Appendix 3

to the *Agency contract*

*on rendering services on real estate sale***.**№\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated «\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 202\_

**Standard work plan.**

1. ***Preparatory stage.***

1. Analyses of the situation and the ***Client’s*** requirements.

2. Consultation of the ***Client*** on the ways of solving the issue that he has addressed to the ***Agency***. Consultation of the ***Client*** by leading specialists of the ***Agency***, including targeted programs (mortgage, dwelling certificates and so on). If necessary, the lawyer, the manager, the executive director, and the CEO are involved in consultations.

3. Advising the ***Client*** on the set of documents for the sale of the ***Object.***

4. Inspection of the set of documents required for the transaction for their completeness and correctness of their fulfillment.

5. Acting for the ***Client*** by proxy in order to save time or accompanying him in the preparation of a full set of documents required for the registration of real estate.

6. Advertising campaign to find a buyer for the ***Object*** offered for sale.

7. Analysis of market demand for the ***Object*** to be sold and price recommendations.

8. Organization and execution of viewings of the ***Object*** to be sold to potential buyers.

9. Representation of the ***Client's*** interests by the ***Agency*** specialists in negotiations with legal entities and individuals in order to evaluate the possibility of their acquisition of the ***Object***.

10. Coordination of the terms of acquisition of the ***Object*** with all the parties involved in the transaction of alienation of the ***Object***, which is confirmed by the signing of the ***Preliminary Contract of Sale of the Object.*** Acceptance of financial funds from the buyer as security for the transaction (security deposit or advance payment).

11. Signing with the ***Client*** the Protocol on the transaction procedure.   
***II. Conclusion of alienation contract.***

1. Consultation of the ***Client***:

- on the procedure of the transaction;

- on the sequence of the transaction;

- on the choice of the most optimal and safe scheme of mutual settlements between the parties to the transaction of alienation of the ***Object.***

2. Representation of the ***Client's*** interests in negotiations with legal and physical persons involved in the transaction in order to evaluate and analyze the situation on the organization and preparation of the transaction and to coordinate the terms of its conduction.

3. Coordination of the terms of mutual settlements and selection of a bank/settlement center.

4. Legal expertise of documents by an independent specialist (notary, lawyer, third party) at the ***Client's*** request. Formation of a package of documents (photocopies) necessary to prepare and conduct the transaction.

5. Arrangements for the preparation and drafting the ***Principal Contract*** (notarial or simple written form).

6. Preparation and drafting agreements, reports, including the ***Transfer and acceptance report*** of real estate, applications and other documents required for the transaction.

7. Providing ***Agency's*** premises and equipment to negotiate the terms of the transaction and arrangements for the signing of the ***Principal Contract***.

8. Organization of mutual settlements with the help of a specialized financial institution.

9. Support and consultation of the ***Client*** on the state registration of the transfer of rights when submitting Contract documents to Rosreestr Administration, or representation of the ***Client's*** interests by proxy.

***III. Closing the transaction:***

1. Organization of the procedure of vacating and actual transfer of the ***Object*** to the buyer.

2. Organization of receipt by the ***Client*** of documents (or representation of the ***Client's*** interests by proxy for collection of documents), confirming absence of outstanding debts for the ***Object***.

3. Arranging the ***Client's*** taking off the register and obtaining the documents confirming the cancellation of his registration.

4. Organization of a showing of the transferred ***Object*** to the buyer to verify that the condition of the ***Object*** corresponds to the first inspection.

5. The signing of the ***Object Transfer-acceptance report*** and handing over a set of keys and payment receipts.

6. The signing of the ***Report of rendering services*** to the Contract between the ***Client*** and the ***Agency***