



**Mark G. McHugh** • Licensed Real Estate Salesperson  
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I hope to be the **salesperson** to **HELP FIND** your home.

*From start to closing... I promise to do the following:*

- ① **TO PREPARE** a Competitive Market Analysis based on properties that you are interested in both sold and currently on the market, to help establish a viable offering price. If necessary, the opinions of other experienced counselors will be obtained.
- ② **TO DETERMINE** your specific criteria of the ideal home that you would like to purchase.
- ③ **TO SEARCH** on a daily basis using the Multiple Listing Service using all of the information that I have about the home that you desire.
- ④ **TO NOTIFY** you when a home has been found that meets your criteria.
- ⑤ **TO ARRANGE** for you to view every property that we decide meets your criteria and that you would like to look at.
- ⑥ **TO GIVE** you my professional opinion regarding the price, location, and condition of any property that you are considering purchasing
- ⑦ **TO ARRANGE** to get you preapproved with a lender. With preapproval your offer will be stronger because you will have the ability to perform. This eliminates the guesswork for the seller, and you will also know the maximum dollar amount that you can purchase.
- ⑧ **TO REVIEW** and explain all the forms that you will be signing, disclosures, disclaimers, rights of possession, and so on.
- ⑨ **TO HELP SELECT** a home inspector once we have successfully negotiated a purchase agreement.

- ⑩ **TO REVIEW** the appraisal for accuracy.
- ⑪ **TO NEGOTIATE** with the seller if there are any lender-required repairs or conditions resulting from the home inspection or appraisal.
- ⑫ **TO REPRESENT** you the purchaser, and your best interests are always my number one concern.
- ⑬ **TO REVIEW** all closing documents for accuracy and determine if all the conditions of the purchase agreement have been met. This will protect you from any last minute surprises and ensure a smooth closing.
- ⑭ **TO BE AVAILABLE**, or to have an associate available for question, guidance, and assistance. When a purchase contract is offered, to be available, or to have an associate available in case I am temporarily unavailable.
- ⑮ **TO GIVE** you a contract in which I will pledge the following fiduciary duties: *Reasonable care, undivided loyalty, confidentiality, full disclosure, obedience, and a duty to account*
- ⑯ **TO ACT**, at all times, as your full time professional Real Estate Representative.

\*The **seller** actually pays **our fee**. You the **buyer will receive all of these services for free**. I ask of you for only one thing and that is **YOUR COMMITMENT** to work with me.

**Mark G. McHugh**

NYS Licensed Real Estate Salesperson /Realtor®