

**Buying your Home**

1. Obtain prequalification-

How much are you preapproved for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Based on what total tax amount? \_\_\_\_\_\_\_\_\_\_\_\_\_

How much is your target estimated monthly payment INCLUDING taxes and insurance? \_\_\_\_\_\_\_\_

How much cash are you using toward a downpayment? \_\_\_\_\_\_\_\_\_\_\_

How much total cash to close including Downpayment, Closing Costs/ Prepaids?\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*SEE TOTAL CASH TO CLOSE WORKSHEET TO BETTER UNDERSTAND\*\*\*

Are you using a Conventional, FHA, VA, or USDA loan?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you familiar with seller concessions?

Recommended Mortgage Lenders:

Tyler Smith- Premium Mortgage, Brandon Tout- Five Star Bank

\*\*\*Did your lender tell you that YOU CAN **LOSE** YOUR LOAN?!!\*\*\*

-DO NOT APPLY FOR ANY NEW LOANS OR CREDIT

-DO NOT SWITCH JOBS

-MAKE SURE THAT THE TOTAL CASH YOU ARE GOING TO PUT DOWN ON THE HOUSE IS IN YOUR BANK ACCOUNT NOW, EXCEPTION IS IF FAMILY IS “GIFTING YOU FUNDS”, THEN THE FUNDS HAVE TO BE IN THEIR ACCOUNT NOW.

-Do not make any cash deposits into your account, all deposits will need to be verified.

1. New client meet

We sit down and discuss your home criteria

I’ll then set you up on automatic searches of listings sent to your own website portal.

Download loan calculator

Download MLS app

I’ll show you how to look up taxes

Learn how to calculate your own monthly mortgage payment

Use \_\_\_\_\_\_Interest Rate

Use $\_\_\_\_\_\_\_\_Homeowner’s Insurance

1. Go house hunting J

Wear shoes that are easy to take on and off

Normally the listing agent nor the seller will be present when we tour a home. Most of the time, it will just be you and I touring homes for your comfortability.

1. Choose your perfect place

I prepare a sales contract for you to sign

Most buyers sign using Authentisign, to do so, I simply email you the contract and you electronically sign by simply clicking/tapping each signature spot it directs you to.

**IMPORTANT CONTRACT INFO:**

 Purchase price: \_\_\_\_\_\_\_\_\_\_\_

 Seller concession amount: \_\_\_\_\_\_\_\_\_\_\_

 Net offer amount to seller: \_\_\_\_\_\_\_\_\_\_\_\_\_

 EM Deposit Amount \_\_\_\_\_\_\_\_\_\_\_and given after\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Included items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Excluded Items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 COMMITMENT DATE: \_\_\_\_\_\_\_\_\_\_\_

TARGET Closing Date: \_\_\_\_\_\_\_\_\_\_ (this date is not guaranteed) Once we reach Step 9 you will get your ACTUAL closing date.

Home Inspection Yes or No

Radon testing Yes or No

Sale Contingency? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Terms? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You also need to choose an attorney, here are some recommendations:

Eric Vallone, Rick Boorman, Mike Kelleher, Cheryl Stein

1. Attorney Approval

After we have a fully executed contract (FEC), which means signed by both you and the seller we begin a 3 **business** day attorney approval period. I email the FEC to your attorney and within 2 days your attorney will call you to confirm you understand the terms of your contract. Either party (the seller or purchaser) can cancel the contract for ANY reason during this 3 business day attorney approval phase. Unless your attorney rejects your contract, after 3 business days the contract is a**utomatically deemed approved**, so it is extremely important you review the contract with you attorney no later than 2 days after I email it.

1. Home Inspection

Optional but highly recommended! Usually need to complete within 3 calendar days after attorney approval. If we waive inspection due to your personal construction knowledge, or a multiple offer scenario, you can purchase a 1 year home warranty.

Recommendations:

Frank Watson HomePro of WNY, Walt Oldenburg, Robert Giuseppetti Pillar to Post

\*\*\*You pay around $375 for a home inspection due the day of an inspection. In addition to a home inspection you may also choose to test the home for Radon for approx. $125. Radon is a gas that the Earth naturally produces that over prolonged years of exposure to levels of 4.0 or higher can cause cancer. The cost to install a radon mitigation system is about $2,000. If we test for radon, almost alwatys we can negoatiate the Seller to install a radon mitigation system at no cost to you. Certain areas of WNY have higher radon levels than other areas, I can provide you with a map.

After your completed home inspection, I will provide you a form to sign stating if you are continuing, asking for repairs, cancelling the purchase, etc.

If you decide to continue with your home purchase after the home inspection, your deposit is due.

If you did not have a home inspection, then your deposit would be due upon completion of the attorney approval period.

1. Mail/Drop off Your Earnest Money Deposit

Make your check payable to the listing agent’s company, this can be found on page 8 of your sales contract. In the memo spot of the check you can write the address of the house you are buying followed by EMD (which is the abbreviation for Earnest Money Deposit). Before you drop off/mail the check please take a photo or make a copy and email or text it to your mortgage lender.

The deposit along with any other items paid for prior to closing are deducted from your total balance due at closing.

Once you provide a Deposit you are locked into purchasing. The Deposit is given to protect the Seller from you cancelling your purchase. If you cancelled your purchase after Deposit was given, the Seller is entitled to keep your deposit with the exception of your mortgage being denied. If you are denied a mortgage and your Purchase is cancelled as a result of mortgage denial, your deposit would likely be returned to you.

1. Apply for your mortgage

Usually needs to occur within 3 days after finalizing home inspection or if none was conducted, within 3 days after your attorney approval period.

You should know the following answers upon finishing your initial mortgage application:

Are you **locked** into an interest rate? \_\_\_\_\_ If yes, what is your interest rate? \_\_\_\_\_\_\_

\*\*\*I suggest comparing two banks against each other to make sure you are choosing the best rates/terms\*\*\*\*

1. Appraisal

A bank appraiser conducts the appraisal within approximately 10 days from your mortgage application. The appraisal occurs without either of us present. We will receive the emailed report within approx. Week after its completed. If home comes in under value or repairs are required I will negotiate for the sellers to make price reduction/repairs.

\*\*\*You pay around $450 at the time the appraisal is ordered, your lender should have included this cost when calculating your total cash needed to close and this amount you pay is deducted from your total cash due at closing.

1. Loan/ Attorney Phase:

You will be instructed to provide many documents, and complete tasks such as obtaining/paying for homeowner’s insurance. Your lender should have included this cost when calculating your total cash to close and this amount you pay is deducted from your total cash due at closing.

\*\*\*Remember our commitment date is the most important deadline, and we need the mortgage commitment letter from your lender by this deadline, or else the Seller can cancel your purchase!

1. “Clear to close” issued/FINAL WALK THRU

Usually the last thing needed for a clear to close to be issued is the Title Work which is ordered by your attorney. Once the attorneys and lenders have everything they need, your lender issues a clear to close to your attorney. Your attorney will then call you to schedule an actual closing date.

The day you speak to your attorney and schedule your closing appointment please call/text me immediately. You and I have to schedule a FINAL WALK THROUGH at the house. Also you need to ACTIVATE UTILITIES in your name effective for the Closing Date. It is important you call utilities in advance of closing day to avoid utilities being shut off. Our FINAL WALK THROUGH occurs either the day of your closing or the day before close. This takes about 30 min, we just walk through and make sure the property is in the same substantial condition as our initial Contract Date or Home Inspection, and that items that are Included are present.

Most common Utility Companies:

NYSEG(NYS Electric & Gas) 1-800-572-1111

ECWA (Erie County Water Authority) 716-684-1510

National Grid 1-800-642-4272

National Fuel 716-686-61223

1. Closing Day. CONGRATS YOU ARE A HOMEOWNER!!! YOU HAVE KEYS TO YOUR NEW HOME!

**After closing:**

1. Fill out your star application to receive the school tax discount Rebate Check. If you do not fill this out you will Not receive your Yearly Rebate Check!

You can obtain the application at:

http://www.tax.ny.gov/pdf/current\_forms/orpts/rp425\_fill\_in.pdf

Or email me and I will send it to you. YOU MUST FILL OUT EVERY YEAR!

2. Test your smoke and carbon monoxide alarms! Often times, batteries are dead or have been taken out, especially if the home has sat vacant. PLEASE be safe!

3. For safety, I also recommend you change out all of the locks on your new home, there’s no better feeling than security and comfort!

4. **My business depends upon your satisfaction and referrals.**

If you feel I served you the best I could as a realtor, please like my Facebook page and I would greatly appreciate a review! If you fill out 4 Reviews for me on FB, Realtor.com, Zillow, and lastly by googling Buffalo Home Realty, that is the greatest gift I could receive from you.

**I will guide you every step of the way** by answering your questions as well as providing you with all the information you need to know. Please contact me at any time for ANY reason.

