The Home-Buying Process

1. Select a Real Estate Agent
2. Obtain Financial Preapproval
3. Analyze Your Needs in a Buyer Consultation
4. Select Properties
5. View Properties
6. Write an Offer to Purchase
7. Negotiate Terms
8. Accept the Contract
9. Remove Contingencies
   - Conduct Inspections
   - Resolve Any Issues
   - Obtain Mortgage Financing
     - Credit
     - Underwriting
     - Appraisal
     - Survey
     - Insurance Check
   - Conduct Title Search
     - Remove Any Encumbrances
     - Obtain Title Insurance
10. Obtain Funds for Closing
11. Close on the Property
12. Take Possession of Home!
It’s All About You

My real estate business has been built around one guiding principle: *It's all about you.*

Your needs

Your dreams

Your concerns

Your questions

Your finances

Your time

Your life

My focus is on your complete satisfaction. In fact, I work to get the job done so well, you will want to tell your friends and associates about it. Maybe that's why more than 80 percent of my business comes from repeat customers and referrals.

Good service speaks for itself. I’m looking forward to the opportunity to earn your referrals too!
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Take Possession of Home!
The Mortgage and Loan Process

**Why pre-qualify?**
We recommend that buyers get pre-qualified before beginning their home search. Knowing exactly how much you can comfortably spend on a home reduces the potential frustration of looking at homes beyond your means.

Another reason is that buyers often find they can afford more home than they thought! Remember that what affects you most is the monthly payment you make, not the actual cost of the home.

Many lenders have programs to reduce or eliminate Private Mortgage Insurance (on loans with less than 20% down). This may dramatically reduce your monthly payments and allow you to afford a higher priced home.
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Your Home Wish List

*House – Interior*
What kind of style do you want the interior of your home to have (e.g., formal, casual, cozy, traditional, contemporary)?

What kind of floor plan do you prefer (e.g., open vs. walls between all living spaces)?

In general, what are your likes and dislikes for the interior of your home?

*Bedrooms*
How many bedrooms do you need?

How will each of those rooms be used?

What are your preferences for the master bedroom?

*Bathrooms*
How many bathrooms do you need?

What are your needs for each of the bathrooms?

*Kitchen*
What features must your kitchen have (e.g., breakfast area, types of appliances, etc.)?

What finishes do you want (e.g., countertops, flooring, appliances, etc.)?

What are your likes and dislikes for the kitchen?

*Dining Room*
Would you like the dining room to be part of the kitchen configuration? What about the living room?
Your Lifestyle Interview

**Lifestyle**
Who will be living in the home you purchase?

Will anyone else be spending more than an occasional overnight stay (e.g., parents)?

Describe your lifestyle. What do you enjoy doing at home? Do you do a lot of entertaining? How do you spend your time in the evenings and on the weekends?

Does your home need to accommodate any special needs?

Do you have any pets?

**Location**
Tell me about your ideal location.

What is your maximum commute time and distance to work?

What school district(s) do you prefer?

What are your favorite shops/conveniences?

What recreational facilities do you enjoy?
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# KNOWLEDGE
As a dedicated real estate agent, I am qualified to guide you in buying or selling a home. I believe in using my skills in finance, contracts, negotiation, and marketing to your best advantage.

# INTEGRITY
Buying or selling a home is one of the most important transactions in the lives of many people. Because of that, it's important that you work with someone you trust and feel is a market expert with integrity. People trust me with their most valuable asset. It's a responsibility I take very seriously. I know that your success is my success.

# LOCAL EXPERTISE
I offer local expertise in a home market tailored to meet your needs. As a local professional, I know the neighborhoods, schools, market conditions, zoning regulations, and local economy. I will do the leg work, keeping you up-to-date with new listings and conditions as they impact the market. I will make the process as pleasurable and stress-free an experience for you as I can.

# SUCCESS
I don't measure my success through awards received or achievements, but through the satisfaction of my clients. Whether you are looking to buy or sell your home, I will provide sound and trustworthy advice to help you achieve your real estate goals.

Let me guide you through the complexities of buying or selling your home, eliminating hassles and stress. I look forward to working with you.
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Making an Offer

Once you have found the property you want, we will write a purchase agreement. While much of the agreement is standard, there are a few areas that we can negotiate:

The Price
What you offer on a property depends on a number of factors, including its condition, length of time on the market, buyer activity, and the urgency of the seller.

The Move-in Date
If you can be flexible on the possession date, the seller will be more apt to choose your offer over others.

Contingencies
Home Inspection, Financing, Appraisal, Review of Condo Documents, and Sale of Buyer’s Existing Home are all common contingencies that can be added to the standard contract. Contingencies give you the ability to legally void a contract.

Typically, you will not be present at the offer presentation - we will present it to the listing agent and/or seller. The seller will then do one of the following:

- Accept the offer
- Reject the offer
- Counter the offer with changes

Earnest Money Deposit (EMD)
A deposit is given by the buyer at the time of making an offer. In VA, we generally see deposits of between 1%-2% of the price of the home. The money is deposited into an escrow account held by Keller Williams Realty.

This deposit shows the seller that you are serious about purchasing the home. It also offers the seller protection as he can make a claim against the deposit if you void the contract outside of one of the contract contingencies.

If all goes well, the earnest money deposit is applied to your down payment or closing costs at settlement.
Your Guide to Buying a Home

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The buyer is responsible for paying for the home inspection. The cost of the inspection depends on the size of the home and usually runs between $325-$750.

ProTec Home Inspection Services

Our ASHI and InterNACHI certified home inspectors are trained to identify problem areas and provide guidance on what needs immediate attention. A standard home inspection includes a full evaluation of all of the following:

- Furnace and AC Units
- Water Heater
- Roof and Gutters
- Kitchen Equipment
- Foundation / Framing
- Grading Landscaping
- Driveways / Sidewalks
- Porches / Decks
- Stairs / Railings
- Fences / Retaining Walls
- Attics / Insulation
- Ventilation
- Floors / Walls / Ceilings
- Doors and Windows
- Siding and Trim Electrical System
- Plumbing System
- Bathrooms
- Basements / Slabs
- Crawlspace
- Sump Pumps
- Garages / Carports

A typed 20-40 page comprehensive report is provided within 24 hours of the home inspection with pictures of problems along with recommendations. For even further targeted review, consider bundling this home assessment with our specialty inspections, addressing mold, radon, termites, and more for your Washington D.C. property.
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Funding Your Home Purchase

1. Financial pre-qualification or pre-approval
   Application and interview
   Buyer provides pertinent documentation, including verification of employment
   Credit report is requested
   Appraisal scheduled for current home owned, if any

2. Underwriting
   Loan package is submitted to underwriter for approval

3. Loan approval
   Parties are notified of approval
   Loan documents are completed and sent to title

4. Title company
   Title exam, insurance and title survey conducted
   Borrowers come in for final signatures

5. Funding
   Lender reviews the loan package
   Funds are transferred by wire
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  Underwriting
  Appraisal
  Survey
  Insurance
  Check

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Closing 101

Prepare for It
Closing day marks the end of your home-buying process and the beginning of your new life! To make sure your closing goes smoothly, you should bring the following:

• A certified check for closing costs and down payment. Make the check payable to yourself; you will then endorse it to the title company at closing
• An insurance binder and paid receipt
• Photo IDs
• Social security numbers
• Addresses for the past 10 years

Own It
Transfer of title moves ownership of the property from the seller to you. The two events that make this happen are:

Delivery of the buyers funds
This is the check or wire funds provided by your lender in the amount of the loan.

Delivery of the deed
A deed is the document that transfers ownership of real estate. The deed names the seller and buyer, gives a legal description of the property, and contains the notarized signatures of the seller and witnesses.

At the end of closing, the deed will be taken and recorded at the county clerk’s office. It will be sent to you after processing.
Getting Started

Basic Information

Name
Phone
Email

Name
Phone
Email

Who is the primary contact and what is the best time and way to reach that individual?

What is prompting your move?

When do you need to be in your new home?

Are you pre-approved for a mortgage?

Tell me a little bit about your dream home (number of bedrooms/bathrooms and location).

Do you have any questions you would like answered during our first meeting?