

 home
sweet home

LET'S
BUY A
HOUSE

STEPS TO PURCHASE YOUR *home*

Want the quick version?

SEE BELOW

Like the details?

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OFFER:

PHASE 1

OFFER & OPTION PERIOD

SELLER RESPONSE:

BUYER'S HOMEWORK:

- LENDER PRE-APPROVAL LETTER OR PROOF OF FUNDS
- EARNEST & OPTION MONEY
- HOME INSPECTION & ADDITIONAL SERVICE PROFESSIONALS

EXECUTED CONTRACT:

OPTION PERIOD:

PHASE 2

APPRAISAL & LOAN APPROVAL

APPRAISAL:

BUYER'S HOMEWORK:

LOAN APPROVAL:

- REQUEST LENDER ORDER APPRAISAL
- HOME WARRANTY
- HOMEOWNER'S INSURANCE POLICY
- PACKING & MOVERS
- UTILITIES
- RESPOND ASAP TO LENDER REQUESTS

TITLE INSURANCE:

PHASE 3

PREPARING FOR CLOSING DAY

CLOSING DISCLOSURE:

"CLEAR TO CLOSE":

BUYER'S HOMEWORK:

FINAL WALKTHROUGH:

- RECEIPT CLOSING DISCLOSURE
- FINAL WALKTHROUGH
- SCHEDULE CLOSING TIME WITH TITLE
- WHAT TO BRING:

CLOSING DAY:

- ✓ CASHIER'S CHECK OR WIRE FUNDS
- ✓ VALID GOV. ID

"FUNDED" = the house is officially your home.

The home purchasing process typically takes 30-45 days.

STEPS TO PURCHASE YOUR *home*

PHASE 1 OFFER & OPTION PERIOD

OFFER:

- ✓ We will review neighborhood comparable homes that sold, contract terms, and you will digitally sign the contract to submit to the sellers.
- ✓ Along with the contract, we will need to submit your pre-approval letter from your lender or proof of funds if you are offering all cash.

SELLER RESPONSE:

- ✓ It's up to the seller how they want to handle reviewing offers.
- ✓ There may be a deadline for all offers "final and best" or they may review and decide as they come in.
- ✓ The seller may counter your offer terms, accept your offer terms, or accept another offer and decline.

EXECUTED CONTRACT:

- ✓ Buyer & Seller agree on contract terms & sign contract. Deliver within 3 days...
 - ❑ **EARNEST MONEY:** Typically, 1% of Sales Price and due to Title Company
 - ❑ **OPTION MONEY:** Typically, \$100-\$300 and due to Seller

OPTION PERIOD:

- ✓ Option period begins when the contract is executed. **TIME IS OF THE ESSENCE.**
 - Number of days in the contract, typically 5-10 days. This is your time to make sure this is the house for you.
- ✓ **HOME INSPECTION:** Prices Range: \$300-\$600
 - ❑ Arrive 30-45 minutes at the end to meet with inspector.
 - ❑ Work on scheduling other service professionals recommended.
 - ❑ See *list of inspection & top priority vendor recommendations.*
- ✓ Negotiate Repairs (If needed)
 - ❑ Review report & decide if there are repairs that you want to request from the seller.
 - ❑ Or request for "seller's concessions" in lieu of repairs to go towards closing costs.
 - ❑ The Buyer & seller must agree on repairs & sign an amendment before the option period ends.

STEPS TO PURCHASE YOUR *home*

PHASE 2 APPRAISAL & LOAN APPROVAL

APPRAISAL:

- ✓ The lender orders the appraisal once option period is over & you are confident this is the house for you.
 - ❑ Typically, paid by buyer at the time it's ordered. Approx. \$475.
 - ❑ Appraisals take 7-10 days to be ordered, completed, and report delivered.
- ✓ We want the appraised value to come in at the sales price or higher. If it's lower, we will negotiate options with the seller.

LOAN APPROVAL:

- ✓ It may be quiet while we wait for appraisal and the lender is working on getting your loan approved within terms of the contract. (Third-Party Financing Addendum important date.)
- ✓ If the lender asks you for supporting documentation or info, respond ASAP. The underwriter needs to have everything before they will approve the loan.

TITLE INSURANCE:

- ✓ The title company will be working in the background doing all the research necessary to make sure the house is "free and clear" for you to purchase and receive title insurance.
- ✓ You will receive an email regarding the title commitment to review, any HOA information (if applicable), if/when the property survey is ordered & approved.
- ✓ See information regarding additional owner's coverage.

BUYER'S HOMEWORK:

- ❑ **HOME WARRANTY:** Consider purchasing a home warranty. If the seller agreed to pay for one in the contract terms, decide on the company & provide the order confirmation to the title company. The home warranty will be paid by the title company at close.
- ❑ **HOMEOWNER'S INSURANCE POLICY:** The lender will require you purchase a homeowner's insurance policy. You can shop company's & then provide the information to the lender and title company.
- ❑ **PACKING & MOVERS:** Fill those boxes & moving company recommendations!
- ❑ **UTILITIES:** Plan to turn on your utilities (electric, gas, water, trash) and transfer all accounts to your name. (Home security, internet, cable, etc.)

STEPS TO PURCHASE YOUR

home

PHASE 3 PREPARING FOR CLOSING DAY

CLOSING DISCLOSURE:

- ✓ The closing disclosure or “CD” will be delivered by the lender to the buyer electronically and you will need to confirm receipt. Starts a “3-day clock” once received.
- ✓ **MUST BE RECEIPTED 3 DAYS BEFORE CLOSE.**
- ✓ The closing disclosure is the breakdown of costs and credits to the buyer & seller. Review “cash to close” and the purchasing costs with your lender.

"CLEAR TO CLOSE":

- ✓ The loan has cleared all underwriting requirements and the documents are prepared to go to the title company for final confirmation of dollar amounts.
- ✓ Once the title company received the loan documents, they can have the seller and buyer schedule a time to come into the title office to sign all documents.

FINAL WALKTHROUGH:

- ✓ The day of or before the scheduled closed date we will perform a walkthrough to verify that any repairs have been made and the seller’s possessions have been removed.

CLOSING DAY:

- ✓ At separate scheduled times, the buyer (plan for 1 hour, before bank wire cut off) & seller will come into the title office and sign the closing documents.
- ✓ WHAT TO BRING: Valid identification and cashier’s check for funds or wire funds the day before. All parties on the loan and deed must sign in person. If other arrangements need to be made, let the title company know ASAP. (Power of attorney, remote closing, etc.)
- ✓ Once everyone has signed and the lender has given the title company approval to distribute funds, it’s FUNDED!

"FUNDED" = the house is officially your home.
The home purchasing process typically takes 30-45 days.



BUYER QUESTIONNAIRE + how I work

Check all the concerns or hesitations you have about the upcoming transaction.

- | | |
|---|--|
| <input type="checkbox"/> Negative past experience with an agent? | <input type="checkbox"/> Finding a home with the features you love? |
| <input type="checkbox"/> Lack of knowledge about the buying process? | <input type="checkbox"/> Finding a home in the location you want/need? |
| <input type="checkbox"/> Lack of knowledge about the loan process? | <input type="checkbox"/> Agreeing on a home with your buying buddy? |
| <input type="checkbox"/> Financial Situation? | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Time commitment to look at homes? | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Time commitment to go through the transaction process? | |

Check all the expectations, services, and values that are most important to you.

Bring to the closing table to use as buyer survey & review. Checkmark in the blank if expectations were met.

- | | | |
|--|---|---|
| <input type="checkbox"/> ___ Market Knowledge | <input type="checkbox"/> ___ Leadership & Guidance Through the Process | What else do you expect of me?

_____ |
| <input type="checkbox"/> ___ New Build Knowledge | <input type="checkbox"/> ___ Proactive Communication | |
| <input type="checkbox"/> ___ Community Knowledge | <input type="checkbox"/> ___ Streamline Systems & Process Organization | |
| <input type="checkbox"/> ___ Agent Relationships | <input type="checkbox"/> ___ Clear Boundaries & Expectations | |
| <input type="checkbox"/> ___ Vendor Connections | <input type="checkbox"/> ___ Available to Show Homes When Needed | |
| <input type="checkbox"/> ___ Creative & Competitive Offers | <input type="checkbox"/> ___ Support Through the Home Elimination Process | |
| <input type="checkbox"/> ___ Negotiating Contract Terms | <input type="checkbox"/> ___ Connect with You Professionally & Personally | |
| <input type="checkbox"/> ___ Contract Knowledge | <input type="checkbox"/> ___ Reliable Facts & Stats | |
| <input type="checkbox"/> ___ Digital Technology & Process | | |
| <input type="checkbox"/> ___ Marketing Strategies | | |

I ♥ REFERRALS & REPEAT CLIENTS.

Most agents spend the majority of their time and resources prospecting new business with things like cold calling, door knocking, advertising, direct mail, etc.

I devote myself to serving the needs of my clients before, during, and after each transaction.

All I ask is that while I'm working with you and long after the transaction is over, I would love you to refer me to people like yourself, who are needing the type of service I provide and who would appreciate the same level of attention.

my goal is to create **RAVING FANS.**
i build my business on your referrals.
CAN I COUNT ON YOU?

As long as you and my other clients keep referring me, I don't have to go out prospecting like everyone else, and I can do an even better job when working for you.

NEXT STEPS *checklist*

- Commit to hire me as your real estate agent.
- Digitally sign the “Buyer’s Representation Agreement”
*“This agreement protects YOU and ME during the home buying process.
Once signed, I have a legal responsibility to serve your best interests.
Remember all those steps to the process, services I provide, and value I add?
This agreement represents my responsibility as your buyer’s agent to do all that for you.”*
- Set up with a home search in the MLS. (Don’t trust the internet listings!)
- Set a date and time to go look at the homes.
- Deciding on the mortgage lender you want to work with and provide necessary documents.
- Be ready to find your new home! It will take some work but worth the effort!

NOTES:
