



# YOUR ADVOCATE

PREPARING • MARKETING • SELLING

# YOUR HOME



**ANDYMEEKS**  
HOUSEWELL **PDX**



**LIVING ROOM**  
REALTY

# My Commitment To You



**Thank you** for the opportunity to learn more about you and your goals in selling your home, as well as the opportunity to earn your trust and your business.

**My clients are always my highest priority.** I lead with an unwavering commitment to integrity, transparency and responsiveness. I draw upon my legal training and experience to fiercely advocate for your interests with a sharp attention to detail, a keen ear and a focused voice.

**My relationships are built on trust** and my business is built on personal referrals. It's that simple, and this is how I work to achieve it:

- ★ I am **100% committed** to your success, and available to you **at all times**.
- ★ I am **your advocate** and will help keep you **organized and focused** every step of the way.
- ★ I am **personally invested** in helping prepare your home to realize its premium sales price.
- ★ I use **effective tactics** and **create beautiful marketing** to reach a large audience of local agents and prospective buyers, to obtain as many **quality offers** as possible.
- ★ I help you **efficiently review and weigh** all offers, and **skillfully navigate and negotiate** all aspects of the sales agreement and subsequent repair addendum negotiations.
- ★ I am **your liaison** and in **constant contact** with all parties to facilitate a smooth transaction.

**I'm a passionate advocate for our community and I thrive when helping others succeed.** Being a real estate broker has allowed me to joyfully combine two different professional careers: environmental and real estate attorney and non-profit manager and fundraiser.

**My singular focus is to help my clients achieve their real estate goals efficiently and effectively.** This is how I define success, and it's the intention I set every day.

**I'm a firm believer in the significance of our places and spaces.** Our homes are at the center of our lives, and the good things we do in the world every day begin there.



**ANDY MEEKS**

*Licensed Oregon Broker*

971.400.0195 | [andy@livingroomre.com](mailto:andy@livingroomre.com) | [housewellpdx.com](http://housewellpdx.com)



NE 1401 NE ALBERTA ST. PORTLAND, OR 97211  
NW 1636 NW LOVEJOY ST. PORTLAND, OR 97209

SE 2625 SE 26TH AVE, PORTLAND, OR 97202  
SW 7650 SW CAPITOL HWY, PORTLAND, OR 97219

**Andy Meeks, Living Room Realty**

Bought and sold a for approximately \$600Khome in 2020 land in Forest Park - Linnton, Portland, OR 97231.

11/15/2020



We worked with Andy to both sell our house and buy a new home during the summer of 2020. He provided excellent guidance in preparing our home for sale, helping us discern the most impactful projects to ...

Bought a for approximately \$500Khome in 2020 singleFamily in Concordia, Portland, OR 97211.

07/30/2020



Andy was wonderful to work with on my first journey through the homebuying process!As a first time buyer with a LOT of questions, Andy was patient, knowledgeable and thoughtful with his detailed ...

Bought a for approximately \$800Khome in 2020 singleFamily in Cedar Mill, Portland, OR 97229.

07/27/2020



We were so lucky to have Andy as our agent when we relocated our family to Portland from out of state. He guided us through the home buying process which allowed us to feel comfortable and confident ...

Bought a for approximately \$400Khome in 2020 condo in St.Johns, Portland, OR 97203.

05/25/2020



With Andy by my side I knew I would have the support I needed to navigate the complex home buying process. From the start, Andy was incredibly personable, professional and knowledgeable. He walked me ...

Bought a for approximately \$525Khome in 2020 singleFamily in Multnomah, Portland, OR 97219.

04/23/2020



My wife and I recently moved to Portland, OR and were first time home buyers. Through a friend, Andy was referenced to us as a reliable and trustworthy person to work with during the home buying process...and ...

Bought a for approximately \$600Khome in 2020 singleFamily in Cully, Portland, OR 97218.

08/06/2020



Andy worked with me and my partner to buy our first home. He let us take out time figuring out what we wanted, and patiently showed us many houses until we found the right one. Andy provided great guidance ...

Sold ahome in 2020 in Montavilla, Portland, OR 97213.

07/29/2020



Andy was great, he helped us sell our house during the first few months of the Covid-19, he navigated nimbly through an unprecedented time of stress for many people, very impressive, best realtor I've ...

Sold a for approximately \$325Khome in 2020 singleFamily in Concordia, Portland, OR 97211.

07/22/2020



I had the pleasure of working with Andy to sell my house in Portland. It was a bit trickier than some because 1. I am not in Oregon and 2. We were trying to decide if we should put money into it or sell ...

Bought a for approximately \$600Khome in 2020 singleFamily in Concordia, Portland, OR 97211.

04/30/2020



Andy guided my wife and I through our first home purchase. We had a few options when it came to choosing a realtor, and we landed on Andy for a number of reasons. First and foremost, he is a professional: ...

Bought a for approximately \$675Khome in 2020 singleFamily in Concordia, Portland, OR 97211.

04/16/2020



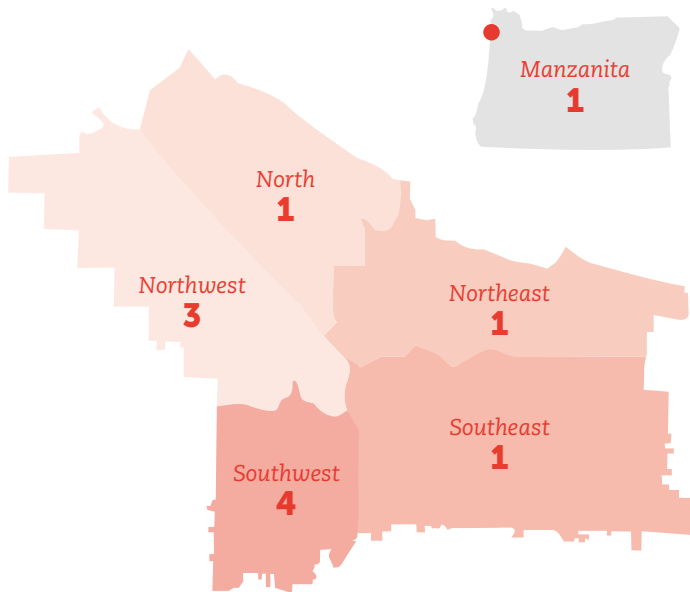
My wife and I worked with Andy to buy our home and he was fantastic throughout the entire process. He is knowledgeable about Portland and the home buying process and a skilled negotiator. More importantly, ...



# SELLING your HOME

**EARN TOP DOLLAR** from your investment by selling with a Living Room agent. Our agents leverage their network and our marketing strategy to bring potential buyers to your home.

Living Room is one of the top agencies throughout the Portland Metro Region and the number one agency in Manzanita.



**15**  
DAYS

In 2019, our listings sold 15 days faster than the market average.

**#1**

We are the top office in Portland for homes selling at the median price and above.

**5.8%**

Living Room Listings sell for 5.8% more than the market average.

## SELLING PROCESS

1

**Meet with your Living Room Agent** and sign a Listing Agreement.



2

**Prepare your home for the market.** Your agent will recommend ideas about repairs, staging, and the advantages of each.

3

**Your agent lists your home.** Your property will be marketed on multiple social media platforms, in addition to signage, postcards, flyers, and representation in the MLS.

4

**Review offers** and select a buyer with your agent. Your agent will negotiate so that you receive the best price and terms.



5

**Inspection and Repair Negotiations:** The buyer may have more than one inspector (radon, oil tank, roofing, etc). Your agent will negotiate to resolve issues.

6

**Appraisal:** If the buyer is getting a loan, an appraiser will determine the home's value.



7

**Signing Day:** The buyer and seller meet at separate appointments to sign all documents.



8

The lender **disburses funds** to your account, and records the transaction with the state. **Success, you have sold your home!**



# A Typical Listing Timeline



## After initial consultation

Preparation of CMA  
Discussion and agreement on listing price  
Listing agreement signed



## 2-4 weeks prior to Going Live

Staging consultation  
Conduct necessary and desired repairs and updates  
Home energy score test performed



## 7-10 days prior to Going Live

Full, deep house cleaning  
Landscaping treatments  
Staging installed  
Professional photography  
Custom marketing materials proofed and printed



## "Going Live" Week

Thursday / Friday: Listing goes live on RMLS, email blast sent to all Portland-area brokers  
Saturday / Sunday: Hosted open houses  
Tuesday: Hosted broker's open house



## Reviewing & Selecting Offers

Andy organizes offers & vets buyers with their lenders  
Review offers together / Research & select buyer  
Select back-up offer, if applicable



## Under Contract & Closing

Act as your advocate and liaison with all parties  
Prepare you for closing

---

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# The Listing Dozen



1. **Explore your motivation for selling.** Make sure that you have completely thought through the process and are committed to the idea. Once you have accepted an offer from a buyer it is very difficult to go back.
2. **Plan ahead.** Most people who sell, do so to buy another house. Put together a list of neighborhoods you think you would like to move to and drive by to get the feeling of what it would be like to make the change. Let us help you compare the price of your current house to the homes you are interested in. Weighing your options and understanding the market will ensure that you are not setting yourself up for disappointment.
3. **Sell before buying.** As tempting as it is to look for a new home before your house is for sale, the most powerful offer you can make it one that has no contingencies. Of course, many people will need the proceeds of their existing home sale to purchase their new home. This is a contingent offer situation and, while more complicated, it's certainly a viable approach. Let's talk about which option is best for you.
4. **Learn to look at your house as a product for sale.** This will help lessen the emotional tie of de-personalizing and de-cluttering. The ideal environment will make a buyer think "I can see myself living here," rather than "I wonder what kind of people live here." This process can be a challenge - seek the expertise of a staging professional.
5. **Rearrange bedroom closets and kitchen cabinets and clear countertops.** Buyers love to snoop and without fail will open the majority of your closets and cabinets. Think of the message it sends when you open a bedroom closet and shoes fall out. You want buyers to think of your house as spacious and easy to organize. The simple steps of neatly stacking dishes, turning coffee cup mugs the same way, lining your shoes up and arranging your closet by clothing type will go a long way.
6. **Consider renting a storage pod.** Less is more! The more room and mental space buyers have to explore, the larger the house feels and the less they are distracted. Place the focus on your house, not your possessions.
7. **Remove items in the house that are of significant value to you.** There is always a chance something could get broken or stolen during a showing. Please help us to protect your favorite valuables.

8. **Make minor repairs & touch ups.** We will help you determine which, if any, repairs or changes should be made before going on the market. We know what buyers are looking for and will help make sure your home shows great. A few simple suggestions: make sure light bulbs are all working, fix doors that don't open properly, touch up paint, fix leaky faucets, etc.
9. **Let your house sparkle.** Have your house professionally cleaned. Wash windows, pressure wash sidewalks, polish faucets and mirrors, organize and clean the fridge, vacuum, dust, keep things neat and tidy.
10. **Beef up your curb appeal.** Buyers can be fickle - make sure you do everything in your power to not lose buyers as they drive up. Mow the lawn, paint faded trim, plant flowers. All of these things create the image of a well-maintained home.
11. **Scrutinize.** Walk around your home slowly and pretend you are a buyer. How does everything look to you? Examine if your pictures are straight, if your furniture fits the rooms, if your towels match. Attention to detail could mean the difference for an offer.
12. **Communicate.** Be open with us about your expectations and ideas in regard to marketing your home. We know that you know your house better than anyone.

# Selling Your Home Faster, Easier & at the Highest Price

I am fully committed to your success. I make a significant upfront investment of my money and time to prepare and market your home so it sells it as quickly as possible for the highest price. Living Room Realty listings typically sell for 2.4% over market averages and spend nearly 53% less time on the market.

I charge a flat, all-inclusive, 6% commission to sell your home the best way possible. You will have my full support in preparing your home for market, access to my network of professional tradespersons, and backing of the Living Room Realty agent community.

The following is a list of services included in my commission, **at no additional cost to you:**

- ★ In-home consultation with a professional stager, including a report with considerations for repairs, touch ups, and changes; i.e. flooring, paint colors, fixtures and other updates
- ★ Professional staging services for first month (up to \$2500), plus move in/out fees
- ★ Professional photographer to create striking, high-quality images of your home
- ★ Design and production of colorful, beautiful flyers and postcards highlighting your home
- ★ Persuasive and professionally-designed email marketing delivered to all Portland brokers
- ★ Home Energy Score (required in Portland only): scheduling, communication and payment
- ★ Social media inspiration from Living Room Realty's professional marketing team
- ★ "Just Listed" & "Just Sold" postcards mailed to neighborhood homes
- ★ Comprehensive listing on the RMLS website that feeds to Trulia, Zillow, Redfin, and more
- ★ Visible, tasteful signage with trusted Living Room Realty branding
- ★ Weekly listing & market activity reports to keep updated on our progress
- ★ Open houses, if desired, hosted by me and other Living Room Realty brokers
- ★ I offer a 2.5% commission to buyer's brokers (many listing agents offer less)
- ★ Dedication, full-service support and access to me at all times, as well as to my Transaction Coordinator during normal business hours



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*\*If you are comparing agents, make sure you are comparing "apples to apples" and ask specifically what level of support and service you will be getting in return.*





**OREGON REAL ESTATE INITIAL AGENCY  
DISCLOSURE PAMPHLET  
OAR 863-015-0215 (6)**

***This pamphlet describes the legal obligations of real estate agents in Oregon. Real estate agents and Principal Brokers are required to provide this information to you when they first meet you.***

***This pamphlet is informational only. Neither the pamphlet nor its delivery to you may be interpreted as evidence of intent to create an agency relationship between you and an agent or Principal Broker.***

**Real Estate Agency Relationships**

An "agency" relationship is a voluntary legal relationship in which a licensed real estate agent or Principal Broker agrees to act on behalf of a buyer or a seller (the "client") in a real estate transaction.

Oregon law provides for three types of agency relationships between real estate agents and their clients:

**Seller's Agent** - Represents the seller only;

**Buyer's Agent** - Represents the buyer only;

**Disclosed Limited Agent** - Represents both the buyer and seller, or multiple buyers who want to purchase the same property. This can be done only with the written permission of both clients.

*The actual agency relationships between the seller, buyer and their agents in a real estate transaction must be acknowledged at the time an offer to purchase is made. Please read this pamphlet carefully before entering into an agency relationship with a real estate agent.*

**Definition of "Confidential Information"**

Generally, agents must maintain confidential information about their clients. "Confidential information" is information communicated to the agent or the agent's Principal Broker by the buyer or seller of one to four residential units regarding the real property transaction, including but not limited to price, terms, financial qualifications or motivation to buy or sell. "Confidential information" does not mean information that:

- a. The buyer instructs the agent or the agent's Principal Broker to disclose about the buyer to the seller, or the seller instructs the agent or the agent's Principal Broker to disclose about the seller to the buyer; and
- b. The agent or the agent's Principal Broker knows or should know failure to disclose would constitute fraudulent representation.

**Duties and Responsibilities of Seller's Agent**

Under a written listing agreement to sell property, an agent represents only the seller unless the seller agrees in writing to allow the agent to also represent the buyer. An agent who represents only the seller owes the following affirmative duties to the seller, the other parties and the other parties' agents involved in a real estate transaction:

- 1. To deal honestly and in good faith;
- 2. To present all written offers, notices and other communications to and from the parties in a timely manner without regard to whether the property is subject to a contract for sale or the buyer is already a party to a contract to purchase; and
- 3. To disclose material facts known by the agent and not apparent or readily ascertainable to a party;

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A Seller's Agent owes the seller the following affirmative duties;

1. To exercise reasonable care and diligence;
2. To account in a timely manner for money and property received from or on behalf of the seller;
3. To be loyal to the seller by not taking action that is adverse or detrimental to the seller's interest in a transaction;
4. To disclose in a timely manner to the seller any conflict of interest, existing or contemplated;
5. To advise the seller to seek expert advice on matters related to the transactions beyond the agent's expertise;
6. To maintain confidential information from or about the seller except under subpoena or court order, even after termination of the agency relationship; and
7. Unless agreed otherwise in writing, to make a continuous, good faith effort to find a buyer for the property, except a Seller's Agent is not required to seek additional offers to purchase the property while the property is subject to a contract for sale.

None of the above affirmative duties of an agent may be waived, except #7. The affirmative duty listed in #7 can only be waived by written agreement between seller and agent.

Under Oregon law, a Seller's Agent may show properties owned by another seller to a prospective buyer and may list competing properties for sale without breaching any affirmative duty to the seller.

Unless agreed to in writing, an agent has no duty to investigate matters outside the scope of the agent's expertise, including but not limited to investigation of the condition of property, the legal status of the title or the seller's past conformance with law.

#### **Duties and Responsibilities of Buyer's Agent**

An agent, other than the Seller's Agent, may agree to act as the Buyer's Agent only. The Buyer's Agent is not representing the seller, even if the Buyer's Agent is receiving compensation for services rendered, either in full or in part, from the seller or through the Seller's Agent.

An agent who represents only the buyer owes the following affirmative duties to the buyer, the other parties and the other parties' agents involved in a real estate transaction:

1. To deal honestly and in good faith;
2. To present all written offers, notices and other communications to and from the parties in a timely manner without regard to whether the property is subject to a contract for sale or the buyer is already a party to a contract to purchase; and
3. To disclose material facts known by the agent and not apparent or readily ascertainable to a party.

A Buyer's Agent owes the buyer the following affirmative duties:

1. To exercise reasonable care and diligence;
2. To account in a timely manner for money and property received from or on behalf of the buyer;
3. To be loyal to the buyer by not taking action that is adverse or detrimental to the buyer's interest in a transaction;
4. To disclose in a timely manner to the buyer any conflict of interest, existing or contemplated;
5. To advise the buyer to seek expert advice on matters related to the transaction beyond the agent's expertise;
6. To maintain confidential information from or about the buyer except under subpoena or court order, even after termination of the agency relationship; and
7. Unless agreed otherwise in writing, to make a continuous, good faith effort to find property for the buyer, except a buyer's agent is not required to seek additional properties for the buyer while the buyer is subject to a contract for purchase.

None of these affirmative duties of an agent may be waived, except #7. The affirmative duty listed in #7 can only be waived by written agreement between buyer and agent.

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Under Oregon law, a Buyer's Agent may show properties in which the buyer is interested to other prospective buyers without breaching an affirmative duty to the buyer.

Unless agreed to in writing, an agent has no duty to investigate matters outside the scope of the agent's expertise, including but not limited to investigation of the condition of property, the legal status of the title or the seller's past conformance with law.

### **Duties and Responsibilities of an Agent Who Represents More than One Client in a Transaction**

One agent may represent both the seller and the buyer in the same transaction, or multiple buyers who want to purchase the same property, only under a written "Disclosed Limited Agency Agreement" signed by the seller and buyer(s).

Disclosed Limited Agents have the following duties to their clients:

1. To the seller, the duties listed above for a seller's agent; and
2. To the buyer, the duties listed above for a buyer's agent;
3. To both buyer and seller, except with express written permission of the respective person, the duty not to disclose to the other person:
  - a. The seller will accept a price lower or terms less favorable than the listing price or terms;
  - b. The buyer will pay a price greater or terms more favorable than the offering price or terms; or
  - c. Confidential information as defined above.

Unless agreed to in writing, an agent has no duty to investigate matters outside the scope of the agent's expertise.

When different agents associated with the same Principal Broker (a real estate agent who supervises other agents) establish agency relationships with different parties to the same transaction, only the Principal Broker will act as a Disclosed Limited Agent for both buyer and seller. If applicable, see Disclosed Limited Agency Agreement for identification of Disclosed Limited Agent. The other agents continue to represent only the party with whom the agents have already established an agency relationship unless all parties agree otherwise in writing. The Principal Broker and agents representing either seller or buyer shall owe the following duties to the seller and buyer:

1. To disclose a conflict of interest in writing to all parties;
2. To take no action adverse or detrimental to either party's interest in the transaction; and
3. To obey the lawful instruction of both parties.

No matter whom they represent, an agent must disclose information the agent knows or should know failure to disclose would constitute fraudulent misrepresentation.

***You are encouraged to discuss the above information with the agent delivering this pamphlet to you. If you intend for that agent, or any other Oregon agent, to represent you as a Seller's Agent, Buyer's Agent, or Disclosed Limited Agent, you should have a specific discussion with the agent about the nature and scope of the agency relationship. Whether you are a buyer or seller, you cannot make an agent your agent without the agent's knowledge and consent, and an agent cannot make you their client without your knowledge and consent.***

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## OUR MISSION



**OUR MISSION** at Living Room Realty is to enhance every person's capacity for success, well-being, creativity, and joy. As agents, we accomplish this by finding homes where individuals and families **take root and flourish**.

We believe everyone deserves Room to Live. To us this signifies space and opportunity to make a fair living, with sufficient income to enjoy a life rich in experience; a place for fearless self-expression, unleashed with vigor and gusto; it's a space to find one's purpose and embody it in daily practice; it's the comforting, secure environment from which we offer ourselves in service to others.

**When we ask, "Where's your Living Room?" we pay attention to the answer.** We apply the Golden Rule. We know what's at stake, because we understand what our Living Rooms mean to each of us.

As Living Room agents we are students of the ever-evolving real estate market. There is no room for complacency. We are tactically proficient, using the latest industry tools to achieve outstanding results. But we are also alive to the art and nuance of our profession. **It requires patience, humor, intuition, persistence, and field experience to become a capable partner and guide to our clients.**

We are committed to the growth of neighborhoods that are energized, resilient, and peaceful. Our belief is that strong communities cultivate the core values of tolerance, equity, respect, collaboration, and good will. Our actions demonstrate the highest regard for these values.

By investing ourselves in Portland's tapestry of distinctive, community-minded neighborhoods, we seek to build a vibrant, diverse, urban landscape—**a city which nurtures and sustains Living Room for All.**



As one of our values, **EXCELLENCE** drives everything we do. We are proud to say that over the course of five years we've received the following awards and certifications:

