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- ❧ Offering Full Time Professional Real Estate Services
- ❧ Member of the Dixon/Kluge Group of Long & Foster Real Estate, Inc. -Top Producing Group in Carroll County Since 2006
- ❧ Licensed Maryland Attorney since 1979
- ❧ Member of Carroll County Board of Realtors, Maryland Association of Realtors, National Association of Realtors, Maryland State Bar Association and the Carroll County Bar Association
- ❧ First Hand experience in Baltimore County, Carroll County, Howard County, Frederick County
- ❧ Life-long resident of Baltimore and Carroll Counties

MARKETING PLAN

- Schedule Professional Photographer
- Enter Property into Multiple List System (MRIS)
- Add Pictures to Online Listing & Ensure Property is Visible on all Websites (*see attached list*)
- Assign Website Address
- Place Lockbox on Front Door for Easy Showing
- Order Sign Installation & Install Brochure Box
- Create and Deliver Interior & Exterior Brochures
- Place Directional Signs for Visibility (*if allowed by zoning*)
- Order Just Listed Cards & Send to Surrounding Neighborhoods as well as Target Buyers
- Advertise on Facebook and Boost Posts Weekly
- Send Brochures to Agents/Offices to Alert them of the New Listing
- Schedule Office Tour so Agents in the Office will Know the Home Firsthand
- Place Print Advertising Ads as Needed
- Schedule Open Houses (*if Seller desires*)
- Participate in Open House Extravaganza Once a Month
- Follow-up with Showing Agents For Feedback
- Call or Email Sellers with Updates & Feedback ~ 2 Times a Week

CONTRACT TO SETTLEMENT

- ❧ Present All Offers in a Timely Fashion along with Seller's Net Proceeds
- ❧ Negotiate any Changes to Contract to Assure Seller's Timeline & Terms are Being Met
- ❧ Keep Seller Informed of Every Aspect of Contract Progression
- ❧ Assure that All Terms of the Contract of Sale are Completed on Time
- ❧ Accompany Home Inspector to Property
- ❧ Accompany Termite Inspector to Property
- ❧ Accompany Well/Septic/Radon Inspectors to Property
- ❧ Help Seller Interpret & Negotiate Inspection Results
- ❧ Meet the Appraiser of the Property to Assist with the Appraisal Process
- ❧ Continually Follow-up with Buyer's Agent with Regards to Buyer's Loan Approval, Appraisal, Inspection Results & Settlement
- ❧ Supervise Final Walkthrough of Property
- ❧ Attend Settlement with Seller to Insure that the Seller's Best Interests are Being Met

WEB PRESENCE

Knowing that the majority of today's buyers begin their search on the worldwide web, The Dixon/Kluge Group has assured your listing will appear on the following websites:

Longandfoster.com

Realtor.com

dixonkluge.com

Washingtonpost.com

Baltimoresun.com

yahoo.com

Google.com

Realestatejournal.com

Bobvilla.com

Realestate.com

Homegain.com

Realtytrac.com

Sympaticomsn.com

Lycos.com

relohomesearch.com

Trulia.com

Youtube.com

Zillow.com

Homeaway.com

Frontdoor.com

Homefinder.com

HomesInYourTown.com

HomePath.com

My New Place.com

Vast.com

Homesdatabase.com

openhouse.com



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