



Street Smart® Deal Making Checklist

Note: This checklist is from my Millionaire Deal Maker™ training event manual. This will give you guidance on the tools and process needed to make successful deals. Join us at MDM and receive all of the below forms.

- ___ 1. Interview seller leads – Use “**Seller Questionnaire**” [Form BHS-1206] to gather the information on the seller and property.
- ___ 2. When you meet with the seller – Using the “**Seller Presentation Credibility Kit™**” [Form BHS-20107] will keep your presentation on track and answer most of the seller’s questions.
- ___ 3. Discuss the cost of selling their property with Seller – Use “**Cost to Sell Guidelines™**” [Form BHS-1205] from your **Seller Presentation Credibility Kit™**.
- ___ 4. Formulate offer – Use “**Possible Offers to Make**” as a checklist reminder.
- ___ 5. Do your numbers – verify all assumptions – use the “**Property Acquisition Worksheet™**” [Form BHS-1209].
- ___ 6. Review “**Buy Offers Deal Structuring Checklist**” [Form BHS-1208] for possible offers to make.
- ___ 7. Prepare “**Notice of Purchase and Sale Agreement**” [Form BHS-1306]
Note: This form, when recorded on public records in the county courthouse in the county in which the property is located, clouds the seller’s title and usually stops the seller from selling the property to someone else. You will need a Notary Public with you or be able to take the seller to one, as this form can only be recorded if it has been properly witnessed and notarized. If you can’t arrange a Notary Public, have seller sign this “Notice of...” without the notarization – then attach it as an exhibit to the “**Affidavit and Memorandum of Purchase and Sale Agreement**” [Form BHS-1305], which can be notarized later.
- ___ 8. Write up the “Order” – let your **Street Smart® “Standard Purchase and Sale Agreement”** [Form BHS-1301] do your negotiating for you.
- ___ 9. Have all seller(s) who currently are shown on title “approve” (sign) your offer (**Standard Purchase and Sale Agreement**) and the **Notice of Purchase and Sale Agreement**.
- ___ 10. **Important:** Give the seller consideration (**Suggestion: Make out a \$10 check to the seller’s name, which seller endorses, then you instantly cash it for \$10 in cash**) – without consideration your contract with the seller may not be enforceable!
- ___ 11. Record your notarized “**Notice of...**” (or “**Affidavit...**” with signed but not notarized “**Notice of...**” attached as Exhibit “A”) with the Clerk of the Court in the courthouse in the county in which the property is located. If you didn’t get the “**Notice of...**” signed, then execute, sign and notarize the “**Affidavit...**” and record that at the courthouse.
- ___ 12. Organize your money to close the deal – see **Street Smart® Deal Funding™** system for details on private money borrowing or traditional financing with all the **Street Smart®** profit centers. Use your “Lender Presentation Kit™” to raise private money.
- ___ 13. Fax your contract to your closing attorney or title company to begin doing the title work and prepare for the closing.
- ___ 14. Confirm that the seller has ordered a termite report or order it yourself.
- ___ 15. Order a home inspection if you choose to have added peace of mind (recommended if you are just starting).
- ___ 16. Schedule the closing with your closing attorney or title company.
- ___ 17. Control the closing. Deliver money and sign all paperwork in advance of seller coming to closing. This allows you to not have to be present, thus eliminating the chance for re-negotiation.
- ___ 18. Use the **Street Smart® Pre-Closing Purchase Checklist** from the Millionaire Deal Maker™ Event Manual and also on the Millionaire Deal Maker™ bonus forms drive.