



The Services I Will Provide
During the Buying Process

My Buyer Services

As your Sales Associate I will stand ready to help you locate and purchase the home best suited to your family's needs

I know the market and I know the many options of home financing. I will be able to provide information about any property on the market, even those offered for sale by builders or another real estate firm.

You need only one **REALTOR** to help you find the home that is right for you. So if you meet another **REALTOR** at an open house or model home, you can avoid confusion if you indicate that you are already working with me.

I am very dedicated to giving each customer the best service possible. The services that I provide are without charge to the buyer.

Before we start looking at homes

To save you time and to help zero in on these homes in an appropriate price range, I will evaluate your financial position to establish a comfortable price range.

I will estimate purchase costs so there will be no surprises later, explaining them clearly and to your satisfaction.

Financing options will be discussed to help you select the one best suited for you.

I will discuss architectural style, location, schools and special features that you desire.

I will explain the Purchase Agreement in detail as well as the Multiple Listing Service (MLS). A market evaluation and estimate of proceeds from the sale of your present home will be prepared and explained in detail.

I will provide you with information on all properties currently for sale, including new and pre-owned homes, single family homes and condominiums.

While The Search For Your New Home Is In Progress

As Your Sales Associate I Will ...

- Keep you informed.
- Run frequent computer checks for new listings that meet your criteria.
- Prepare a “tour” map on which all homes meeting your criteria are located.
- Stay up-to-the-minute changing financial conditions that may affect the housing market.
- Be available to answer your questions or to offer assistance at any time.
- Discuss market trends and values relating to properties which may be of interest to you.
- Show you new homes as well as pre-owned homes if you desire.
- Introduce you to reliable builders to build your next home.

After I find your new home, I will

- Prepare a specific buyer’s worksheet on the property.
- Prepare a purchase agreement and explain each detail
- Provide you with copies of all the copies of all the documents involved in the purchase agreement and financing.
- Assist you in determining the appropriate financing and help you select the best financial institution to handle your mortgage.
- Make arrangements for the mortgage application (see loan application checklist).
- Help you arrange for any necessary inspections of the property to evaluate the major elements of the home.
- Assist in securing interim financing if your present home has not yet sold.
- Coordinate all details of the purchase and follow-up to assure their satisfactory completion.

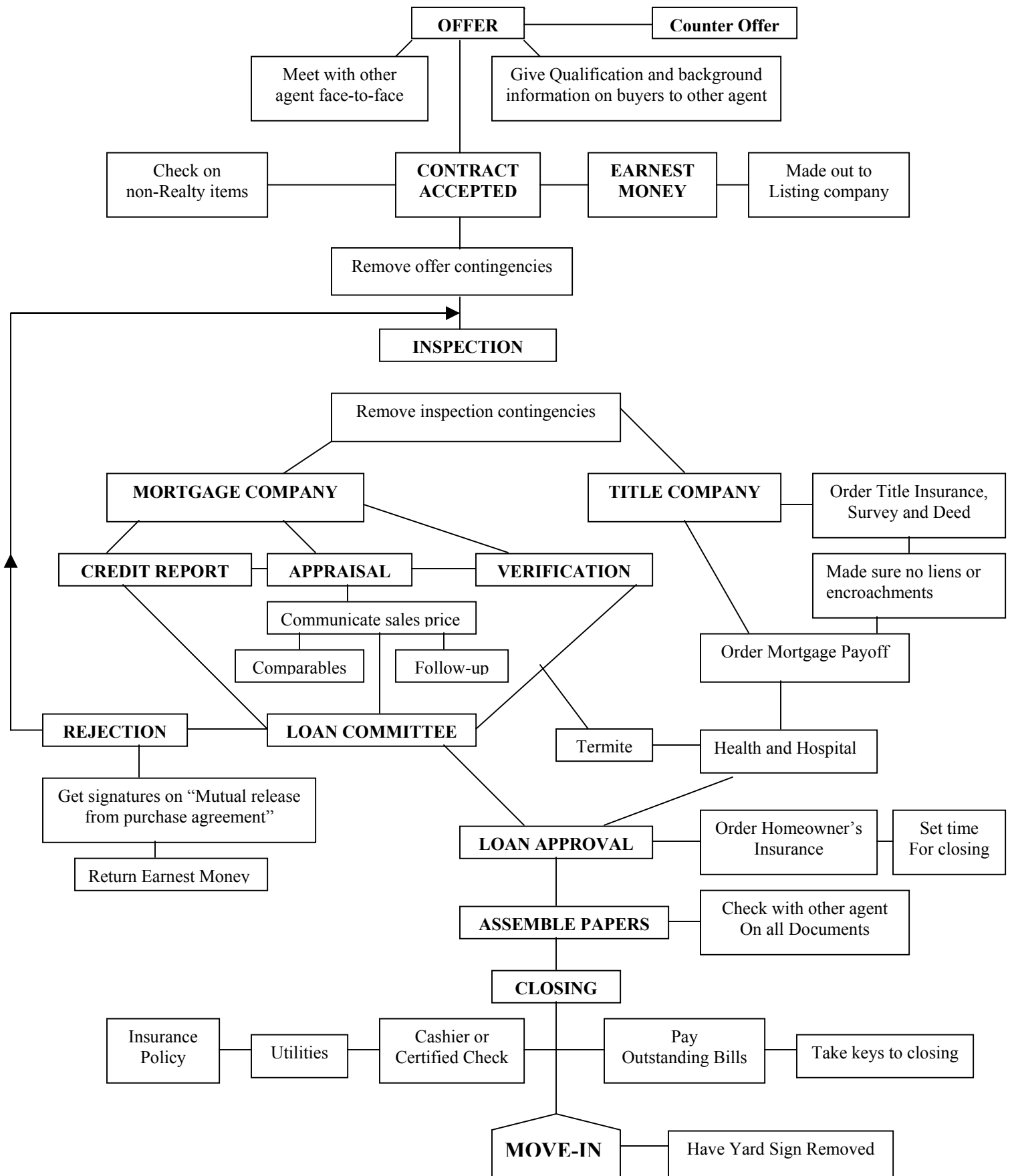
Loan Application Check List

- 1. Name, age, social security number of borrower and co-borrower.
- 2. All household income and/or family income to be applied to loan agreement.
 - a. Name and address and phone number of all employers for the past 2 years.
 - b. If a student, please bring copy of transcripts and/or diploma.
 - c. Position and length of time of job(s).
 - d. Income-base salary, average overtime, commission, bonus, capital gains, etc.
 - e. Documentation of any child support payments (with a 12-month history as verified by deposit slips, cancelled checks or court records) if they are to be counted as income.
 - f. Verification of social security benefits, VA benefits, etc. including awards letter and copy of check.
 - g. If self-employed or commissioned, provide copies of Federal tax returns (with all schedules) for 2 years and a current business year to date P&L with a balance sheet.
 - h. Most recent 30-days paycheck stub.
 - i. W-2's for the last 2 years.
- 3. Bank accounts (checking and savings, IRA's, CD's, 401K's), including the name and address of the banks, name(s) accounts are in, account numbers, and current balances. Include statements for the last 3 months.
- 4. Stocks and bonds—types, current market value, and copies of last 3 month's broker's statements.
- 5. Life insurance—amount of coverage and approximate cash value.
- 6. Year, make and current market value of automobile(s).
- 7. Approximate value of personal property and furniture owned presently.
- 8. Account numbers, monthly payments and current balances of all open credit accounts and loans, including names and addresses to whom payments are made.
- 9. Information on any and all paid accounts in relation to No. 8 going back at least 2 years.
- 10. Typed letter explaining any adverse credit history, including bankruptcy. Explain circumstances and furnish copy of schedule of bankruptcy, reinstatement of debts, etc.
- 11. If applicable, complete divorce decree, including all amendments and property settlements.
- 12. Monthly house/rent payments.
- 13. Copy of purchase agreement and listing sheet.
- 14. Bring your checkbook. You will need to pay about \$275-\$350 at the time of application for an appraisal fee and credit report.
- 15. If a property is on a septic system and/or well, be prepared to write a check of approximately \$60 for a Health and Hospital Inspection.
- 16. Name, address and phone number of current mortgage company, account number, and monthly payment and approximate balances, or name and address and daytime phone number of landlord for the past 2 years.

List of items typically required at closing:

- 1. Cashier's or certified check made payable to the title company, or made payable to yourself to be endorsed to the title company at closing.
- 2. Driver's license.
- 3. Original homeowner's insurance policy and paid receipt, effective the day of closing.
- 4. Additional requirements from a lender may include original termite inspection report, HUD statement from previously owned home.

Loan Procedures Chart



BUYERS WORKSHEET

CLOSING DATE _____

Property purchased _____

City, State, Zip _____

SELLER _____

BUYER _____

CREDITS AGAINST PURCHASE PRICE

Deposit of Earnest Money \$ _____
Principal Amount of New Mortgage \$ _____
County Property Taxes \$ _____
_____ \$ _____
_____ \$ _____

Total of Credits..... \$ _____

Net Balanced Due on Purchase Price (purchase price less total credits) \$ _____

BUYERS EXPENSES

Loan Discount (Points) \$ _____
Appraisal \$ _____
Credit Report \$ _____
Interest From _____ to _____ \$ _____
Hazard Insurance \$ _____
Mortgage Insurance \$ _____
County Property Taxes \$ _____
Title Search \$ _____
Title Examination \$ _____
Attorney Fees \$ _____
Title Insurance \$ _____
Recording Fees \$ _____
Sales Disclosure Recording Fees \$ _____
Home Inspection \$ _____
Pest Inspection \$ _____
_____ \$ _____
_____ \$ _____
Total Expense of Loan & Purchase \$ _____
BALANCE DUE AT CLOSING \$ _____

BUYER BEGIN PAYING PROPERTY TAXES _____

REALTOR _____

After The Sale And Prior To Closing I Will

- ✓ Assist in obtaining a homeowner's insurance policy.
- ✓ Coordinate possession details and final utility reading.
- ✓ When appropriate, meet the appraiser at the property and present any market data required.
- ✓ Help you arrange for any necessary inspections of the property in order to evaluate the major elements of the home and review the report with you.
- ✓ Assist you in determining the appropriate financing and help you select the best financial institutions to obtain your mortgage.
- ✓ Inform you of the amount your cashier's check will need to be at the time of closing. Most banks require ten days for any deposit to clear before they will issue a cashier's check. Reminder – banks may close early, and they will not issue a cashier's check at drive-up windows
- ✓ Assist you in obtaining a Power of Attorney if needed.

At the closing, I Will

- ✓ Discuss proceeds and closing statements with you.
- ✓ Attend the closing and answer all questions.
- ✓ Coordinate possession of property.
- ✓ Maintain a file of closing papers.
- ✓ Explain pay-off.
- ✓ Arrange for payment of expenses from closing proceeds.
- ✓ Coordinate the transfer of utilities and keys.