

Real Estate Agent Buyer Service Plan

Client Name:

Agent Name:

Date:

Services Provided

- Initial consultation to determine needs and preferences
- Assistance with mortgage pre-approval process
- Personalized property search and listing alerts
- Scheduling and attending property showings
- Market analysis and review of comparable sales
- Preparation and submission of offers
- Negotiation of terms and conditions
- Coordination of inspections and appraisals
- Guidance through closing procedures
- Ongoing communication and updates throughout the process

Service Plan Timeline

Milestone	Target Date	Status
Consultation		
Mortgage Pre-Approval		
Property Search		
Showings		
Offer Submission		
Inspections/Appraisals		
Closing		

Additional Notes

Client Signature

Date

Agent Signature

Date