The Buying Process

Buying a home is an important task that can be made easier if certain **initial steps** are taken. They are:

- **Assessing your present financial situation and establishing a realistic price range**
- **Getting pre-approved for a mortgage**
- **Determining the location or area of interest**
- **Finding a reliable real estate professional to assist you**
- **Providing your real estate professional with all related details**

Once I have established and defined the type of property you want, I would like to share with you the process involved and the schedule of events.

- My first step will be to search within our marketplace for properties matching your needs. That will involve searching through our own properties, the MLS, new home developments, and even properties for sale by owner. Once I have found such properties, I will arrange for appointments to show you those properties.
- Our next step will be for you to view and inspect those properties. We will schedule enough time to allow you to thoroughly assess whether each property will meet your needs. At the end of such showings, we will take time to discuss your findings and comments about each property.
- Once you decide on a property, we will prepare the offer for you, review and explain its contents, and then proceed to present it to the owners or their agents on your behalf. We will constantly keep in touch with you and inform you of the owner's decision promptly.
- Following the acceptance of your offer, we will assist you with all details pertaining to closing the transaction. This will include following up on your loan application, if applicable, assisting you with ordering inspections, surveys, and any requirements involved with meeting the contract's conditions. We will also ensure you are provided with the seller's documents and information required under the agreement.
- We will also coordinate the appointments for inspections, appraisals, surveys and any other requirements to ensure a timely closing.
- We will accompany you at the closing and will make sure you are provided with a copy of the closing statement in advance to ensure it reflects the conditions and responsibilities set forth in the purchase and sale agreement.
- Finally, even after the closing takes place, I will be happy to answer any question you have concerning your transaction.

IMPORTANT REMINDER:

Please understand that my commission will be paid by the sellers, and only if I am the one presenting the offer on your behalf. Therefore, it is imperative that you follow the following procedure to ensure that both our interests are protected.

- While I will be actively searching for available properties on your behalf, you might come across properties either while driving around or through another person, either an individual or licensed agent. If that happens, please inform them immediately that you are working through our agency and give them my card from the supply I will provide you today.
- Please do not view properties without my presence. If you need to see a property at anytime, call me immediately. I can easily be reached at anytime by dialing the cell phone number on my card.

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- While homes for sale by owner may seem attractive, please remember that property owners do not reduce the price of their home when they market it themselves. They only wish to save themselves the commission and you would end up paying as much and sometimes more than its value, without any assistance from a Realtor® to handle details and ensure your interests are protected. In most cases, owners of properties who do not necessarily list their home for sale will agree to negotiate through us whenever we bring a qualified buyer for their property.
- While new home developments have their own sales force, they encourage sales through Realtors®. This in no way affects the price you would pay for the home as the commission is split between the two agents. In addition, remember that the developer's sales force represents the developer's interests, not yours.

Finally, feel free to call me anytime regarding your real estate needs.

Tips & Mistakes to Avoid

- **DO** include a reasonable earnest money deposit with your offer. Sellers more readily accept higher deposit offers
- **DON'T** submit low price offers that do not reflect current market values. You risk offending sellers who will simply reject your offer and move on to serious ones.
- **Do** bring a digital camera or at least a Home Comparison Checklist when house hunting. It will help you review and remember more clearly the different features of the homes you have viewed. A "Home Comparison Checklist" is available for you to print from this website.
- **DON'T** try to find the perfect home. Unless you intend to purchase a new home, there will always be negatives in the homes you inspect. Our goal should be to first establish which features must be included, which ones would be a benefit and finally determine the negatives that you can't live with. Make sure you inform your real estate professional of these factors.
- **DO** have a professional home inspection once you entered into a contractual agreement with sellers. Realtor contracts include an inspection clause allowing for cancellation of the agreement should major problems be found in the property. As well, sellers are normally responsible for repairs to home systems and components, some of which will only be discovered through a complete home inspection.
- **DON'T** sign documents without first reading them. An offer to purchase becomes a binding contractual agreement once accepted by the seller.
- **DO** shop for Homeowner's Insurance as soon as you have an accepted contract with the seller. Because of the many losses due to hurricanes, earthquakes and flooding, many insurers have pulled out from certain states. It is highly advisable to start your shopping early to avoid last minute problems and postponements.
- **DON'T** wait for the last minute to find a mover. Shop around and get written estimates. Check references and contact the Better Business Bureau for complaints. Unscrupulous movers have been known to ask for unreasonable surcharges once they have loaded your furniture, even refusing to deliver it unless you pay them unwarranted fees. The lowest price may not necessarily be your best option. Also ask for replacement cost insurance in the event your furniture is damaged or lost. Finally, make sure movers list all the furniture they load and review the list before signing.

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BUYER SERVICE PLEDGE

As a Realtor®, I am dedicated to providing you with service that is professional, effective, and designed to facilitate your task of finding a property suitable for your needs.
To fulfill this commitment, I agree to perform the following services:

1. Provide an initial interview at our office to discuss your home requirements;
2. Inform you in advance of the buying process so that you will know the different steps involved in purchasing a property;
3. Actively search for properties for sale meeting your requirements, either through our own listings, the Multiple Listing Service, new home developments and even properties for sale by owners.
4. Arrange for you to inspect qualifying properties and provide you with a property inspection form so you can take notes while viewing homes;
5. Take time to answer any questions you may have concerning properties you have viewed;
6. Prepare the offer whenever you have decided on a property and review the agreement with you prior to signing it;
7. Present the offer on your behalf to either the sellers or their agent, and convey any request or question you may have concerning their property;
8. Communicate their decision to you in a timely manner and handle any negotiations necessary to come to a mutual agreement on the purchase and sale;
9. Follow up on all details of the transaction between contract and closing, and assist you with financing details, surveys, inspections and any requirements under the sale agreement whenever appropriate and possible;
10. Accompany you at closing and explain the details of the closing statement to you.

My pledge is to abide by these commitments to facilitate your task of buying real estate. Should you have any question at anytime, please feel free to contact me.

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