

Helping you find and purchase a home is only one facet of my job.

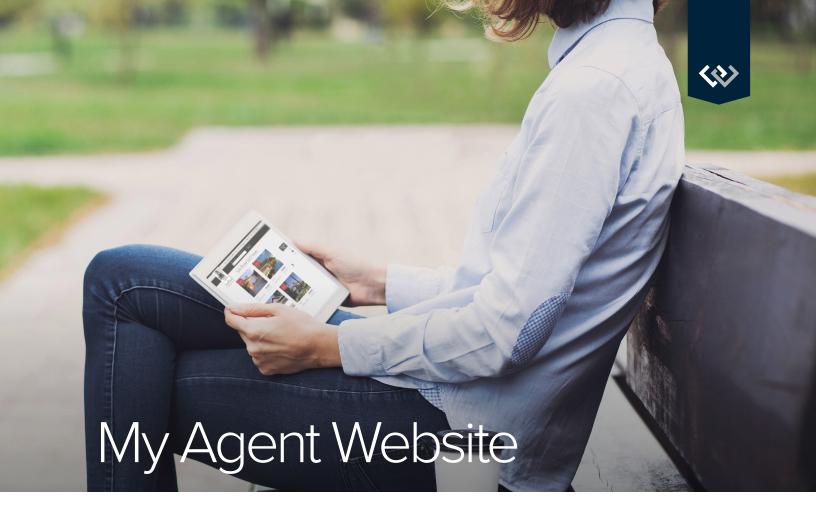
## MY SERVICES

- Explain real estate principles, contracts and documents
- Refer you to a reputable lender that can help you assess your financial situation and pre-approve you for a loan
- Help you determine the types of homes and neighborhoods that most fit your needs
- Arrange tours of homes that meet your criteria
- Provide you with detailed information about homes you're interested in
- Determine the market value of homes you're interested in
- Assist you in writing and negotiating a mutually-accepted purchase and sale agreement
- Accompany you to the inspection
- Coordinate necessary steps after inspection
- Work with the escrow company to ensure all needed documents are in order and completed in a timely manner

## YOUR BENEFITS

- **)** Be more likely to find the home that meets all your criteria
- Decrease the amount of time it takes to find your home
- Understand all the terms, processes and documents involved
- Have current market information to make informed decisions
- Have a skilled negotiator on your side
- Have peace of mind that all the details are being handled





When you visit my website, the most current real estate listing information available is within your reach. Once on my site, sign up for your own myWindermere account to create multiple saved searches and favorite listings, receive automatic emails, and even collaborate with me directly on the site to find the home that's right for you.

## MY WEBSITE ALSO OFFERS

INFORMATION ABOUT EVERY MLS LISTING AVAILABLE IN YOUR AREA

**EASY AROUND-THE-CLOCK ACCESS TO MY FEATURED LISTINGS** 

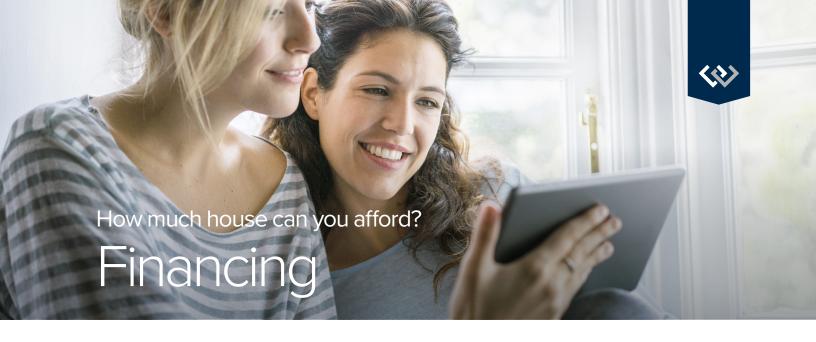
**BUYING AND SELLING TIPS** 

FINANCIAL CALCULATORS

MY CONTACT INFORMATION AND PROFESSIONAL PROFILE

THE WINDERMERE BLOG





Determining how much you can afford before you begin your home search will save you valuable time. I can help you locate a lender who will assist you in finding a financing package that will best meet your needs. But there are a few steps you should consider beforehand to make the process as smooth as possible:

## **CREDIT REPORT**

It's important to check your credit report before you see your lender because:

- Lenders check this to determine the amount of loan you qualify for
- It allows you to correct any mistakes in the report before lenders see it
- If there are any blemishes in your report that are not errors, you should be prepared to explain them to your lender

You are entitled to one free request each year from each of the three credit bureaus. The best way to do this is to go online to Annual Credit Report.com.

### **CREDIT SCORE**

You may want to check your credit score at the same time you check your credit report (usually for a fee). This score influences how much lenders are willing to loan to you and at what interest rate.

#### DOWN PAYMENT

Most lenders will give better financing terms to borrowers that can put a 20 percent down payment on the purchase. If you are unable to do so, you will likely be required to purchase Private Mortgage Insurance (PMI) and perhaps pay a higher interest rate.

## **PREAPPROVAL**

A letter of preapproval from a lender shows that they have checked all your documentation and are prepared to make you a loan. Getting preapproved prior to starting your home search saves you time by:

- Keeping you focused on viewing only the homes that are within your budget
- Helping you obtain your financing more quickly once you find a house you want to buy



## Identifying

# **(%)**

# Your Priorities

## **PERSONAL PROFILE**

| NAME(S)                   |                                                |                    |                    |                               |
|---------------------------|------------------------------------------------|--------------------|--------------------|-------------------------------|
| ADDRESS                   |                                                |                    |                    |                               |
| DUONE                     |                                                |                    |                    |                               |
| PHONE (home)              | (cell)                                         |                    | (work)             |                               |
| EMAIL                     |                                                |                    |                    |                               |
| Own Rent                  | Years in this home                             | Children (nai      | mes/ages)          |                               |
| MOTIVATION                |                                                |                    |                    |                               |
| Reason for move:          |                                                |                    |                    |                               |
| When do you want t        | o move in?                                     |                    |                    |                               |
| Is that date flexible?    | If not, why not?                               |                    |                    |                               |
| How long have you         | been looking for a home                        | ?                  |                    |                               |
| Have you seen any l       | nomes you like? Yes                            | No Descr           | ibe:               |                               |
| If yes, why didn't you    | ı buy?                                         |                    |                    |                               |
| Are you looking at h      | omes with any other sale                       | es associate?      | Yes No             |                               |
| Where do you work         | ?                                              |                    |                    |                               |
| When is the best tim      | e to look at homes?                            |                    |                    |                               |
|                           | ght home for you, will the he buying decision? | re be anything t   | hat could keep yo  | u from buying it? Will anyone |
| HOUSING INFO              | RMATION                                        |                    |                    |                               |
| What's most imported      | ant to you in a home?                          |                    |                    |                               |
| Do you have (or anti      | cipate) any hobbies, inte                      | rests or lifestyle | factors that would | d affect your housing needs?  |
| A va a ala a la irra a va | nt? Von No If                                  |                    | -2                 |                               |
| ·                         | _                                              | es, what aspect    | S:                 |                               |
| What style of home        | to live?<br>do you prefer?                     | Nor Two Cto        | ry Traditional     | Contamporary                  |
| •                         |                                                |                    |                    | . ,                           |
| now many bedroom          | is: baths Li                                   | virig areas        | rard size          | Garage size                   |





## How does my offer get presented to the seller?

In today's electronic world, offers are sent via email to the seller's agent. I will call the agent to let them know it's coming and tell them a little bit about you and the details of your offer. Then I will follow up with the agent again to confirm receipt of your offer.

## Does it cost me money to make an offer?

When you write the offer on the home you've chosen, you will be expected to include an earnest money deposit. The deposit is a sign of your good faith that you are seriously interested in buying the home.

## Where does my earnest money go?

Once the buyer and seller have a mutually accepted offer, the earnest money is deposited into a trust account. That deposit becomes a credit to the buyer and becomes part of the purchase expense.

## Is that all the money that's involved?

Some lenders require the cost of the appraisal and credit report at the time of the loan application.

## Can I lose my earnest money?

Real estate contracts are complicated legal transactions. This is another area where having a knowledgeable and professional agent is a necessity. Rarely does the buyer lose the earnest money. Most often, if the transaction falls apart, there are circumstances beyond the buyer's control that cause it to happen. If the buyer willfully decides, however, that they no longer want to buy the house and has no legal reason for rescinding their offer, then the seller has the right to retain the earnest money.

## What happens if I offer less than the asking price?

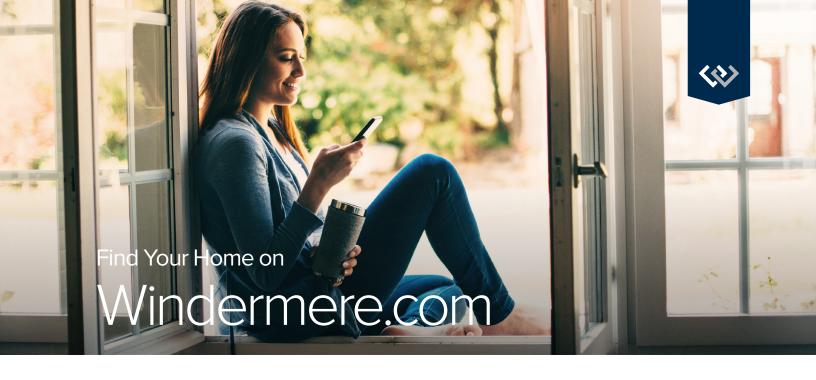
If you offer less money, the seller has three options. They can accept the lower offer, counter your offer or reject it completely. Remember that there could be another buyer who is also interested in the home you've chosen. If they happen to write an offer at the same time you do, the seller will have two offers to compare. There are usually many aspects of each offer to consider, but ultimately the seller will want to accept the best and most complete offer. In active real estate markets, homes often sell for their listed price. In hot markets, there may be many buyers vying for the same house, which sometimes drives the final sale price above the original listing price.

As a real estate professional, I can help you plan your strategy, based on the current real estate market in our area.

## What if I need to sell my home before I buy a new one?

To put yourself in the best negotiating position before you find the new home you want, hire a qualified real estate agent to help you put your home on the market. Once you write an offer on a new home, your offer will be "contingent" upon the sale of your home. A buyer in this position may not have the same negotiating power as one whose home has already sold (or at least has an accepted offer). The seller may be hesitant to accept your offer because there are too many things that must happen before the sale can close.





Whether you're just dreaming or ready to make a move, start your search on Windermere.com.

## FEATURES

- Online collaboration with your Windermere agent
- On average 1 million monthly visits
- On average 1.5 million property listings
- Information about every MLS listing available in your area
- Enhanced search capabilities and image viewer
- A "save your favorites" feature
- RSS feeds of new listings that match your search criteria
- Open House search
- Featured "Showcase" and "Premier" homes on the home page
- Share tools for email and social media

## BENEFITS

- Better understand the buying or selling process
- Read the Windermere blog
- Use the mortgage calculator
- Brush up on real estate terms
- Find a Windermere office or agent to work with





## **LOAN AMOUNT**

The amount of the mortgage based on the purchase price, minus the down payment.

### **DOWN PAYMENT**

Cash that the buyer provides the lender as their portion of the purchase price. The down payment is considered the buyer's equity (or cash investment) in their home.

## **POINTS**

Fees charged by the lender to offset their interest rate, if it's below the prevailing market rate. One point equals one percentage point—so one point on a \$100,000 loan would be \$1,000.

## **APPRAISAL FEE**

The amount paid for the lender's appraisal of the property.

### **CREDIT REPORT FEE**

The fee charged by the lender to obtain a credit report on the buyer.

## TITLE INSURANCE FEE

A one-time premium that a buyer pays for protection against loss or damage in the event of an incorrect search of public records or misinterpretation of title. The title insurance policy also shows what the property is subject to in terms of liens, taxes, encumbrances, deed restrictions and easements.

#### **ESCROW FEE**

The amount a buyer pays the escrow company or closing agent for preparing papers, accounting for all funds and coordinating the information between all parties involved in the transaction.

### **CLOSING COSTS**

A general term for all the estimated charges associated with the transfer of ownership of the property.

## PREPAID INTEREST

The amount of interest due on the loan during the time period between closing of escrow and the first mortgage payment, due at the time of closing.

## PITI

The estimated house payment, including principal, interest, taxes and insurance.

## PRINCIPAL AND INTEREST

The loan payment, consisting of the amount to be applied against the balance of the loan, and the interest payment, which is charged for interest on the loan.

## **TOTAL CASH REQUIRED**

The total amount of cash the buyer will need, including down payment and closing costs.

## PREMIUM MORTGAGE INSURANCE (PMI)

Insurance for the lender, to cover potential losses if the borrower defaults on the loan.



## Worksheet



# Home Comparison

| FEATURES                 | PROPERTY 1 | PROPERTY 2 | PROPERTY 3 | PROPERTY 4 | PROPERTY 5 |
|--------------------------|------------|------------|------------|------------|------------|
| Address                  |            |            |            |            |            |
| Price                    |            |            |            |            |            |
| Living Room              |            |            |            |            |            |
| Dining Room              |            |            |            |            |            |
| Family Room              |            |            |            |            |            |
| Kitchen                  |            |            |            |            |            |
| Bedrooms                 |            |            |            |            |            |
| Baths                    |            |            |            |            |            |
| Floor Plan               |            |            |            |            |            |
| Yard                     |            |            |            |            |            |
| Garage                   |            |            |            |            |            |
| Features                 |            |            |            |            |            |
| Lot                      |            |            |            |            |            |
| Location                 |            |            |            |            |            |
| Does it meet your needs? |            |            |            |            |            |
| ADDITIONAL C             | COMMENTS   |            |            |            |            |
|                          |            |            |            |            |            |
|                          |            |            |            |            |            |



## **Estimated**



# Buyer's Expense

| PREPARED FOR     |                          |      |
|------------------|--------------------------|------|
| PREPARED BY      |                          |      |
| DATE             |                          |      |
| PROPERTY ADDRESS |                          |      |
|                  | Sale price               | \$   |
|                  | Loan amount              | \$   |
|                  | Real estate taxes        | + \$ |
|                  | Hazard insurance         | + \$ |
|                  | Mortgage insurance       | + \$ |
|                  | Interest insurance       | + \$ |
|                  | Title insurance          | + \$ |
|                  | Loan service fee (%)     | + \$ |
|                  | Discount points          | + \$ |
|                  | Document recording       | + \$ |
|                  | Appraisal fee            | + \$ |
|                  | Half the escrow fee      | + \$ |
|                  | Credit report            | + \$ |
|                  | Tax registration fee     | + \$ |
|                  | Septic/water inspections | + \$ |
|                  | Miscellaneous            | + \$ |
|                  | SUBTOTAL                 | = \$ |
|                  | Down payment             | - \$ |
|                  |                          |      |

TOTAL BUYER'S EXPENSE = \$



## Request for



# Loan Information

| ATTENTION PHONE                                   |            | REGARDING                  |                                |              |  |
|---------------------------------------------------|------------|----------------------------|--------------------------------|--------------|--|
|                                                   |            |                            | LOAN NUMBER PROPERTY ADDRESS   |              |  |
|                                                   |            |                            |                                |              |  |
| ADDRESS                                           |            |                            | ADDRESS                        |              |  |
| AUTHORIZATION                                     |            |                            |                                |              |  |
|                                                   | ized and d | lirected to provide the f  | ollowing information to our a  | iaent        |  |
| Tod die Hereby ddillon                            |            | ·                          | -                              | igent,       |  |
| Agent Name                                        | i          | at Windermere Real Est     |                                | r Signature  |  |
| Please return to Winde                            | rmere Rea  | al Estate                  | Windermere Office Addr         | ress         |  |
|                                                   |            |                            |                                |              |  |
| LOAN DETAILS                                      |            |                            |                                |              |  |
| Type of loan                                      |            | Original amount \$ _       | Current in                     | nterest      |  |
| Origination date                                  |            | Present balance \$ _       | Next pay                       | ment due     |  |
| Original term Paymer                              |            | Payment penalty, if a      | any                            |              |  |
| Has loan been sold? _                             |            | To whom?                   |                                |              |  |
| PAYMENT INFORMATION                               | ON         |                            | ASSUMPTION INFORMAT            | ION          |  |
| Principal and interest                            | \$         |                            | Is loan assumable? ye          | es no        |  |
| Reserve for taxes                                 | \$         |                            | Assumption fee? (amount)       |              |  |
| Reserve for insurance                             | \$         |                            | Credit package required?       | yes no       |  |
| Reserve for M.I.P.                                | \$         |                            | Interest rate to remain the    | same? yes no |  |
| Other                                             | \$         |                            | Adjusted rate, if applicable   | <u></u>      |  |
| Total monthly payment                             | \$         |                            |                                |              |  |
| Once the property is so<br>Note and Deed of Trust |            | le will be subject to an e | existing loan on a real estate | contract or  |  |
| Signature of                                      | Lender     |                            | Title/Position                 |              |  |





Another way to search for homes is to browse through the featured "Showcase" homes on our office website.

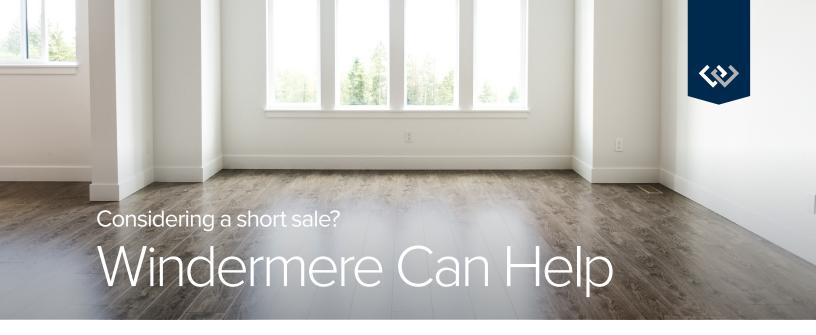
## FEATURES

- Online collaboration with your Windermere agent
- On average 475,000 property listings
- Information about every MLS listing available in your area
- Enhanced search capabilities and image viewer
- A "save your favorite" feature
- RSS feeds of new listings that match your search criteria
- Open House search
- Our office's featured "Showcase" homes on home page
- > Share tools for email and social media
- Discover Your Neighborhood page, for users to search local information

## BENEFITS

- Better understand the buying or selling process
- Read the Windermere blog
- Use the mortgage calculator
- Brush up on real estate terms
- Find a list of the agents in our office





If you are considering buying a short sale property, we can help you understand your options and guide you through what may be unfamiliar territory so that you can make the decision that is best for you.

#### WHAT IS A SHORT SALE?

A short sale occurs when a homeowner and the bank agree to sell a home for less than is actually owed on the property. The bank makes more than it might through foreclosure, and the homeowner is able to settle their debt and avoid the negative effects that can result from the foreclosure process.

## **BUYING A SHORT SALE**

Short sales can offer significant savings since they usually sell for well under the median home price. In 2014, the typical short sale home sold for about 37 percent less than a non-distressed, medianpriced home. Before making any offers on a short sale property, you'll need to make sure you're preapproved and contingency-free. Sellers in these situations are usually only willing to consider offers from well-qualified buyers. One advantage of buying short sales over foreclosure properties is that the condition of short sale homes is usually much better because the owner has a vested interest in the sale.

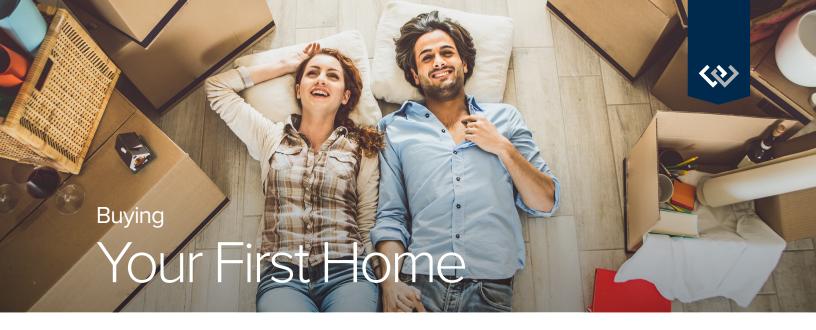
#### **BE AWARE**

The name "short sale" is deceiving, as it can take several months to process the paperwork and get all parties to agree to the terms (longer even than a bank-owned transaction). One way to speed up a short sale is if the seller works through the Federal Home Affordable Foreclosure Alternatives program, which can be effective at holding everyone (including lenders) accountable to a pre-established timeline.

## **GETTING PROFESSIONAL HELP**

If you are considering purchasing a short sale, being well informed is key since these are complex transactions. You'll want an experienced real estate agent to help you assess any properties and determine a fair offer price. Whatever your situation and goals, the vast resources of the Windermere network allow us to provide the appropriate expertise to achieve the best outcome for you.





The prospect of buying your first home can be both exhilarating and scary at the same time. It's likely the largest purchase you've made in your lifetime—and also one of the best long-term investments. But buying a home is not a one-size-fits-all proposition. Finding the right place in the perfect neighborhood, and at a cost that's within your budget, is no small task. That's where I come in. My job is to help you navigate the twists and turns of the buying process, so that you end up with a house you're proud to call home.

## HOW I HELP

- Explain the entire real estate process from start to finish so there are no surprises
- Recommend a lender that can help you determine how much you can afford and pre-approve you for a home loan
- Help you determine the types of homes and neighborhoods that best fit your needs
- Arrange tours of homes that meet your search criteria
- Provide you with detailed information about homes you're interested in
- Determine the market value of homes you're interested in
- Assist you in writing and negotiating a mutuallyaccepted purchase and sale agreement
- Accompany you to the inspection
- Coordinate necessary steps after inspection
- Work with the escrow company to ensure all needed documents are in order and completed in a timely manner
- Provide ongoing support and services even after you've moved into your new home





#### MARKET INSIGHTS

- Provide market overview
- Produce Comparative Market Analysis
- Show what comparable homes are selling for
- Provide relevant neighborhood information on:
  - Schools
  - Parks
  - Dining
  - Recreation
  - Commute times
  - Arts, culture & entertainment

## **BUYER NEEDS**

- Conduct pre-showing interview to determine needs
- Help find the right home to purchase
- Connect buyer with mortgage broker to determine how much home they can afford

- Set up customized property search
- Promote needs within
- Promote needs to sphere of influence showings

### **PREVIEW HOMES**

- Schedule showings
- Show homes
- Community tour

## **CONTRACTS**

- Explain Contract to Buy & Sell
- Explain buyer agency agreement
- Explain required disclosure documents
- Explain deeds
- Explain title work
- Obtain & review qualification letter

#### COMMUNICATION

- Explain the buying
- Review & arrange financing options
- Guide through the inspection process
- Guide through the appraisal process
- Explain closing procedure
- Schedule & manage vendors
- Guide through TRID requirements
- Track due diligence deadlines
- Recommend providers & coordinate with:
  - Lenders
  - Appraisers
  - Inspectors
  - Title company

#### **NEGOTIATION**

- Offer strategy
- Inspection resolution
- Appraisal resolution
- Title resolution
- Multiple offers
- Seller concessions
- Earnest money
- Inclusions & exclusions
- Conditional sale contingency
- Survey resolution
- Due diligence resolution
- Closing & possession
- Payment for failed or untimely possession



## Winning



# Offer Strategies

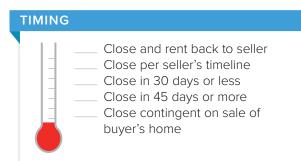
## **PROPERTY ADDRESS**

## **LIST PRICE**

## **MULTIPLE OFFER EXPECTED?**

| PRICE |                                                                                                                                                                                                  |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | <ul> <li>No upper limit</li> <li>Upper limit: \$</li> <li>Escalation amount*: \$</li> <li>Above list: \$</li> <li>At list</li> <li>Below list</li> <li>*Over highest verifiable offer</li> </ul> |

| INSPECTION | 1                                                                                                                                           |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------|
|            | Won't do an inspection Inspection, but take "as is" Inspection but waive items under \$ Inspection for main components only Full inspection |



| OTHER                          |                                      |
|--------------------------------|--------------------------------------|
| Inclusions: _<br>Exclusions: _ | <br>More than list<br>More than list |

| FINANC | CING                                                                                                        |
|--------|-------------------------------------------------------------------------------------------------------------|
|        | Cash Release of earnest money Down Payment: % 95% Financing FHA 100% Financing   USDA/VA Seller concessions |

| APPRAISAL |                                                                                                                                              |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------|
|           | Waive appraisal Will bring up to \$ difference Must appraise to list, will bring \$ Must appraise to list price Must appraise to sales price |

| SELLER EXPENSES                                                                      |  |  |  |
|--------------------------------------------------------------------------------------|--|--|--|
| Seller home warranty Assume sewer capacity charge Buyer removes trash Buyer to clean |  |  |  |

| Seller Rents Back at: | : No cost     |
|-----------------------|---------------|
|                       | No deposit    |
|                       | Loan per diem |
| Number of days:       |               |



## Created for You

Life is full of what-ifs, and it can be difficult to find the right insurance to relieve worry of the unknown. Whether you need personal insurance, business insurance, or both, it's important that your coverage is specific to your needs. Windermere partners with Moreland Insurance, offering you:

## PEACE OF MIND

Your coverage protects the things that are important to you, so when the unexpected happens, your most valuable assets are secure.

## **CUSTOM SOLUTIONS**

You select the solution that works best for you. Choose from a variety of policies designed to fit your unique personal and business needs.

### **INSURANCE SIMPLIFIED**

Insurance agents leverage partnerships with multiple insurance carriers and solve challenges to present you with the best options, so you don't have to sweat the details.



Tailored insurance helps to simplify your life as a homeowner. If you'd like to learn more, ask your Windermere agent.