

Preparations for Buyers Agents

Do Your Homework	<ol style="list-style-type: none">1) Spend time on www.fifthandpoplar.com to see if Fifth and Poplar is right for your client. Considerations should include:<ul style="list-style-type: none">- location- amount of living space- proximity to neighbors- community association living- pets- available parking space2) Create a tour route3) Familiarize yourself with items in Essential Documents.
Educate Your Client	<p>In addition to showing your client the property:</p> <ol style="list-style-type: none">1) Make sure that they understand community association living.2) Make sure they know exactly what they are buying physically. Is the parking space big enough for their car? Is there enough storage available?3) Share the Essential Documents with your client.
Show the Property	<ol style="list-style-type: none">1) Show all of the amenities.2) Show the client parking and storage spaces that are deeded to the condo.3) Show the client the basics: loading dock, freight elevator, closest staircase to the prospective condo, closest garbage room, etc.
Facilitate an Efficient Underwriting and Closing Process	<ol style="list-style-type: none">1) Direct all closing attorneys and mortgage companies to: http://www.realmanage.com/sales-service/ This site is used for the following:<ol style="list-style-type: none">a) Condo questionnaires, master insurance policies, and declaration and bylaws for lendersb) Initiating the HOA's ownership transfer processc) Providing closing attorney with account balances and payoff address

<p>Get Your Client in the Door</p>	<ol style="list-style-type: none">1) Collect listing agent's closing packet or create your own. (add link)2) Have client carefully review and fully complete and return all essential documents. The concierge or management have them available onsite and are glad to assist with this.3) Have your client obtain proper insurance for the condo. There is coverage under the association's master policy; however, owners are required to have additional coverage (see declaration). Have Fifth and Poplar Condominiums listed as an additional insured so that the insurance company will provide proof of coverage automatically at renewal.4) Once coverage is bound, submit proof of coverage to property management.5) If your client is leasing, provide a copy of the lease to property management.6) Schedule move-in date with the concierge. Remember that moving is restricted to weekdays.7) Provide a working key to the condo to building management for emergencies.8) Have your client register on the building's internal website: http://mybuilding.fifthandpoplar.com. The site is also accessible from fifthandpoplar.com.9) Make sure all access devices are given to the new resident. Those devices MUST be listed on the resident update form or they will be deactivated.10) Make sure resident is fully aware of parking rules and regulations (see parking brochure). Vehicles must be registered, have a proper decal, parked in the proper space on the proper floor.
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