

BUYERS AGENT CLIENT PROCESS

1: Sign Authority Agreement

Complete Authority Agreement, purchasing criteria, pay 20%

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 financier 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

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