



How I Help You

# Buy Your Home

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



# My Agent Website

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**





How much house can you afford?

# Financing

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 [AnnualCreditReport.com](http://AnnualCreditReport.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 \_\_\_\_\_

PHONE (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

EMAIL \_\_\_\_\_

☐ Own ☐ Rent Years in this home \_\_\_\_\_ Children (names/ages) \_\_\_\_\_

## MOTIVATION

Reason for move: \_\_\_\_\_

When do you want to move in? \_\_\_\_\_

Is that date flexible? If not, why not? \_\_\_\_\_

How long have you been looking for a home? \_\_\_\_\_

Have you seen any homes you like? ☐ Yes ☐ No Describe: \_\_\_\_\_

If yes, why didn't you buy? \_\_\_\_\_

Are you looking at homes with any other sales associate? ☐ Yes ☐ No

Where do you work? \_\_\_\_\_

When is the best time to look at homes? \_\_\_\_\_

When we find the right home for you, will there be anything that could keep you from buying it? Will anyone else be involved in the buying decision? \_\_\_\_\_

## HOUSING INFORMATION

What's most important to you in a home? \_\_\_\_\_

Do you have (or anticipate) any hobbies, interests or lifestyle factors that would affect your housing needs? \_\_\_\_\_

Are schools important? ☐ Yes ☐ No If yes, what aspects? \_\_\_\_\_

Where do you want to live? \_\_\_\_\_

What style of home do you prefer? ☐ Rambler ☐ Two-Story ☐ Traditional ☐ Contemporary

How many bedrooms? \_\_\_\_\_ Baths \_\_\_\_\_ Living areas \_\_\_\_\_ Yard size \_\_\_\_\_ Garage size \_\_\_\_\_





Answers to

# Frequently Asked Questions

## 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.



# Find Your Home on Windermere.com

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





# Buyer's Terms

## **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 COMMENTS

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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	+ \$
<b>SUBTOTAL</b>	= \$
Down payment	- \$
<b>TOTAL BUYER'S EXPENSE</b>	= \$



# Request for Loan Information

## LENDER

ATTENTION \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

## REGARDING

LOAN NUMBER \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

## AUTHORIZATION

You are hereby authorized and directed to provide the following information to our agent,

\_\_\_\_\_ at Windermere Real Estate \_\_\_\_\_  
*Agent Name* *Seller Signature*

Please return to Windermere Real Estate \_\_\_\_\_  
*Windermere Office Address*

## LOAN DETAILS

Type of loan \_\_\_\_\_ Original amount \$ \_\_\_\_\_ Current interest \_\_\_\_\_  
Origination date \_\_\_\_\_ Present balance \$ \_\_\_\_\_ Next payment due \_\_\_\_\_  
Original term \_\_\_\_\_ Payment penalty, if any \_\_\_\_\_  
Has loan been sold? \_\_\_\_\_ To whom? \_\_\_\_\_

## PAYMENT INFORMATION

Principal and interest \$ \_\_\_\_\_  
Reserve for taxes \$ \_\_\_\_\_  
Reserve for insurance \$ \_\_\_\_\_  
Reserve for M.I.P. \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Total monthly payment \$ \_\_\_\_\_

## ASSUMPTION INFORMATION

Is loan assumable? ☐ yes ☐ no  
Assumption fee? (amount) \_\_\_\_\_  
Credit package required? ☐ yes ☐ no  
Interest rate to remain the same? ☐ yes ☐ no  
Adjusted rate, if applicable \_\_\_\_\_

Once the property is sold, the sale will be subject to an existing loan on a real estate contract or Note and Deed of Trust.

\_\_\_\_\_  
*Signature of Lender* *Title/Position* *Date*





# Office Websites

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



Considering a short sale?

# Windermere Can Help

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, median-priced home. Before making any offers on a short sale property, you'll need to make sure you're pre-approved 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.







# Buying Your First Home

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 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
- › Provide ongoing support and services even after you've moved into your new home





# How Do Realtors® Help Buyers?

## 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 office
- › 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 process
- › 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
- › Price
- › Inspection resolution
- › Appraisal resolution
- › Title resolution
- › Multiple offers
- › Seller concessions
- › Earnest money
- › Inclusions & exclusions
- › Conditional sale contingency
- › Survey resolution
- › Due diligence resolution
- › Closing & possession date
- › Payment for failed or untimely possession

# Winning Offer Strategies



## PROPERTY ADDRESS

## LIST PRICE

## MULTIPLE OFFER EXPECTED?

### PRICE

- ☐ No upper limit
- ☐ Upper limit: \$ \_\_\_\_\_
- ☐ Escalation amount\*: \$ \_\_\_\_\_
- ☐ Above list: \$ \_\_\_\_\_
- ☐ At list
- ☐ Below list



\*Over highest verifiable offer

### FINANCING

- ☐ Cash
- ☐ Release of earnest money
- ☐ Down Payment: \_\_\_\_\_ %
- ☐ 95% Financing FHA
- ☐ 100% Financing I USDA/VA
- ☐ Seller concessions



### INSPECTION

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



### APPRAISAL

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



### TIMING

- ☐ Close and rent back to seller
- ☐ Close per seller's timeline
- ☐ Close in 30 days or less
- ☐ Close in 45 days or more
- ☐ Close contingent on sale of buyer's home



### SELLER EXPENSES

- ☐ Seller home warranty
- ☐ Assume sewer capacity charge
- ☐ Buyer removes trash
- ☐ Buyer to clean



### OTHER

Inclusions: ☐ Per list ☐ More than list  
 Exclusions: ☐ Per list ☐ More than list

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



Insurance

# 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.*

