

## RESUME

27 Years Experience

Graduate REALTOR  
Institute

Certified Residential  
Specialist

Numerous Committees  
for National  
Association of  
REALTORS & Maryland  
Association of  
REALTORS

2004 CRS of the Year  
MD/DC CRS State  
Chapter

1997 President,  
Southern Maryland  
Association of  
REALTORS

1996 Distinguished  
REALTOR, Maryland  
Association of  
REALTORS

1997 REALTOR of the  
YEAR Southern  
Maryland Association  
of REALTORS

Lifetime member of  
the Distinguished Sales  
Club

Governors award for  
Excellent Service, 1995

Senate of Maryland  
Award for Service,  
1996

Wife, mom, grandma,  
children's coach,  
Sunday School  
Teacher, community  
volunteer, mentor

Dear Dr. Bev Smith:

Thank you for giving me the opportunity to help you with your home selling real estate need! I am looking forward to reviewing the paperwork, staging your home for sale and presenting a "right price analysis".

This "**Pre-Listing Kit**" has some very important data for your review. Please take a moment to read this material! You'll want to review the listing agreement, agency disclosures, and other important documents before we start filling in the blanks. Make a note of any questions you have. Please gather pertinent data about your home so that I may prepare a "home profile" and marketing material.

Take a moment to tell me about your home. The very reasons you purchased the home may be just what the new purchaser wants also. You can tell me all about it on the "your thoughts" about your home and some of the reasons you purchased. Sometimes your view makes for good marketing and dialog for potential purchasers.

Watch the video "**Staging your house for sale**" Enjoy the popcorn while you're watching the movie!

This "**Pre-Listing Kit**" is designed to **SAVE TIME** and make our appointment together much more effective. I will present you with a marketing plan and pricing strategy. My goal is to: Help you get your Home **SOLD**; help you get where you want to go **ON TIME**; make it **EASIER** for YOU.

Call me anytime with questions or if you need further information prior to our meeting together.

Warm regards,

**Allison D. Mooney, "Certified Residential Specialist"  
Curtis Showcase Homes**

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