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| **STAGE 1 – GATHERING PROPERTY INFORMATION** |

* Research the Seller
* Fill out the "Seller Lead Sheet"
* Research the Agent
* Pull up or Printout the MLS Property Listing Sheet
* Fill out the "Agent Lead Sheet"
* Review Zillow "Zestimate" Value
* View the Property & Neighborhood Using Google Maps
* Create a Property Record in Realeflow
* Create a Seller Contact Record in Realeflow
* Create an Other Contact Record in Realeflow for the Agent
* Scan and Save the Seller or Agent Lead Sheet to Realeflow or Dropbox
* Save the MLS Property Listing Sheet to Realeflow or Dropbox

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| **STAGE 2 – DESKTOP APPRAISAL** |

* Print Tax Assessor Property Card or Assessors Field Card
* Save Tax Assessor Property Card to Realeflow
* Verify Information from "Seller Lead Sheet"
* Verify Information from "Agent Lead Sheet"
* Verify Information from MLS Comparable Property Listing Sheet
* Pull Comparable Sales from The MLS
* Select The Best After Repair Value Comparables
* See if the Subject Property Was Listed Recently
* Determine the Quality of the Deal
* Map the Comparable Properties within the MLS
* Select the Best Off Market Comparable Sales
* Fill out the "Comp Evaluator" to help you determine the ARV
* Start Filling Out The "Repair Estimator"
* Fill out the "Deal Analyzer for Flips"
* Create an Investment Summary
* Print Out All Comparable Package Documents
* Save All Documents to the Realeflow or Dropbox

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| **STAGE 3 – FIELD APPRAISAL** |

* Make Sure You Have Contracts & Disclosures
* Drive by the Subject Property to Confirm ARV
* Drive by the Comparables to Determine ARV
* Walk Through Active Listing Comparables (Optional)
* Fill out the "Repair Estimator" on Paper or in Realeflow
* Utilize "Inspection Checklist" if Necessary
* Meet with the Seller or Agent
* Adjust your Offer If Necessary
* Sign Purchase & Sale Agreement, Addendums, & Property Disclosures
* Discuss Access
* Take Detailed Pictures and or Video of the Subject Property
* Update the Property Record in Realeflow
* Save Contracts/Disclosures to Realeflow or Dropbox