



**Mark G. McHugh** • Licensed Real Estate Salesperson  
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I hope to be the **salesperson** to **SELL** your home.

My responsibility is to see that it **GETS SOLD**.

*From day one to closing... I promise to do the following:*

- 1 TO PREPARE** a Competitive Market Analysis based on properties similar to yours, both sold and currently on the market, to help establish a viable asking price.
- 2 TO PROPERLY PREPARE** a listing agreement, after carefully inspecting your property. A correct listing form is our best tool, because it places the right information, along with a vivid pictures, in the hands of every salesperson in the Multiple Listing Service.
- 3 TO PLACE**, with your permission, an electronic lock box and lawn sign on your property.
- 4 TO HOLD** a broker-salesperson Open House to introduce your home to the market.
- 5 TO PROMOTE** the sale of your home through the Multiple Listing Service, as well as to non-member brokers.
- 6 TO ENSURE** that your property receives advertising exposure necessary for proper marketing. I will put your home on the WEB with the addition of over 25 websites!  
**94% of people start their home search on the web**
- 7 TO HOLD**, with your permission, Open Houses for the public, when indicated.

- 8 TO ADVISE** you of opinions from other brokers, salespeople and potential buyers who look at your property.
- 9 TO GUIDE** you by making any suggestions necessary for the proper marketing of your home.
- 10 TO PROVIDE** a progress report at least every two weeks on your property's status until it has sold.
- 11 TO BE AVAILABLE**, or to have an associate available for question, guidance, and assistance. When a purchase contract is offered, to be available, or to have an associate available in case I am temporarily unavailable.
- 12 TO ASSIST** in obtaining satisfactory financing if necessary to speedily complete the closing.
- 13 TO ACT**, at all times, as your full time professional Real Estate Representative.
- 14 TO GIVE** you a contract in which I will pledge the following fiduciary duties:

*Reasonable care, undivided loyalty, confidentiality, full disclosure, obedience, and a duty to account.*

**Mark G. McHugh**

NYS Licensed Real Estate Salesperson /Realtor ®