, who view the property.
- ___ On the last day of online auction, follow up with everyone on your list and who will follow up with everyone who has placed a bid to remind them what time auction ends.

Going to Contract

- ___ We will schedule paperwork meeting with high bidder via email or fax
- ___ Meet with high bidder to sign contract and any other paperwork. Collect deposit & verification of funds or loan pre-approval within 48hrs.
- ___ Meet with the sellers and have them sign the contract and any other paperwork.
- ___ Send contract & copy of deposit to closing attorney.
- ___ Coordinate through closings as you would any other sale.

Contact Information: Our main Phone line is 678-765-9330 toll free line is 866-774-2418, and our fax line is 678-546-3544. The website is www.realtybidnow.com; and our business address is RealtybidNow.com LLC. At 2550 Hamilton Mill Road, Suite 100 Buford, Ga. 30519. Broker/Auctioneers email address is Realtybidnow@gmail.com