

SERVICES PROVIDED BY OUR OFFICE

- Inspection of the property by all sales persons
- Arrange for the Board & Pointer Boards (where scheduled)
- Review of Ads (where necessary)
- Lodge advertising material as per schedule
- Inspection with potential purchasers
- Ordering of the Section 32 from your solicitor
- Negotiate on your behalf for the best price
- Discuss methods to optimise the appeal of the property
- Provide a marketing schedule and advertising budget
- Screen prospective buyers
- Introduce prospective buyers
- Submit all offers to you
- Negotiate the sale in accordance with your instructions
- Liaise with your Legal representative to assist the sale
- Provide regular reports/feedback on the level of interest
- Carry out a final inspection with the purchasers

NOTE: Not all of the above may be necessary to effect a sale.

Advertising Costing

Proposed Method Of Sale AUCTION/PRIVATE SALE

DETAILS	COST \$
Board 8x5 Photo Costing: 6 x 4 ft \$170.00, 8 x 5 ft \$240.00, 8 x 6 ft. \$290.00 – Photo Board 6 x 4 \$220.00 - 8 x 5 \$290.00 - 8 x 6 ft. \$320 Stock Board \$50.00	000.00
Light \$65.00 (spot a Light)	
Local Paper, Costing: \$150.00 per ad, \$300.00 for double ads Number of ads: Dates:	00.00
City Limits Costing: \$198.00 per module: Number of ads Dates:	00.00
Melbourne Age Costing: \$132.00 per ad. Number of ads: Dates:	00.00
Other Newspapers Costing: Melbourne Wide, Costing \$240 per half page, \$425.00 full page Number of Ads:- Dates:	0.00
Brochures Costing: A4 size \$40.00 per 50 full color – Quantity 250	00.00
Sketch 3 bed rooms \$45.00 – 4 bed room \$65.00	0.00
Internet Costing: \$65.00 in 3 sites realestate.com.au realestateview.com.au reymascaro.com.au	00.00
Photo, Sketch & Window display <u>00.00</u> Costing Photos \$35.00. Sketches 3 bed room \$45.00, 4 bed rooms \$65.00	
Total Costing	\$-----.00
Your Contribution	\$=====00

ALTERATIONS MAY BE MADE AT VENDOR'S CHOICE

Commission is negotiable, however because we value your business, we are prepared to offer the following alternatives:

- a) Commission of ? % of the selling price plus G.S.T. plus advertising.
- b) Commission of ? % of the selling price plus G.S.T. inclusive of advertising.

BENEFITS OF LISTING WITH US

1. TOTAL COMMITMENT

Because you put your confidence in us, we will provide you with the best professional assistance needed. We have proven commitment, honesty and dedication to our clients that will enable us to help make your real estate experience an enjoyable one.

2. KNOWLEDGE AND EXPERTISE

All our staff are fully trained to the area, services and facilities. We have the expertise, education and training to professionally represent you in all your real estate needs.

3. PROFESSIONAL MARKETING PLAN

In order to achieve the highest price, you need to market your home professionally. We can design an individual Marketing Plan to best suit your property.

We offer all our advertising in “Full color print”, including all our brochures in color.

We are the only Estate Agent in the area with our own exclusive homepage. We list all our properties in the Internet.

4. REGULAR FEEDBACK

We will ensure that you are kept informed regularly on the progress and the interest created for your property.

5. SERVICE WITH EXCELLENCE

The office was established in 1968 by A. R. Butler since then the Company has continued to offer a Professional Real Estate Service. Our slogan now is *Real Estate Service With Excellence*. This is our objective.

6. SECURITY

We will always inform you prior to any inspections carried out and any open for inspections that may be scheduled.

7. CONFIDENTIALITY

When you engage us to act as your agent, we honour your privacy and keep all business dealings strictly confidential.

8. KNOW WHO YOU ARE DEALING WITH

All negotiations will be handled through our office. You will be dealing with knowledgeable, responsible and experienced people who are authorized to act on your behalf.

Thinking of Selling Your Home?

Here is An Extract of Testimonials from the many Letters we receive from our satisfied clients.

“...the sale price you achieved was excellent and we appreciated the timely way in which we were kept informed and the courteous approach of all involved....The quick sale was also accomplished with a minimum of disruption to our lives...I have already told others about the services we received....”

Eufemia Luppino

‘You call yourselves the ‘Professionals’ and it is our humble opinion that your staff and firm executed the sale in a professional and diplomatic manner..... We feel it was excellent service’

Jack & Joan Kidd

“The level of professionalism, attention to detail and the courtesy shown by yourself and all of the staff at Ray Mascaro & Co., was very impressive....”

Peter & Wendy Oakley

“In our view, Ray Mascaro & Co. is a professional company with an excellent understanding of people’s needs and we will gladly recommend you”

Dimitros & Christine Sprekos

‘ Would like to offer my thanks for the way you and your team have looked after our property..... Your confidence and competent manner, very pleasant matter, coupled with professionalism obviously secured the sale of this property... I look forward to future dealings with your company.’

Thomas McCow

‘Your professional and enthusiastic approach made it possible to achieve the price that we wanted for our property. We were also very satisfied and pleased with the manner and consistency in which you kept us informed of the ‘feedback’ you were receiving from various buyers...’

Anthony & Ausonia Milnarich

‘The total commitment and dedication to your work is outstanding and we would not hesitate recommending your services to any other prospective clients.’

Gwen Aves & Patricia Baddeley

Your professionalism, which comprised excellent presentation material explaining the extent of Ray Mascaro & Co. P/L marketing and successes, was enhanced by your own appearance, presentation skills and enthusiasm.

Lois Greig

'Your "matter of fact" method is very comforting if anyone is considering an Auction campaign. Although our property was sold prior to Auction, we have no doubt that the choice of an Auction Campaign was still the most effective approach, as this indeed instigated the sale of our property. Again, our sincere thanks for a job well done'

Pat Podger



Ray Mascaro & Co. Pty Ltd

ABN 73 004 924 056

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VENDOR QUESTIONNAIRE

By completing this questionnaire you will be helping us to assist you in achieving your objectives with regard to the sale of your property.

Address of Property:

1. How long have you owned this property?years

2. What was the main reason for purchasing this property? Please tick

- Location
- Style and character
- Size
- Other.....

3. What do you like most about this property?

- Neighbors
- Location
- Other

4. What price would you consider to be a reasonable selling price?

\$ _____

5. What criteria are important to you when selecting the right agent?

- Price quoted
- Commission Rate
- Prominence in area
- Presentation
- Cost of advertising
- Other

6. What is your main reason for wanting to sell?

Kindly Complete this form and we will collect it form you.

Thank-you