

## Seller services

1. Initial visit to thoroughly assess the property and its potential.
2. Review of documentation
3. Presentation and advice on the legal and urban planning situation of the property.
4. Property appraisal to determine the most suitable market price.
5. Explanation of the tax consequences of selling.
6. Information on taxes, fees, and necessary procedures.
7. Processing the Certificate of Occupancy and Energy Certificate if not available.
8. Recommendations for preparing the property for sale (home staging).
9. Management and coordination of property preparation.
10. Professional photo and video shoot.
11. Floor plan creation.
12. Virtual tour.
13. Creation of attractive listings for different websites.
14. Publication on national and international real estate websites.
15. Promotion through social media and other channels.
16. Signage.
17. Collaboration with a network of real estate agencies and related partners.
18. Cross-referencing data with potential buyers.
19. Management of inquiries.
20. Personalized attention from the real estate agent.
21. Client screening to avoid unnecessary visits.
22. Property visits during extended hours.
23. Management of both parties' schedules.
24. Accompaniment during potential buyer visits.
25. Detailed information about the property.
26. Buyer financing advice and support.
27. Feedback to the seller on the interest shown.
28. Screening of non-serious offers.
29. Representing the seller in negotiations with buyers.
30. Seeking the best agreement for both parties.
31. We collect and manage all the necessary documentation for the sale.
32. Preparation of the preliminary and final contracts.
33. Coordination with notaries, bank, technicians, etc.
34. Detailed information to the seller about the progress of the sale.
35. Resolution of any questions or issues that may arise.
36. Customized drafting of the reservation contract in accordance with the Law.
37. Clarification of any doubts about the reservation contract.
38. Negotiation and mediation of potential contract disputes.
39. Management of the reservation payment.
40. Monitoring of buyer's financing.
41. Coordination of schedules and assistance to the bank appraiser.
42. Compilation and submission of all necessary documentation to the notary.
43. Calculation of amounts and payment management.
44. Attendance to the Notary's office.
45. Attendance to banks (for both buyer and seller).
46. Attendance to technicians if necessary.
47. Accompaniment to the Notary's office, supervision of the signing process and support in it.
48. Handover of keys and documentation to the new owner.
49. Obtaining the deed of sale and sending it to the owner.
50. Processing the capital gain tax at the town hall.
51. Delivery of the necessary documentation for the income tax declaration of the sale.
52. Processing the change of account holder for utilities.