

Buyer Transaction Email Templates

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Getting Started for First Time Homebuyers

Subject: Your First Step in Building Your Real Estate Home Investment Portfolio

Hello [Client Name],

Congratulations on taking the first step in building your Real Estate Home Investment Portfolio with Atlanta Luxury Homes and Condos. We're thrilled to guide you through this exciting journey. Here are our initial steps to get you started:

- **Getting Preapproved:** We've attached a list of our preferred lenders to help you begin the preapproval process.
- **Cash Purchases:** If you're buying with cash, we'll need verifiable Proof of Funds (POF) from your CPA or banking institution.
- **30-Minutes Broker Consultation:** We'll schedule a consultation to discuss your needs, as well as contracts and agreements.
- **Automated Property Listing Emails:** We will set up an automated email system to send you new listings that match your specified criteria.
- **Show Appointment Confirmations:** For showings, we will need an executed Brokerage Agreement, along with your Proof of Funds or Pre-Approval Letter, before confirming any appointments.

Quick Note: Due to the recent NAR Settlement, before our agents can show properties, a Buyer Brokerage Agreement must be signed. This ensures transparency and follows the latest industry standards.

Thank you for choosing us to support your real estate endeavors. We're committed to providing you with exceptional service every step of the way.

Best Regards,

[Agent's Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

Getting Started for Second-time Homebuyers

Subject: Your Next Step in Building Your Real Estate Home Investment Portfolio

Hello [Client Name],

Congratulations on taking the next step in expanding your Real Estate Home Investment Portfolio with Atlanta Luxury Homes and Condos. We are excited to partner with you on this journey, offering our expertise to ensure your investments align with your strategic goals.

Here's how we'll begin:

- **Preapproval Process:** Attached is a list of our top-tier preferred lenders, should you need assistance with preapproval.
- **Cash Purchases:** If you're purchasing with cash, we'll require verifiable Proof of Funds (POF) from your CPA or financial institution.
- **30-Minute Broker Consultation:** Let's arrange a consultation to discuss your objectives, contracts, and all relevant agreements in detail.
- **Automated Property Listings:** We will set up an automated system to send you the latest listings that match your specified criteria.
- **Show Appointment Confirmations:** For showings, we will need an executed Brokerage Agreement, along with your Proof of Funds or Pre-Approval Letter, before confirming any appointments.

Quick Note: Due to the recent NAR Settlement, before our agents can show properties, a Buyer Brokerage Agreement must be signed. This ensures transparency and follows the latest industry standards.

Our commitment is to provide you with exceptional service throughout this process, ensuring that every step of your real estate investments is handled with care and professionalism.

Best Regards,

[Agent's Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

FMLS Auto-Search Email for First Time Homebuyers

Hello [Client Name],

Congratulations on starting your Home Investment journey with Atlanta Luxury Homes and Condos! I'm Koy, Raquel Twine's Admin Assistant.

Raquel has set up a custom property search based on your preferences. If you need to adjust any criteria like price, location, or features, just let me know.

Quick Note: Due to the recent NAR Settlement, before our agents can show properties, a Buyer Brokerage Agreement must be signed. This ensures transparency and follows the latest industry standards.

Please also note:

- Provide 24 hours' notice for any listing appointments.
- If you find a property through open houses or other platforms, let us contact the listing agent to avoid conflicts.
- We'll also need Proof of Funds or a Pre-Approval Letter for appointment confirmations.

If you need help with pre-approval, we can recommend preferred lenders for quick processing.

Thank you for choosing Atlanta Luxury Homes and Condos! We look forward to working with you.

Best Regards,

Koy

Administrative Assistant

Atlanta Luxury Homes and Condos

FMLS Auto-Search Email for Second time Homebuyers

Subject: Welcome Back to Your Home Investment Journey

Hello [Client Name],

Congratulations on taking the next step in your Home Investment journey with Atlanta Luxury Homes and Condos! I'm Koy, Raquel Twine's Admin Assistant, and we are excited to assist you as you purchase your next home.

Raquel has set up a custom property search based on your preferences. If you'd like to adjust any criteria—such as price, location, or specific features—just let me know, and we'll make the necessary updates.

Quick Note: Due to the recent NAR Settlement, a Buyer Brokerage Agreement must be signed before our agents can show properties. This ensures compliance with the latest industry standards and transparency throughout the process.

Additionally, please keep in mind:

- Provide 24 hours' notice for any listing appointments.
- If you find a property through open houses or online platforms, let us handle communication with the listing agent to avoid conflicts.
- We'll also need Proof of Funds or a Pre-Approval Letter before confirming any appointments.

If you need help with pre-approval, we can provide a list of preferred lenders for a quick and seamless process.

Thank you for choosing Atlanta Luxury Homes and Condos. We look forward to helping you successfully navigate this next home purchase!

Best Regards,

Koy

Administrative Assistant

Atlanta Luxury Homes and Condos

Pre-Approval Process Followup

Subject: Reminder: Pre-Approval Process

Hello [Client Name],

I hope you're doing well.

I wanted to check in and see if you've had a chance to start the pre-approval process with one of our preferred lenders. This step is vital to ensure a smooth and efficient home-buying experience and to strengthen your offer.

If you need any assistance or additional information, please don't hesitate to reach out. We're here to help!

Best regards,

[Your Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

[Your Contact Information]

Proof of Funds Followup

Subject: Reminder: Proof of Funds Needed for Cash Purchases

Hello [Client Name],

I hope this message finds you well.

As we progress with your home-buying journey, please remember to provide us with the Proof of Funds from your CPA or banking institution if you're purchasing with cash. This document is crucial for verifying your purchase and moving forward with the transaction.

If you have already sent this, please disregard this message. Otherwise, let us know if you need any assistance with this process.

Thank you!

Best regards,

[Your Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

[Your Contact Information]

Confirm Showing Requests

Subject: Confirmation of Your Property Showing Request

Hello [Client Name],

Thank you for selecting properties to view. We're in the process of scheduling your showings.

To confirm the appointments, we require the following documents if not already provided:

- Executed Brokerage Agreement
- Proof of Funds
- Pre-Approval Letter

Please allow for a 24-hour notice for scheduling. If you come across any listings during your search or through open houses, let us know so we can avoid any potential conflicts of interest.

Looking forward to assisting you with your property showings!

Best regards,

[Your Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

[Your Contact Information]

Submitting an Offer

Subject: Your Offer Submission for [Property Address]

Hello [Client Name],

Great news! We're ready to submit your offer for [Property Address].

Attached are the following documents for your review and submission:

- Comparative Market Analysis (CMA)
- Offer Document/Contract

Please review the offer details and let us know if there are any adjustments before we submit it to the seller's agent. We'll handle the negotiation process and keep you updated on any responses or counteroffers.

Thank you for your trust in us!

Best regards,

[Your Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

[Your Contact Information]

Contracts and Next Steps

Subject: Contract Accepted: Next Steps for [Property Address]

Hello [Client Name],

Congratulations! Your offer for [Property Address] has been accepted, and the contract is now in place.

Here are the next steps and attached documents:

- Executed Contract
- Disclosures and Exhibits
- Earnest Money Deposit Instructions
- Timeline for Contingencies, Inspections, and Closing
- List of Important Dates
- Inspector and Surveyor's List

Please review these documents carefully. We will be tracking all contingencies and keeping you informed of key dates and deadlines.

Feel free to reach out if you have any questions or need further clarification.

Best regards,

[Your Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

[Your Contact Information]

Difference of offer and contract -

Offer does not become contract until it is accepted by all parties, it is executed

Due Diligence and Contingencies

Subject: Home Inspection and Contingency Details for [Property Address]

Hello [Client Name],

As part of your due diligence, please arrange a home inspection for [Property Address] within the due diligence period.

Attached is a list of recommended inspectors, and a checklist to guide you through the inspection process.

If you need assistance or have questions about the inspection results or any negotiations, we're here to help.

Best regards,

[Your Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

[Your Contact Information]

Appraisal Scheduling and Outcomes

Subject: Appraisal Scheduling and Updates for [Property Address]

Hello [Client Name],

The appraisal for [Property Address] has been ordered. We'll update you as soon as the appraisal report is available.

Attached, please find the appraisal report once it's received. We'll discuss the outcomes and any implications for your offer.

If you have any concerns or questions regarding the appraisal, please let us know.

Best regards,

[Your Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

[Your Contact Information]

Scheduling the Final Walkthrough

Subject: Scheduling Your Final Walkthrough for [Property Address]

Hello [Client Name],

We need to schedule a final walkthrough of [Property Address] before closing. Please let us know your availability so we can arrange this.

Attached is a Final Walkthrough Checklist to help ensure that everything is in order before you finalize the purchase.

Additionally, if you're satisfied with our service, we would greatly appreciate a testimonial or referral.

Looking forward to your confirmation!

Best regards,

[Your Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

[Your Contact Information]

Final Closing Steps and Congratulations

Subject: Final Closing Steps and Congratulations!

Hello [Client Name],

The closing for [Property Address] is just around the corner. Attached are the final closing documents and a checklist to guide you through the closing process.

Please review these documents and ensure you have everything prepared for the closing appointment. Congratulations on reaching this milestone!

We would also be grateful if you could provide us with a testimonial or referral based on your experience with our service.

If you need any last-minute assistance or have questions, feel free to reach out.

Best regards,

[Your Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

[Your Contact Information]

Post-Closing Check-In

Subject: Welcome to Your New Home!

Hello [Client Name],

Congratulations on your new home! We hope you're settling in well.

Attached is your welcome package, including information on local services, utilities, and home warranty details if applicable. If you need any help or have any questions post-closing, please let us know.

We look forward to staying in touch and assisting you with any future real estate needs.

Best regards,

[Your Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

[Your Contact Information]

Tab 2

Getting Started for First Time Homebuyers

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Best Regards,

[Agent's Name]

Real Estate Advisor

Atlanta Luxury Homes and Condos

Getting Started for Second-time Homebuyers

Subject: Your Next Step in Buying Your Georgia Home

Hello [Client Name],

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Best Regards,

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Administrative Assistant

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Atlanta Luxury Homes and Condos