

REPAIRS AGREED. NOW LET'S GET THEM DONE RIGHT.

Professional Work. Good Documentation. No Last-Minute Surprises.



FIRST THINGS FIRST: WAIT FOR THE AGREEMENT

Please wait until the inspection negotiations are complete and the repair agreement has been finalized before beginning work.



Fixing something we never agreed to fix? That's a gift—and you don't need to be giving gifts!



REPAIR AGREEMENT

INSPECTION NEGOTIATIONS
COMPLETE ✓

AGREED ITEMS:

- ✓ Repair #1
- ✓ Repair #2
- ✓ Repair #3

SIGNED & FINALIZED

[Signature]

THE REPAIR GAME PLAN



REPAIR
AGREEMENT
FINALIZED



HIRE
PROFESSIONALS



SCHEDULE
EARLY



COMPLETE
THE WORK



COLLECT
RECEIPTS



PROVIDE
DOCUMENTATION



REINSPECTION
IF APPLICABLE



FINAL
WALKTHROUGH



CLOSING



1

USE QUALIFIED PROFESSIONALS

THIS IS NOT THE TIME FOR A DIY PROJECT.

Your handyman skills may be impressive, but this is too important of a transaction to risk a repair being questioned or failing a reinspection.

Using qualified professionals can help:

- ✓ Ensure Proper Workmanship
- ✓ Reduce Questions
- ✓ Provide Documentation
- ✓ Avoid Last-Minute Problems



Need help finding someone?

I can recommend trusted professionals and, when needed, help coordinate access and appointments.



2

START EARLY



DON'T WAIT UNTIL THE LAST MINUTE.

Contractors get busy. Appointments get rescheduled. Parts get delayed. And sometimes a seemingly simple repair turns into something more complicated.

THE SOONER WE START, THE MORE
TIME WE HAVE TO SOLVE UNEXPECTED
PROBLEMS.



3

KEEP EVERY RECEIPT & INVOICE

Documentation helps demonstrate:



WHAT WAS
REPAIRED



WHO COMPLETED
THE WORK



WHEN IT WAS
COMPLETED

Please send copies of receipts, invoices, and other repair documentation to me as work is completed.



WHAT IF THE ITEM ISN'T ACTUALLY BROKEN?

Sometimes an inspection report identifies something as defective simply because the inspector could not determine how to operate it.

If an item is functioning properly, we may be able to document that through:



VIDEO



PHOTOGRAPHS



SERVICE
RECORDS



PROFESSIONAL
VERIFICATION

SOMETIMES THE BEST REPAIR
IS PROVING NO REPAIR WAS NEEDED.

COMMUNICATION IS CRITICAL

If a repair becomes more complicated, costs more than expected, requires additional work, or may not be completed on time:



PLEASE TELL ME RIGHT AWAY.

Problems are much easier to solve
when we know about them early.

I can help evaluate the situation, communicate with the appropriate parties, coordinate resources, and determine our next steps.



WHAT IF A REPAIR CAN'T BE COMPLETED BEFORE CLOSING?

Occasionally, agreed-upon work may require more time because of:

- Permitting
- Contractor Availability
- Parts or Materials
- Unexpected Complications
- Other Delays

Depending on the contract and circumstances, funds may need to be held in escrow at closing to ensure the work is completed afterward.



ESTIMATED
REPAIR COST



REQUIRED
ESCROW
AMOUNT



FUNDS HELD
FROM SELLER
PROCEEDS



WORK
COMPLETED



VENDOR
PAID



REMAINING
FUNDS
RETURNED

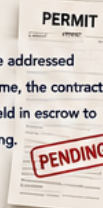


YOUR CONTRACT CONTROLS THE PROCESS.

The required escrow amount and procedures will depend on the terms of your sales contract. Some contracts may require funds exceeding the estimated cost of the unfinished work to account for potential additional expenses.

WHAT ABOUT OPEN PERMITS?

Unresolved permit issues may also need to be addressed before closing. If they cannot be resolved in time, the contract and circumstances may require funds to be held in escrow to help ensure the issue is completed after closing.



THE FINAL WALKTHROUGH IS COMING



Before closing, the buyer will typically have an opportunity to confirm:

- ✓ Agreed-Upon Repairs Are Complete
- ✓ Property Systems Are Operating
- ✓ The Home Is in the Required Condition

OUR GOAL? NO SURPRISES.



DO IT PROFESSIONALLY. DO IT EARLY. DOCUMENT EVERYTHING.

Then Let's Keep Moving Toward Closing.

I'm here to help coordinate the process, troubleshoot issues, keep communication flowing, and help us reach the closing table as smoothly as possible.



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