



Our Pledge of Performance

Because I am committed to preparing you to be an educated buyer, I will:

- Give you the most vital information on available homes.
- Keep you aware of changes in the real estate market.
- Arrange a tour of areas, schools and key points of interest.
- Provide neighborhood information on municipal services, schools, churches, etc...
- Check applicable building and zoning restrictions to meet your needs.
- Disclose all known facts about properties I show you.
- Collect pertinent data on values, taxes, utilities, etc...
- Point out strengths and weaknesses of all properties you choose to view.
- Explain forms, contracts, escrow and settlement procedures.
- Discuss loan qualification and processing.

Because I am committed to helping you save time, I will:

- Provide ready access to all MLS listed properties.
- Assist you as needed on any unlisted properties.
- Help you select for viewing only those homes that fit your needs.
- Show you homes only in the price range most suited for your financial needs.
- Provide you a list of qualified attorneys, home inspectors, and other service providers.
- Arrange for necessary property inspections on your behalf.

Because I am committed to helping you find the best value, I will:

- Prepare studies of property values in your chosen areas.
- Perform market analysis on your chosen properties.
- Discuss financing alternatives if needed.
- See that you get a complete estimate of all costs involved.
- Advise on offers for properties.
- Write and present your purchase agreement to the seller.
- Negotiate on your behalf.

Because I am committed to YOU – my buyer – I will do all of this, PLUS:

- Keep your personal information confidential at all times.
- Stay in touch with you from the day you start your search to the day you move in!
- Coordinate all aspects of the sale and the closing.
- Be reimbursed with a commission ONLY when we have successfully closed transaction.



Property Comparison Worksheet- Rank each from 1-5

	House #1	House #2	House #3
Address			
Price			
Taxes			
Association Dues			
Exterior			
View			
Size of lot			
Landscaping			
Topography			
Appearance of area			
Value relative to area			
Architectural style			
Curb appeal			
Foundation condition			
Roof condition			
Deck/patio			
Garage			
Pool			
General exterior condition			
Interior			
Floor plan			
Room sizes			
Bedrooms			
Bathrooms			
Living room			
Family room			
Dining room			
Den/rec room			
Kitchen amenities			
Fireplace			
Basement			
General interior condition			
Convenience to:			
employment			
transportation			
shopping			
schools			
day care			
recreational facilities			
police and fire protection			
Total Score			



Evaluating a Neighborhood

Drive Around!

- Does it look like a place you'd like to live?
- Is it neat places you like to go?
- Is it near places you would like to avoid?
- What is it like during commuting times? Weekends?
- What is it like at night?

Quality of Schools

- What is the school performance records?
- Average test scores
- College bound percentages?
- Spending per student?
- State Rankings

Educational Income Profile

- Average Household Income
- Average Educational Level
- Occupation
- Family type

Crime Rate

- Compare neighborhoods on a per-capita basis for homicide, rape, robbery, aggravated assault, burglary, larceny, etc.

Cultural Amenities

- Proximity to museums, galleries, universities, seasonal entertainment, theaters, etc. Even if you don't frequent these places, they can add to the neighborhood's appeal.

Property Values

- Steady or increasing property values generally mean a sound investment. It is almost always best to buy the same or better than you are selling.

Future Growth

- If you are not planning on staying in your new home for a number of years, an abundance of new construction being planned could affect your resale. Equally true, however, is the existence of higher end properties could increase the value of yours.
- Your REALTOR is your best source of information for properties and neighborhoods. There are also numerous websites such as realtor.com, homeadvisor.com, schoolmatch.com and more that can assist you in your search.



Home Buying Guidelines

Keep in Mind:

- If you have to resell soon, don't buy an unusual house.
- Even if the quality of the school district doesn't matter to you now, remember it might someday to future buyer, should you ever sell.
- Brand new homes may be lower in maintenance costs, but can be higher in out of pocket expenses.
- There are no perfect homes. Be ready to make compromises and concessions. Know what's most important to you and 'give' on those things that aren't.
- Location, location, location – some things can't be changed!
- Supply and demand is a critical issue. Be ready to move quick when you find what you want.
- Pay attention to floor plans. Changing layouts of rooms can be costly.
- Get preapproved for your mortgage prior to making an offer.
- Be an educated buyer. Learn as much as you can about the market before you buy.
- Always make your offer to the seller contingent on having a home inspection – it's money well spent.
- Compare mortgages – an artificially low interest rate could have enormous hidden costs.
- When interest rates are low – go for a fixed rate mortgage.
- Redoing kitchens and baths can be very expensive – check these out carefully.
- Imagine the home you are touring to be vacant. Do not be swayed by decorating – the furnishings will leave with the seller.
- Vacant homes appear larger than they are. It may be a good idea to measure to make sure your furnishings are going to fit.
- Landscaping is there not just to make the home look good – it can save thousands of dollars over the years in utility bills.
- Buy the best home you can afford in the best neighborhood you can afford. You are almost always better off with the least expensive home in the area rather than the most expensive.
- Pay attention to the original listing date of the properties you look at; sellers tend to be more flexible the longer the home is on the market.
- Be honest and open with your agent; he or she works for you and can best help you if they have a good understanding of your needs.

You'll know the right home for you when you see it and it will have very little to do with logic – don't ask us how that works – it just does!

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Congrats! It's Time to Make an Offer!

Keep in Mind:

- Put yourself in the shoes of the seller and imagine how they will react to everything you are about to present in your offer.
- Oral promises are not legally enforceable when it comes to the sale of real estate. Please be sure you have communicated everything you want in the offer to your agent and put it in writing!

PRICE: Have your realtor do a comparative market analysis for you. This will show you the fair market value of the property. These factors could affect your offer price:

- Property Condition
- New home improvements
- Market conditions (supply and demand)
- Seller motivation
- Seller concessions - do you want them to give you a carpet allowance or help with closing costs? If so, be prepared to pay more.

EARNEST MONEY: You will be putting up some money to show the seller you are sincere about purchasing this home. Your agent can give you guidelines on how much this should be.

FINANCE CONTINGENCY: You will most likely need to get a mortgage. Even if you have been pre-approved, the lender will still need time to have the appraisal done, order title, etc. Your agent will advise you on how much time you need.

HOME INSPECTION: Don't skip this! Whether you think you can check the house out yourself or you want to save the money, this is money well spent! Remember, no home is perfect and small maintenance items found by the inspector should not be part of negotiation with the seller. And don't skip your final walk-through just because you had an inspection.

DISCLOSURES: Make sure you have received all the proper disclosures. Federal law requires the seller to give you a lead-based paint disclosure if the property was built prior to 1978, and most states or local areas require the seller to disclose any material defects of which they have knowledge. Look over these documents carefully- your recourse once you have signed them is limited by the laws that govern them.

MULTIPLE OFFERS: If you find yourself in a multiple offer situation, don't panic and don't withdraw your offer- you may be the highest bidder and won't know it if you pullout! Go through at least one round of negotiations before you decide to withdraw. Have peace of mind of where you want to go and stay in the game until that price has been reached. Too many buyers lose the property by pulling out too soon.



Interest Rate Factor Chart

This chart will help you calculate your monthly payment. As we look at properties at various price points, you will be able to determine a rough idea of how much your payment would differ depending on the price of the home.

Once you find the appropriate interest rate, look across the page to the corresponding term of the mortgage, 15 or 30 years. There you will find the factor which is applied per \$1000 of the mortgage amount.

For example; A 7.5% 30 year mortgage has a factor of 6.99. If you were mortgaging \$150,000, you would multiply 6.99×150 which equals 1048.5. Your monthly principal and interest payment would be \$1,048.50. Remember, this is principal and interest only and does not include property taxes, insurance, and any other potential charges. Your lender will be able to give you a more accurate projection based on the terms of your specific mortgage.

Interest Rate	15-year Term	30-year Term	Interest Rate	15-year Term	30-year Term
6	8.44	6.0	8	9.56	7.34
6 ^{1/8}	8.51	6.08	8 ^{1/8}	9.63	7.42
6 ^{1/4}	8.57	6.16	8 ^{1/4}	9.70	7.51
6 ^{3/8}	8.64	6.24	8 ^{3/8}	9.77	7.60
6 ^{1/2}	8.71	6.32	8 ^{1/2}	9.85	7.69
6 ^{5/8}	8.78	6.40	8 ^{5/8}	9.92	7.78
6 ^{3/4}	8.85	6.48	8 ^{3/4}	9.99	7.87
6 ^{7/8}	8.92	6.57	8 ^{7/8}	10.07	7.96
7	8.99	6.65	9	10.14	8.05
7 ^{1/8}	9.06	6.74	9 ^{1/8}	10.22	8.14
7 ^{1/4}	9.13	6.82	9 ^{1/4}	10.29	8.23
7 ^{3/8}	9.20	6.91	9 ^{3/8}	10.37	8.32
7 ^{1/2}	9.27	6.99	9 ^{1/2}	10.44	8.41
7 ^{5/8}	9.34	7.08	9 ^{5/8}	10.52	8.50
7 ^{3/4}	9.41	7.16	9 ^{3/4}	10.59	8.59
7 ^{7/8}	9.48	7.25	9 ^{7/8}	10.67	8.68
			10	10.73	8.77



Mortgage Application Checklist

All lenders differ on what they need from their borrowers. This list is intended to give you a general idea of what may be required at the time of the mortgage application. Always check with your lender for a list of necessary information.

- Social Security Number and Birth Date - Required of you and any co-borrowers
- Paycheck - Your most recent pay stub showing year-to-date earnings
- W-2 Tax Forms - The lender will require 2 years W-2's and accompanying tax forms
- Employers - The names, addresses, and telephone numbers of your employers for the past two years
- Accounts - You will need the account numbers and current balances of your checking account, savings account, money market account or any other accounts you may have
- Current Assets - Current assets such as IRA's, CD's, stocks, bonds or securities. Your lender may require a current brokerage statement with name of the stock, amount per share and number of shares owned.
- Personal Property - Value of personal property including life insurance face value, employee retirement accounts, furniture, cars, jewelry, coins, and other valuable property
- Liabilities - For each loan, provide the lender with the name and address of each creditor and include both the monthly payment and total amount due. Liabilities will include auto loans, student loans, credit cards and other installment debt.
- Current and Previous Addresses - If you own a home you will need the property address, current market value, mortgage lender name, account number, current monthly mortgage payment and outstanding balance. If you rent, you will need the property address, name and address of the landlord, the current monthly rent, and previous address/landlord. You will need information about your former addresses if you've lived in your current address for less than two years.

Sales Contract - Bring along a signed copy of that agreement and any amendments to it, a copy of the listing form for the property you wish to purchase and the legal description of the property.

Special Situations

- Self employed or commissioned - bring federal tax forms for the past two years along with a current year-to-date profit and loss statement
- Separated or divorced - Bring a copy of your divorce decree and separation agreement. If you are receiving alimony or child support and you want it to be considered as income, you'll need proof of this income (cancelled checks for the past 12 months, for example).
- Applying for a VA loan - Bring your DD214



From Offer to Closing

Once your offer has been presented to the seller, the negotiating process begins. There could be numerous counter offers going back and forth between you and the seller. Here are a few important things to remember:

Your offer is just that – an offer – until it has been accepted and agreed to by both you and the seller. At any time during the negotiating process another offer could come in and cause you to be in a multiple offer – or worse – lose the house completely. A wise buyer will try to come to an agreement with the seller in a reasonably short period of time.

Many contracts have stipulations on when the buyer must make his mortgage application. Please be sure to check your contract and abide by its requirements.

If your contract calls for a home inspection and attorney review, please choose both of these as quickly as possible and let your agent know who they are. Your service providers have a limited amount of time to protect your interest.

Be sure to comply with all requests of your lender after the mortgage application has been done. Not producing the documents or information they need can jeopardize your getting your mortgage on time.

Generally, the buyer meets the inspector after the inspection to review the report. Please allow an hour for an average inspection.

Your agent will act as coordinator for all activities from this point and will keep everyone in the loop as far as what is going on. The lender, home inspector, both attorneys, the other REALTOR, the title company (or escrow agent) will all be performing necessary duties during this time.

If necessary your agent and your attorney will work together to negotiate any repairs that were noted during the home inspection. Remember, routine maintenance items are not the type of thing that should be noted and negotiated.

Your walk thru will be scheduled as per your sales contract. Your agent will schedule this with you, the seller and the listing agent. It should happen just prior to the closing.

If all of this sounds a little overwhelming – don't worry – you're in good hands. Your agent has been through this many times and will be there for you during the entire process. Relax and enjoy the experience.