



BUYERS

GUIDE



Deah Hendriksz - REALTOR®

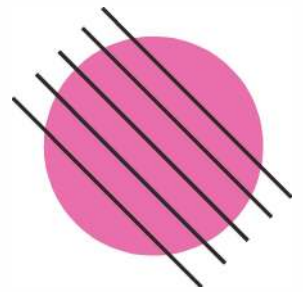
425-407-2800

Deah@DHRealtor.com

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REALTYONEGROUP

Dear Valued Client,



Thank you for giving me the opportunity to help guide you through your home buying process. It can be very confusing and complicated however, be assured, you will receive my very best service incorporating all of my experience and training to make this process understandable, hassle free and a pleasure for all involved.

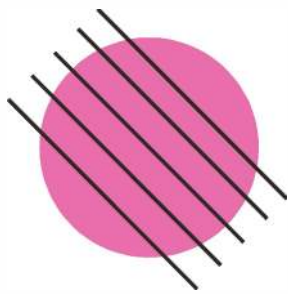
Throughout the home buying process I will be actively involved in locating the home of your dreams and negotiating the best possible price. As a homeowner myself, I do understand the emotion involved in this process. My past clients would tell you that my expertise and constant involvement assures you that at the end of your search, you will be absolutely satisfied.

Although home buying can be emotional, it is also important to be informed. The information in this handbook will educate and assist you in the many aspects of buying a home. It is important for you to take some time to go through this Buyer's Guide in detail.

There are some terrific worksheets in here to assist us with your search. I welcome any questions you may have after reading this information, and am looking forward to working with you as we embark on this memorable journey.

Feel free to contact me at any time for any questions.

That is my commitment to you as your agent!



Deah Hendriksz
DH
REALTOR®



MEET DEAH

Deah Hendriksz, REALTOR®, CRS, GRI, SRES works with sellers and buyers to help them understand and go through the real estate transactions. I'm a seasoned agent with a pulse on the West Phoenix market. I can guide you through current trends, property values, and neighborhood specifics. My clients win with my fierce negotiating skills, and I prioritize clear communication and responsiveness throughout the process.

Together, lets get the best price!

Since 2016, I have helped numerous clients relocate from all over the US. I will inform, guide, and assist you with your home goals and provide you with all the necessary tools for finding the right property. I will give you peace of mind knowing you have made the right choice. For my sellers, it is my commitment to help sell your home or property in a timely fashion while helping you attain the highest possible price for your real estate.

Our relationship doesn't end when the transaction is complete. I will continue to assist you with anything you may need, from naming the best restaurants in your area to helping find tradespeople. I'm just a phone call away.

If you should have any questions about real estate, relocating, or the area, I would love to chat with you.

425-407-2800

Deah@DHRealtor.com

CONTACT LIST

REALTOR®

<i>Name</i>	Deah Hendriksz	<i>Company</i>	Home Realty
<i>Email</i>	Deah@DHRealtor.com	<i>Phone</i>	425-407-2800
<i>Address</i>	14245 W Grand Ave, Surprise, AZ 85374		
<i>Notes</i>			

LENDER

<i>Name</i>		<i>Company</i>	
<i>Email</i>		<i>Phone</i>	
<i>Address</i>			
<i>Notes</i>			

Title/Escrow

<i>Name</i>		<i>Company</i>	
<i>Email</i>		<i>Phone</i>	
<i>Address</i>			
<i>Notes</i>			

Home Inspector

<i>Name</i>		<i>Company</i>	
<i>Email</i>		<i>Phone</i>	
<i>Address</i>			
<i>Notes</i>			

Insurance Company

<i>Name</i>		<i>Company</i>	
<i>Email</i>		<i>Phone</i>	
<i>Address</i>			
<i>Notes</i>			



10 STEPS TO BUYING A HOME

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Preparing

TO BUY YOUR NEW HOME



Home Buying Journey

NINE STEP PROCESS

GET PRE-APPROVED

- Meet with a lender
- Prepare your credit
- Set a budget

MEET WITH YOUR AGENT

- Discuss budget
- Research Areas
- Set wants and needs

FIND YOUR HOME

- Tour homes
- Adjust criteria if necessary

ORDER INSPECTION

- Have property inspected
- Discover issues
- Negotiate repairs

OPEN ESCROW

- Title will send you a request for information

MAKE AN OFFER

- Work with your agent to come up with offer price
- Negotiate if needed

APPRAISAL

- Your lender will order an appraisal to determine value

SCHEDULE THE MOVE

- Call a moving company
- Start packing

CLOSE ON YOUR HOME

- Final walk-through
- Sign Closing Documents
- Receive Keys

Have a question? Give Deah a call today at 425-407-2800

REALTOR'S ROLE

Things REALTOR's® Do!

The Critical roll of the REALTOR®



Deah Hendriksz REALTOR®

Find Your Agent

TO BUY YOUR HOME

Buying a home is one of the most significant purchases in a lifetime. It is essential to have an experienced agent in your corner, always looking out for your best interests. A buyer agent's fiduciary responsibilities is to represent the buyer and to ensure that they are protected.

After all, a seller has someone in their corner. A listing agent has fiduciary responsibilities to the seller. Their goal is to get the seller top dollar for their home. There is incredible value to have someone working on YOUR best interests when buying a house.





My Role

What you can expect from me as your buying consultant!

1. Treat all parties fairly and honestly.
 - . Always ensure we keep a win-win relationship.
2. Respect your time, needs, and finances.
4. Be on time for all meetings.
5. Communicate with you openly and frequently.
6. Represent your best interest in any and all negotiations.
7. Develop and implement a complete negotiation strategy.
8. Consult you throughout the buying process to reach an informed, intelligent decision based upon your needs.
9. Provide comprehensive showing packages and recommend the best pricing strategy.
10. Schedule all home showings.
11. Show you only the homes that meet your criteria.
12. Assist you with the scheduling of inspections, closing and document review.
13. Respond to and resolve all issues quickly and timely.
14. Provide you with post-closing information and consulting services, and assist you with all future real estate needs.

Your Role

What I expect from you!

1. Be on time for all meetings.
2. Keep all appointments or call to cancel in a timely manner.
3. Meet with a loan consultant in a timely manner after initial meeting.
4. Do not make large purchases or incur debt without first consulting with loan consultant.
5. Respond to calls from mortgage, title, inspection and other ancillary companies involved in the process.
6. Make an informed, intelligent offer immediately after finding your perfect home.
7. Respect the seller's property.
8. Inform me immediately if things change.
9. Notify me if leaving the area for longer than one week.
10. Have fun and enjoy the process.



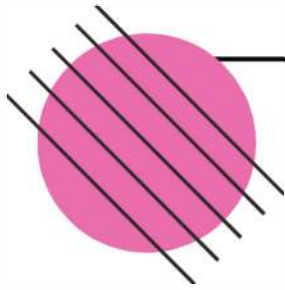
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www.DHRealtor.com





The Critical roll of the REALTOR®

- Expert guide, advocate for you during the enter home Buying process.
- Take time to uncover your goals, objectives and concerns.
- Research homes in the area and prepare a competitive mark analysis.
- Getting into the homes you want to view
- Objective information and opinions.
- Provide comps and suggestions on contract price.
- Negotiation knowledge, help throughout the process with negotiating the best for you as a buyer.
- Assist with various financial aspects of the home purchase.
- When repairs or changes in price need to be made, I will be your guide and handle requesting repairs or changes in price to sellers.
- Staying on top of the paperwork. I have the experience and knowledge to navigate real estate contracts. Ensuring that nothing is overlooked and that you truly understand what a document means before signing.
- On your side, representing your best interest.
- Assist with gathering essential property documents.
- Manage all dates and deadlines related to the contract.
- Monitor buyer's loan status leading up to closing.
- Work directly with the title company to ensure the accuracy of all closing procedures.
- I will work hard to protect your interests and take on any issues that may arise throughout the entire process. I work tirelessly to make sure buying a home is a fun and stress-free process.
- Present at closing to ensure all your interests are protected.

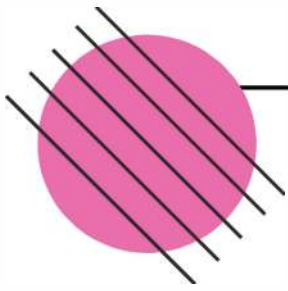


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Agency & Agency Relationships

The term "agency" in real estate is crucial because it determines who your real estate professional is legally obligated to help. Here's a breakdown of the different types of representation:

Seller's Agent:

- Hired and works for the seller to get the best price and terms.
- Owes fiduciary duties to the seller, meaning they must prioritize the seller's interests.
- This relationship is typically established through a signed listing contract.

Buyer's Agent:

- works on behalf of the buyer throughout the transaction. Focuses on finding the best property and deal for the buyer.

Dual Agent:

- Represents both the buyer and seller in the same transaction.
- Owes limited fiduciary duties to both parties, which can create conflicts of interest.
- Requires informed consent from all parties involved and s with written agreements.

Remember:

- Understanding the type of agency relationship ensures you know who your real estate professional is working for.

This knowledge empowers you to make informed decisions throughout the buying or selling process.

REAL ESTATE AGENCY DISCLOSURE AND ELECTION

Document updated:
February
2024

This document is not an employment agreement



The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



1. Firm Name ("Broker") _____
2. acting through _____

LICENSEE'S NAME
LICENSEE'S NAME
3. hereby makes the following disclosure.

DISCLOSURE

4. Before a **Seller or Landlord (hereinafter referred to as "Seller")** or a **Buyer or Tenant (hereinafter referred to as "Buyer")** enters into a discussion with a real estate broker or licensee affiliated with a broker, the Seller and the Buyer
5. should understand what type of agency relationship or representation they will have with the broker in the transaction.
- 6.
7. **I. Buyer's Broker:** A broker other than the Seller's broker can agree with the Buyer to act as the broker for the Buyer. In
8. these situations, the Buyer's broker is not representing the Seller, even if the Buyer's broker is receiving compensation
9. for services rendered, either in full or in part, from the Seller or through the Seller's broker:
10. a) A Buyer's broker has the fiduciary duties of loyalty, obedience, disclosure, confidentiality, and accounting in dealings
11. with the Buyer.
12. b) Other potential Buyers represented by broker may consider, make offers on, or acquire an interest in the same or
13. similar properties as Buyer is seeking.
14. **II. Seller's Broker:** A broker under a listing agreement with the Seller acts as the broker for the Seller only:
15. a) A Seller's broker has the fiduciary duties of loyalty, obedience, disclosure, confidentiality, and accounting in dealings
16. with the Seller.
17. b) Other potential Sellers represented by broker may list properties that are similar to the property that Seller is
18. selling.
19. **III. Broker Representing both Seller and Buyer (Limited Representation Broker):** A broker, either acting directly or
20. through one or more licensees within the same brokerage firm, can legally represent both the Seller and the Buyer in a
21. transaction, but only with the knowledge and informed consent of both the Seller and the Buyer. In these situations, the
22. Broker, acting through its licensee(s), represents both the Buyer and the Seller, with limitations of the duties owed to the
23. Buyer and the Seller:
24. a) The broker will not, without written authorization, disclose to the other party that the Seller will accept a price or terms
25. other than stated in the listing or that the Buyer will accept a price or terms other than offered.
26. b) There will be conflicts in the duties of loyalty, obedience, disclosure and confidentiality. Disclosure of confidential
27. information may be made only with written authorization.
28. Regardless of who the Broker represents in the transaction, the Broker shall exercise reasonable skill and care in the
29. performance of the Broker's duties and shall be truthful and honest to both the Buyer and Seller and shall disclose all known
30. facts which materially and adversely affect the consideration to be paid by any party. Pursuant to A.R.S. §32-2156, Sellers,
31. Lessors and Brokers are not obligated to disclose that a property is or has been: (1) the site of a natural death, suicide,
32. homicide, or any crime classified as a felony; (2) owned or occupied by a person exposed to HIV, or diagnosed as having
33. AIDS or any other disease not known to be transmitted through common occupancy of real estate; or (3) located in the vicinity
34. of a sex offender. Sellers or Sellers' representatives may not treat the existence, terms, or conditions of offers as confidential
35. unless there is a confidentiality agreement between the parties.
36. **THE DUTIES OF THE BROKER IN A REAL ESTATE TRANSACTION DO NOT RELIEVE THE SELLER OR THE BUYER**
37. **FROM THE RESPONSIBILITY TO PROTECT THEIR OWN INTERESTS. THE SELLER AND THE BUYER SHOULD**
38. **CAREFULLY READ ALL AGREEMENTS TO ENSURE THAT THE DOCUMENTS ADEQUATELY EXPRESS THEIR**
39. **UNDERSTANDING OF THE TRANSACTION.**

>>

*Real Estate Agency Disclosure and Election >>***ELECTION****40. AGENCY ELECTION DOES NOT ESTABLISH BROKER COMPENSATION.**

41. Compensation paid by a Buyer or Seller to their Broker is always negotiable and the amount chosen shall be
 42. documented in a separate written employment agreement after discussion with their Broker. Should a Seller enter into
 43. a listing agreement, the amount of Buyer Broker compensation to be offered is also negotiable and agreed upon after
 44. discussion with their Broker.

45. (BUYER OR SELLER INITIALS REQUIRED) _____ / _____

46. **Buyer or Tenant Election** (Complete this section only if you are the Buyer.) The undersigned elects to have the Broker
 47. (check any that apply):

48. ☐ represent the Buyer as Buyer's Broker.
 49. ☐ represent the Seller as Seller's Broker.
 50. ☐ show Buyer properties listed with Broker's firm and Buyer agrees that Broker shall act as agent for both Buyer and
 51. Seller provided that the Seller consents to limited representation. In the event of a purchase, Buyer's and Seller's
 52. informed consent should be acknowledged in a separate writing other than the purchase contract.

53. **Seller or Landlord Election** (Complete this section only if you are the Seller.) The undersigned elects to have the Broker
 54. (check any that apply):

55. ☐ represent the Buyer as Buyer's Broker.
 56. ☐ represent the Seller as Seller's Broker.
 57. ☐ show Seller's property to Buyers represented by Broker's firm and Seller agrees that Broker shall act as agent for both
 58. Seller and Buyer provided that Buyer consents to the limited representation. In the event of a purchase, Buyer's and
 59. Seller's informed consent should be acknowledged in a separate writing other than the purchase contract.

60. The undersigned ☐ Buyer(s) or ☐ Seller(s) acknowledge that this document is a disclosure of duties.

61. **I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS DISCLOSURE.**

^ PRINT NAME

^ PRINT NAME

^ SIGNATURE

MO/DA/YR

^ SIGNATURE

MO/DA/YR

CONSENT TO LIMITED REPRESENTATION ("CONSENT")

BROKER REPRESENTS BOTH SELLER AND BUYER OR BOTH LANDLORD AND TENANT

Document updated:
December 2002



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1. Buyer/Tenant ("Buyer"): _____
2. Seller/Landlord ("Seller"): _____
3. Subject Property: _____
4. Firm Name ("Broker"): _____

5. **Consent:** Buyer and Seller consent that Broker, acting through the Licensee(s) named below, will represent both parties in the transaction.

6. ☐ One Licensee: _____
(NAME)

7. ☐ Two Licensees: _____, who, through the Broker, has been representing the Buyer;
(NAME)

8. _____ and _____, who, through the Broker, has been representing the Seller.
(NAME)

9. **Duties and Limitations:** The Broker now represents both Buyer and Seller and both parties understand that neither Broker nor Broker's
10. Licensee(s) can represent the interests of one party to the exclusion or detriment of the other party. The parties understand and further
11. consent to the following:

12. a) The Licensee or each Licensee represents both the Buyer and the Seller with limitations of the duties owed to the Buyer and the
13. Seller, such as:

14. 1) The Licensee(s) will not, without written authorization, disclose to the other party that the Seller will accept a price or terms
15. other than stated in the listing or that the Buyer will accept a price or terms other than offered;

16. 2) There will be conflicts in the duties of loyalty, obedience, disclosure and confidentiality. Disclosure of confidential information
17. may be made only with written authorization. This does not relieve each Licensee of any legal obligation to disclose all known
18. facts which materially and adversely affect the consideration to be paid by any party to the transaction.

19. 3) Pursuant to A.R.S. §32-2156, Sellers, Lessors and Broker/Licensee(s) are not obligated to disclose that the Subject Property
20. is or has been: (1) the site of a natural death, suicide, homicide, or any crime classified as a felony; (2) owned or occupied by
21. a person exposed to HIV, or diagnosed as having AIDS or any other disease not known to be transmitted through common
22. occupancy of real estate; or (3) located in the vicinity of a sex offender.

23. b) The Licensee(s) shall exercise reasonable skill and care in the performance of their duties.

24. c) The Licensee(s) shall be obligated at all times to deal honestly with all parties.

25. d) The duties of the Licensee(s) in this transaction do not relieve the Seller or the Buyer from the responsibility to protect their own interests.

26. **Compensation:** Compensation to the Broker shall be paid pursuant to separate agreement(s).

27. **Prior Agreements:** Seller and Buyer understand this Consent does not replace prior agreements entered into with Broker and
28. such agreements shall remain in effect. However, to the extent that the terms of this Consent contradict or conflict with the terms
29. of prior agreements, this Consent shall supersede.

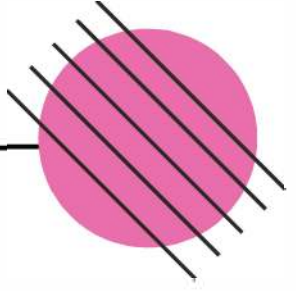
30. **Termination:** If the Seller and Buyer do not enter into a contract relating to the Subject Property or if the transaction between the
31. Seller and the Buyer fails to close, the parties agree that this Consent is terminated, and the parties shall have no further rights or
32. obligations pursuant to this Consent.

33. **Indemnification:** Seller and Buyer agree to indemnify and hold Broker harmless against any and all claims, damages, losses,
34. expenses or liabilities including attorneys' fees and costs incurred by Broker in any defense thereof arising from Broker's role of
35. limited representation.

36. THE UNDERSIGNED PARTIES ACKNOWLEDGE THAT THEY HAVE THOROUGHLY READ, UNDERSTOOD AND APPROVED THIS
37. CONSENT AND ACKNOWLEDGE RECEIPT OF A COPY.

38. _____
^ BUYER'S SIGNATURE MO/DA/YR ^ BUYER'S SIGNATURE MO/DA/YR

39. _____
^ SELLER'S SIGNATURE MO/DA/YR ^ SELLER'S SIGNATURE MO/DA/YR



WHAT IS A BUYER BROKER AGREEMENT?

An agreement between a buyer and their agent regarding compensation for their services.



Deah Hendriksz REALTOR®

The Value of a Buyer's Agent



Exclusive Representation for Your Interests

Unlike going through a listing agent who serves the seller's interests, a buyer's agent is committed solely to you. They ensure your needs and preferences are top priority, offering unbiased advice and support throughout the buying process.

Access to Off-Market Listings

Your buyer's agent can tap into a network that goes beyond the usual listings, including off-market or "pocket" listings. This access can be crucial in finding your dream home in competitive markets.

In-Depth Market Insight

Buyer's agents offer specialized knowledge of the local real estate market, from pricing trends to neighborhood dynamics. This insight is invaluable for making educated decisions and spotting hidden gems.

Skilled Negotiation on Your Behalf

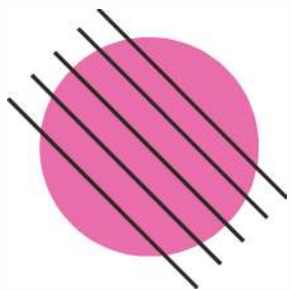
Having a seasoned negotiator on your side can save you thousands. Buyer's agents negotiate not just on price, but on terms and conditions that best serve your interests.

Coordination of the Buying Process

From arranging viewings to coordinating inspections and navigating closing procedures, your agent handles the logistics. This coordination is essential for a smooth journey from house hunting to homeownership.

Insider Advice on Property Potential and Pitfalls

A buyer's agent looks beyond the surface, advising you on the potential or pitfalls of properties. They help you see the full picture, including aspects like future resale value and necessary repairs.

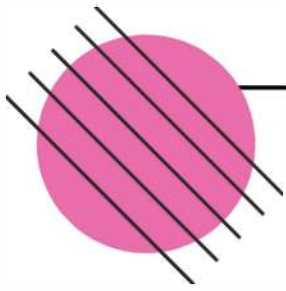


Ten benefits of a Buyer Broker Agreement

When a seller signs a listing agreement, the seller understands how much they are going to pay for the broker's service. In contrast, most buyers do not understand the MLS offer of compensation or the concept of procuring cause. The Arizona REALTORS® Buyer Broker Exclusive Employment Agreement ("Buyer Broker Agreement") can be used to address this issue and has many other benefits.

Here are my top ten benefits of using the Arizona REALTORS® Buyer Broker Agreement.

1. Sets forth how the buyer's broker is to be compensated for their services.
2. Assures that the broker will be compensated the agreed upon amount if the buyer purchases a property during the term of the Buyer Broker Agreement.
3. With the understanding of how compensation works, the buyer agrees to work exclusively with the broker and be accompanied by the broker on the buyer's first visit to any property. The buyer acknowledges that the broker may not be compensated by the builder, seller or seller's agent if the broker does not accompany the buyer on the first visit to a model home, new home/lot, or "open house," which would eliminate any credit against the compensation owed by the buyer to the buyer's broker.
4. Provides an opportunity to tout the services the buyer will receive. A buyer broker's services are so much more than just showing the buyer listings. The buyer broker will assist and advise the buyer throughout the entire home buying process within the scope of the broker's expertise and licensing.
5. Builds trust with the buyer through education and transparent up-front conversations.
6. Obtains the buyer's agreement to act in good faith, provide the information necessary to acquire the property and conduct any inspections/investigations that the buyer deems material and/or important.
7. Protects both the broker and the buyer by avoiding misunderstandings. Managing expectations is an important risk management practice.
8. Assures the buyer's broker that the buyer is serious about buying a home and assures the buyer that the buyer's broker is serious about finding them a home and guiding them to close of escrow.
9. Satisfies the legal requirement that a buyer's broker must have a written employment agreement with a buyer to be paid a commission by the buyer. Real estate brokers may sue to recover compensation due under a real estate employment agreement only if there is a written agreement that complies with both the Statute of Frauds, A.R.S. §44-101(7), which requires a written signature of the party to be charged, and the real estate employment agreement statute, A.R.S. §32-2151.02(A), which requires that all real estate employment agreements be signed by all parties to the agreement and:
 - be written in clear and unambiguous language;
 - fully set forth all material terms, including the terms of broker compensation;
 - have a definite duration or expiration date, showing dates of inception and expiration.
10. Is an enforceable contract that can be helpful in the event of a commission dispute or in a dispute with a buyer.



Frequently Asked Questions

What is a Buyer Broker Agreement?

A contract that legalizes the relationship between a buyer and a broker. It is a legally binding contract that outlines the rights and responsibilities of both parties. This contract essentially details that the buyer is utilizing the help of a broker to search for and buy a home.

Should you sign a buyer-broker agreement?

For an agent to help you purchase or show you houses, you will be required to sign a buyer broker agreement.

What happens if you buy a house with a different broker?

Unless the buyer-broker agreement you've signed allows for this, you've breached the contract, and the [original] broker would be due a commission.

What happens if the seller isn't offering the commission that we agreed to?

The buyer will have to pay the difference or Broker will have to agree to commission offered. Then an addendum needs to be written and signed by both parties

Will my house sell with out a paying the buyers Broker?

Statistics show that properties not offering a Buyer co-broke tend to stay on the market longer, then properties offering a co-broke. The Buyer has the right to not to view properties that won't cover their costs.

BUYER-BROKER EXCLUSIVE EMPLOYMENT AGREEMENT

Document updated:
February 2025



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Notice to Buyer: All REALTORS® are required to have a signed written agreement prior to showing a home to a buyer.

1. **Buyer:** _____ ("Buyer")
2. **Broker:** _____ acting through
FIRM NAME
3. **Agent:** _____ ("Broker").
AGENT'S NAME AGENT'S NAME
4. **Agreement:** This Buyer-Broker Exclusive Employment Agreement ("Agreement") is between Buyer and Broker. In consideration of
5. Broker's agreement to assist Buyer to locate, negotiate and facilitate the purchase of a property, Buyer gives Broker the exclusive
6. and irrevocable right to represent Buyer in the purchase of a property during the term.
7. Buyer acknowledges that signing more than one Buyer-Broker Exclusive Employment Agreement or similar agreement(s) could
8. make Buyer liable to compensate multiple brokers.
9. **Term:** This Agreement shall commence on _____ and expire at 11:59 p.m. Mountain Standard Time, on
10. _____ ("Expiration Date").
11. **Employment:** Broker agrees to:
12. a. locate Property meeting the following general description:
13. ☐ Residential ☐ Land ☐ Commercial ☐ Other: _____ ("Property") within
14. the following geographical area(s): _____;
15. b. negotiate at Buyer's direction to obtain acceptable terms and conditions for the purchase, exchange, or option of the Property;
16. c. assist Buyer during the transaction within the scope of Broker's expertise and licensing.
17. **Agency Relationship:** The agency relationship between Buyer and Broker shall be:
18. ☐ as set forth in the Real Estate Agency Disclosure and Election form.
19. ☐ Other: _____
20. **Property Viewings:** Buyer agrees to work exclusively with Broker and be accompanied by Broker on Buyer's first visit to any Property.
21. **If Broker does not accompany Buyer on the first visit to any Property, including a model home, new home/lot or "open**
22. **house" held by a builder, seller or other real estate broker, Buyer acknowledges that the builder, seller or seller's broker may**
23. **refuse to compensate Broker, which will eliminate any credit against the agreed upon Broker Compensation below.**
24. **Buyer agrees to review the Arizona Department of Real Estate Buyer Advisory to assist in Buyer's inspections and investigations.**
25. **BROKER COMPENSATION IS NOT SET BY LAW, NOR BY ANY BOARD, ASSOCIATION OF REALTORS®, MULTIPLE LISTING**
26. **SERVICE OR IN ANY MANNER OTHER THAN AS FULLY NEGOTIATED BETWEEN BROKER AND BUYER IN THIS AGREEMENT.**
27. (BUYER'S INITIALS) _____ / _____
28. **Retainer Fee:** (Check if applicable) ☐ Buyer agrees to pay Broker a non-refundable retainer fee in the amount of \$ _____ ,
29. within five (5) days or _____ days of execution of this Agreement, which is earned when paid, for initial consultation,
30. research and other services. This fee ☐ shall ☐ shall not be credited against the Broker Compensation below.
31. **Broker Compensation:** If Buyer, or any entity owned or controlled by Buyer, closes escrow on a transaction for the purchase,
32. exchange, or option of a Property, Buyer agrees to compensate Broker as follows ("Broker Compensation"):
33. **(CHECK ONLY ONE AND FILL IN THE COMPENSATION WHICH MUST BE A FIXED AMOUNT OR RATE):**
34. ☐ _____ % of the full purchase price or exchange value; or
35. ☐ \$ _____; or
36. ☐ other: _____

>>

37. The Broker Compensation shall be in U.S. currency and paid at the time of and as a condition of closing for purchase or
 38. exchange or as otherwise agreed upon in writing.

39. a. **Compensation from seller or seller's broker:** A seller or seller's broker may offer compensation to Broker. Buyer
 40. authorizes Broker to accept compensation from seller or seller's broker, which shall be credited against Broker Compensation.

41. If seller or seller's broker's offer of compensation is greater than the Broker Compensation, Broker shall be paid the Broker
 42. Compensation and the balance shall be credited to Buyer (to the extent allowed by Buyer's lender). Broker will not receive
 43. any amount greater than Broker Compensation from any source for services provided in this Agreement.

44. If seller or seller's broker's offer of compensation is less than the Broker Compensation, Buyer may request seller to pay the
 45. Broker Compensation as part of an offer to purchase the Property. Any Broker Compensation not paid by seller or seller's
 46. broker shall be paid by Buyer.

47. **Notice:** Unless modified by VA regulations, VA financed transactions shall be conditioned upon the Broker
 48. Compensation being paid by the seller or seller's broker.

49. b. **Failure to Complete:** Once an acceptable Property is located, Buyer agrees to act in good faith to acquire the Property
 50. and conduct any inspections/investigations of the Property that Buyer deems material and/or important. If completion of any
 51. transaction is prevented by Buyer's breach or with the consent of Buyer other than as provided in the purchase contract, the
 52. Broker Compensation shall be due and payable by Buyer.

53. c. **Compensation After Expiration Date:** After the Expiration Date of this Agreement, Buyer agrees to pay Broker
 54. Compensation if: (i) within _____ calendar days after the Expiration Date, Buyer enters into an agreement to purchase,
 55. exchange, or option any Property shown or negotiated by Broker on behalf of Buyer during the Term of this Agreement; or (ii)
 56. Buyer closes escrow on a Property pursuant to a purchase contract that was executed during the Term of this Agreement; or
 57. (iii) Buyer closes escrow on a Property for which escrow was opened during the Term of this Agreement.

58. **Listings:** Broker shall show property listings that fit Buyer's criteria regardless of the compensation offered to Broker by seller
 59. or seller's broker unless instructed otherwise by Buyer in writing. If necessary, Buyer instructs Broker to negotiate Broker
 60. Compensation be paid by seller or seller's broker. These negotiations shall not jeopardize, delay, or interfere with the initiation,
 61. processing or finalizing of a transaction.

62. **Notice:** If Buyer decides they do not wish to view property listings unless the seller or seller's broker has
 63. offered adequate compensation to Broker, the Buyer must make that instruction to Broker in writing.

64. **Equal Housing Opportunity:** Broker's policy is to abide by all local, state, and federal laws prohibiting discrimination against any
 65. individual or group of individuals. Broker may not disclose the racial, ethnic, or religious composition of any neighborhood,
 66. community, or building, nor whether persons with disabilities are housed in any home or facility, except that Broker may identify
 67. housing facilities meeting the needs of a disabled buyer. For more information, consult Fair Housing Advisory.

68. **Other Potential Buyers:** Buyer consents and acknowledges that other potential buyers represented by Broker may consider,
 69. make offers on, or acquire an interest in the same or similar properties as Buyer is seeking.

70. **Release of Broker:** Buyer recognizes, acknowledges, and agrees that Broker is not qualified, nor licensed to offer advice on financial,
 71. legal or tax matters regarding real estate transactions ("Related Services"). Broker, if requested, may provide Buyer the names of third-
 72. party professionals who claim to perform Related Services. Buyer is instructed to independently investigate all potential third-party
 73. professionals and use their sole discretion in selecting which third-party professionals to hire, if any. **Buyer expressly releases, holds**
 74. **harmless, and indemnifies Broker from any and all liability and responsibility regarding Buyer's selection and use of third-**
 75. **party professionals to perform Related Services or Buyer's election not to use the services of such third-party professionals.**

76. (BUYER'S INITIALS) _____ / _____

77. **Additional Terms and Conditions:**

78. _____

79. _____

80. _____

81. **Alternative Dispute Resolution ("ADR"):** Buyer and Broker (the "Parties") agree to mediate any dispute or claim arising out of
 82. or relating to this Agreement in accordance with the mediation procedures of the applicable state or local REALTOR® association

>>

83. or as otherwise agreed. All mediation costs shall be paid equally by the Parties. In the event that mediation does not resolve
 84. all disputes or claims, the unresolved disputes or claims shall be submitted for binding arbitration. In such event, the Parties
 85. shall agree upon an arbitrator and cooperate in the scheduling of an arbitration hearing. If the Parties are unable to agree on an
 86. arbitrator, the dispute shall be submitted to the American Arbitration Association ("AAA") in accordance with the AAA Arbitration
 87. Rules for the Real Estate Industry. The decision of the arbitrator shall be final and non-appealable. Judgment on the award
 88. rendered by the arbitrator may be entered in any court of competent jurisdiction. Notwithstanding the foregoing, either Party may
 89. opt out of binding arbitration within thirty (30) days after the conclusion of the mediation conference by notice to the other and in
 90. such event either Party shall have the right to resort to court action.

91. The Parties agree that any and all disputes or claims will be brought in the Parties' individual capacity, and not as a plaintiff or class
 92. member in any purported class, collective, representative, or other consolidated proceeding. The Parties hereby waive their right to
 93. commence, become a party to or remain a participant in any group, representative, class collective or hybrid class/collective action
 94. in any proceeding and the arbitrator shall not preside over any form of a group, representative or class collective proceeding.

95. (BUYER'S INITIALS) _____ / _____

96. **Attorney Fees and Costs:** In any non-REALTOR® association proceeding to enforce the compensation due to Broker pursuant
 97. to this Agreement, the prevailing party shall be awarded their reasonable attorney fees and arbitration costs.

98. **Arizona Law:** This Agreement shall be governed by Arizona law and jurisdiction is exclusively conferred on the State of Arizona.

99. **Copies and Counterparts:** This Agreement may be executed by facsimile or other electronic means and in any number of
 100. counterparts. A fully executed facsimile or electronic copy of the Agreement shall be treated as an original Agreement.

101. **Entire Agreement:** This Agreement, and any addenda and attachments, shall constitute the entire agreement between Buyer
 102. and Broker, and shall supersede any other written or oral agreements between Buyer and Broker and can be modified only by a
 103. writing signed by Buyer and Broker. Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any
 104. other provisions of this Agreement.

105. **Capacity:** Buyer warrants that Buyer has the legal capacity, full power and authority to enter into this Agreement and consummate
 106. the transaction contemplated hereby on Buyer's own behalf or on behalf of the party Buyer represents, as appropriate.

107. **Acceptance:** Buyer hereby agrees to all of the terms and conditions herein and acknowledges receipt of a copy of this Agreement.

108. ^ BUYER'S SIGNATURE _____ MO/DA/YR ^ BUYER'S SIGNATURE _____ MO/DA/YR

109. ^ BUYER'S NAME PRINTED _____ ^ BUYER'S NAME PRINTED _____

110. ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

111. TELEPHONE _____ EMAIL ADDRESS _____

112. FIRM NAME _____

113. ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

114. ^ AGENT'S SIGNATURE _____ MO/DA/YR ^ AGENT'S SIGNATURE _____ MO/DA/YR

For Broker Use Only:

Brokerage File/Log No. _____ Manager's Initials _____ Broker's Initials _____ Date _____
 MO/DA/YR

The Buying Process



MLS



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Deah Hendriksz REALTOR®



Before You Buy

How's Your Financial Health

An important first step on your journey to success is to be fully aware of your personal financial situation. Understanding your personal financial situation will guarantee your long term success in this process. It will ultimately confirm in this process. It will ultimately confirm your financial eligibility & readiness for the purchase and long term maintenance costs that come with purchasing a home.

- **Look at Your Savings**

Prepare for purchasing a home by:

Have available sufficient emergency cash to cover critical expenses. Have a minimum of three to six months set aside for expenses.

Funds for upfront expenses such as cash down, closing and moving costs.

- **Review Your Spending**

Know where your money is going every month, to plan for your future

How much is bills or necessities vs how much for extra's

- **Check Your Credit**

Lowering your debt to credit ratio and credit reliability are among some of the main criteria a lender evaluates.

- **What Do You Want in a Home**

With all the types of homes available, it is advantageous to become familiar with ALL of your options

PREPARE

YOUR FINANCES

CHECK YOUR CREDIT

A mortgage requires a good credit score. Request your credit report from all three bureaus (Equifax, Experian and TransUnion). Fix any errors or work on improving your score by:

- Paying down credit card balances
- Regularly pay your bills on time
- Do not apply for a new credit card or car loan until you have been approved
- Don't close unused credit cards until you have been approved



COMPILE YOUR DOCUMENTATION

When looking for mortgages, you will need to show documentation such as your

- Identification (Drivers License or ID or passport)
- Federal tax returns
- W-2 / 1099
- Pay stubs
- Profit and Loss
- Bank statements.

Start compiling these documents.



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GET PRE-APPROVED

HOW MUCH HOUSE CAN YOU AFFORD

Mortgage lenders recommend you do not stretch yourself beyond buying a home that is more than 3 to 5 times your annual household income. If you are not purchasing a home with cash, you will need a mortgage pre-approval provided by a mortgage lender. Being pre-approved, unlike being pre-qualified, means you have actually been approved by a lender for a specific loan amount. Your financial information has already been approved and verified by the lender.

Some buyers are concerned with keeping their monthly payments as low as possible, others want to make sure their monthly payments never increase. Find out if you qualify for a special loan and get quotes from multiple lenders.

DOWN PAYMENT & OTHER EXPENSES

The down payment is your contribution toward the purchase and represents your initial ownership stake in the home. The lender provides the rest of the money to buy the property.

Down payments are typically between 3.5% and 20% of the purchase price.

Other costs include closing costs (usually 2% to 5% of the house purchase price), insurance, inspection, appraisal and homeowner's association dues.

WHAT NOT TO DO DURING THE LOAN PROCESS

- **DO NOT CHANGE JOBS.**
- **DO NOT MAKE ANY LARGE PURCHASES.**
- **DO NOT PAY OFF EXISTING ACCOUNTS UNLESS THE LENDER REQUESTS IT.**
- **AVOID SWITCHING BANKS OR MOVING YOUR MONEY TO ANOTHER INSTITUTION.**

What to avoid

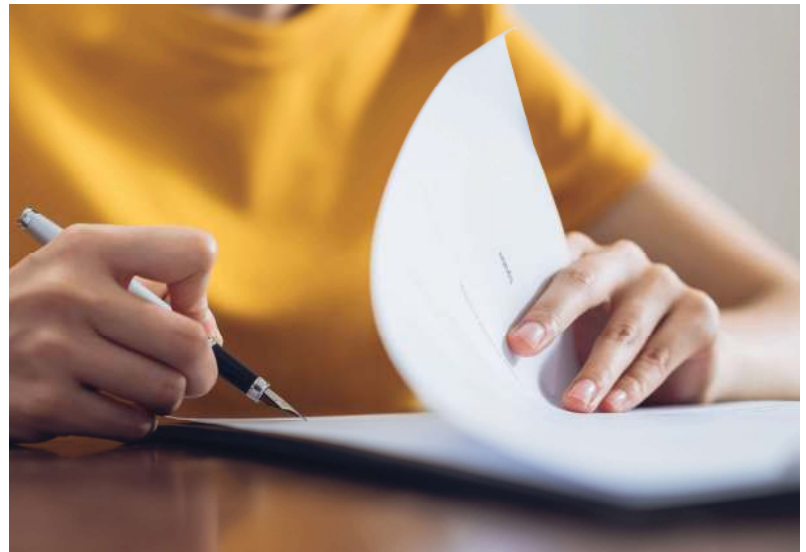
DURING THE LOAN PROCESS

- DO NOT CHANGE JOBS.
- DO NOT MAKE ANY LARGE PURCHASES.
- DO NOT PAY OFF EXISTING ACCOUNTS UNLESS THE LENDER REQUESTS IT.
- AVOID SWITCHING BANKS OR MOVING YOUR MONEY TO ANOTHER INSTITUTION.

WHAT YOU MAY NEED FOR THE LOAN APPLICATION

Be prepared to provide all or some of the documents below to your loan officer:

- Residential address/es (last two years)
- Social security number
- Driver's license or other valid ID
- Names and address of employers (last two years)
- Two most recent pay stubs showing year-to-date earnings
- Federal tax returns and W2's (last two years)
- Last two months bank statements (all accounts)
- Names, addresses, account numbers, and payment amounts for all loans
- Names, addresses, account numbers, and payment amounts for all credit cards
- Addresses and values for all real estate owned personal property; provide your best estimate of the value of all your personal property (i.e. autos, boats, furniture, jewelry, television, etc.)
- VA loans: certificate of eligibility or DD214s
- Divorce decree, if applicable
- Funds to pay upfront for appraisal



Understanding **APPRAISALS**

Lenders require an appraisal to ensure that the property is valued accurately to protect their investment. A licensed or certified appraiser will assess the size and condition of the property along with additional upgrades, features, etc. and then compare them to similar houses (aka "comparables") in the area to determine what the property is worth. Sometimes the appraisal report is used to renegotiate the sales price.

The buyer can expect to pay for the appraisal either before or at closing depending on the lender's requirements.

MORTGAGE CALCULATOR

Mortgage Payment Calculator – Principal & Interest Based On A 30-Year Loan

LOAN AMOUNT	4.5%	5%	5.5%	6%	6.5%	7%	7.5%	8%	8.5%	9%
\$80,000	405	429	454	480	506	532	559	587	615	644
\$90,000	456	483	511	540	569	599	629	660	692	724
\$100,000	507	537	568	600	632	665	699	734	769	805
\$120,000	608	644	681	729	758	798	839	881	923	966
\$140,000	709	752	795	839	885	931	978	1,027	1,076	1,126
\$160,000	811	859	908	959	1,011	1,064	1,118	1,174	1,230	1,287
\$180,000	912	966	1,022	1,079	1,138	1,198	1,258	1,321	1,384	1,448
\$200,000	1,013	1,074	1,136	1,199	1,264	1,331	1,398	1,468	1,538	1,609
\$220,000	1,115	1,181	1,249	1,319	1,391	1,464	1,538	1,614	1,692	1,770
\$240,000	1,216	1,288	1,363	1,439	1,517	1,597	1,678	1,761	1,845	1,931
\$260,000	1,317	1,396	1,476	1,559	1,643	1,730	1,818	1,908	1,999	2,092
\$280,000	1,419	1,503	1,590	1,679	1,770	1,863	1,958	2,055	2,153	2,253
\$300,000	1,520	1,610	1,703	1,799	1,896	1,996	2,098	2,201	2,307	2,414
\$400,000	2,027	2,147	2,271	2,398	2,528	2,661	2,797	2,935	3,076	3,218
\$500,000	2,533	2,684	2,839	2,998	3,160	3,327	3,496	3,669	3,845	4,023
\$600,000	3,040	3,221	3,407	3,597	3,792	3,992	4,195	4,403	4,613	4,828
\$700,000	3,546	3,758	3,975	4,197	4,424	4,657	4,895	5,136	5,382	5,632

How Much Home Can You Afford?

Lenders abide by certain ratios when calculating the loan amount their customers can qualify for and the ratios vary by lender and loan program. Many use 28% of your gross monthly income as the maximum allowed for your mortgage payment (principal/interest/taxes/insurance – commonly referred to as PITI); for your total monthly debt, the ratio is 36%. Total monthly expenses mean PITI plus long-term debt (such as auto loans) and revolving/credit-card debt.

Do not include other expenses such as groceries, utilities, closing, tuition, etc., to calculate this ratio.

This formula is only a guide and should not be construed as actual calculations. Contact your loan officer to



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HOW TO

Prepare to Finance a Home

Develop a budget: Use receipts and your banking transaction history to create a budget that reflects your actual habits over the last several months. This approach will better factor in unexpected expenses alongside more predictable costs such as utility bills and groceries. You'll probably spot ways to save, whether it's cutting out a Starbucks run or eating dinner at home more often.

Reduce debt: Lenders generally look for a debt load of no more than 36 percent of income. This figure includes your mortgage, which typically ranges between 25 and 28 percent of your net household income. So you need to get monthly payments on the rest of your installment debt—car loans, student loans, and revolving balances on credit cards — down to between 8 and 10 percent of your net monthly income.

Increase your income: Now's the time to ask for a raise! If that's not an option, you may want to consider taking on a second job to get your income at a level high enough to qualify for the home you want.

Save for a down payment: Designate a certain amount of money to put away in your savings account each month. Although it's possible to get a mortgage with less than 5 percent down, you can usually get a better rate if you put down more. Aim for 20 percent of the purchase price.

Keep your job: While you don't need to be in the same job forever to qualify for a home loan, having a job for less than two years may mean you have to pay a higher interest rate.

Establish a good credit history: Get a credit card and make all your bill payments on time. Pay off the entire balances as promptly as possible. Also, obtain a copy of your credit report, which includes a history of your credit, bad debts, and late payments. Ensure that it's accurate and correct any errors immediately.

Keep saving: Even if you have enough money to qualify for a mortgage and cover your down payment, you will also need to factor in closing costs, which can average between 2 and 7 percent of the home price, and incidentals such as the cost of hiring a home inspector.

Decide what kind of mortgage you can afford: Generally, you want to look for homes valued between two and three times your gross income, but a financing professional can help determine the size of loan for which you'll qualify. Find out what kind of mortgage (30-year or 15-year? Fixed or adjustable rate?) is best for you. Also, gather the documentation a lender will need to preapprove you for a loan, such as W-2s, pay stub copies, account numbers, and copies of two to four months of bank or credit union statements. Don't forget property taxes, insurance, maintenance, utilities, and association fees, if applicable.

Seek down payment help: Check with your state and local government to find out whether you qualify for special mortgage or down payment assistance programs.

Questions to Ask

When Choosing a Lender

Loan terms, rates and products can vary significantly from one company to the next. When shopping around, these are a few things you should ask about.

General Questions:

What are the most popular mortgages you offer? Why are they so popular?

Are your rates, terms, fees and closing costs negotiable?

Will I have to buy private mortgage insurance? If so, how much will it cost, and how long will it be required?

Loan-specific questions:

What would be included in my mortgage payment (homeowners insurance, property taxes, etc.)?

Which type of mortgage plan would you recommend for my situation?

Who will service this loan—your bank or another company?

How long will the rate on this loan be in a lock-in period? Will I be able to obtain a lower rate if the market rate drops during this period?

How long will the loan approval process take? How long will it take to close the loan?

Are there any charges or penalties for prepaying this loan? How much will I be paying in total over the life of this loan?

Sources of Down Payment Money

- Your employer
Home-buying or relocation assistance.
- Friends and relatives
Cash gifts
- County Down payment
Assistance programs
<https://homein5advantage.com/>
- Tax Refund
- A second job
- Re-prioritized Spending
- Online Selling
- High-yield savings account
- Retirement Accounts
- Sale of stocks or other
investments
- Sale of previous home



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PREPARING *for* FINANCING



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OFFERS

- ☐ Build a history of regular paychecks
- ☐ Start saving for a down payment - anywhere between 3.5% - 20%
- ☐ Check your credit - Experian, Equifax & TransUnion
- ☐ Send signed offer to listing agent with:
 - ☐ Look for past-due accounts
 - ☐ Look for high account balances
 - ☐ Look for fraudulent activity or inaccurate information
 - ☐ Review and dispute any incorrect information
- ☐ Meet with lenders
- ☐ Choose a mortgage lender and get a pre-approval letter
- ☐ Set a realistic budget
 - ☐ Create an itemized list of your regular monthly expenses
 - ☐ Add in all expenses related to your new house
 - ☐ Take your total monthly expenses and divide them by your total monthly income. The magic percentage to be under is 43%
- ☐ Begin gathering documents the lender will need

RECOMMENDED LENDERS



TANNER KNEIPP
MORTGAGE COMPANY

623-340-7845
tanner.kneipp@movement.com



JEANNIE RUSSO
BARRETT FINANCIAL GROUP

480-570-1634
jeannie@barrettf financial.com



KATHY JENSEN
MONUMENT MORTGAGE

602-568-2966
KJensen@azmonument.com





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DOCUMENTS *needed* CHECKLIST

PREPARE YOUR FINANCES

- ☐ Know your credit history
- ☐ Calculate what monthly mortgage payment you can afford
- ☐ Gather your tax, financial, & employment documents
- ☐ Find a mortgage lender
- ☐ Complete your loan pre-approval

PREPARE FOR HOME SEARCH

- ☐ Research your favorite local areas & what you need in a home
- ☐ Search for homes online
- ☐ Visit homes in person
- ☐ Make an offer
- ☐ Negotiate the transaction terms

UNDER CONTRACT

- ☐ Deposit earnest money as soon as possible
- ☐ Perform inspections as soon as possible
- ☐ Determine any repairs that need to be done before the contract deadline
- ☐ Let the lender know you are under contract and give them all the requested documents as soon as possible
- ☐ The lender will order an appraisal as soon as inspections are done and all issues are resolved
- ☐ Get quotes and purchase title insurance
- ☐ Review the title commitment
- ☐ Get quotes and purchase home insurance
- ☐ Transfer utilities
- ☒ Schedule closing
- ☒ Conduct a final walkthrough
- ☒ Pay for closing and close the transaction

WORKSHEET

Track Your Budget

Income		Expenses	
Total Take-Home Pay		Total Rent/Mortgage	
Child Support/Alimony		Child Support/Alimony	
Pension/Social Security		Health Insurance	
Disability/Other Insurance		Life Insurance	
Interest/Dividends		Other Insurance	
Other		Vehicle Insurance	
		Vehicle Payments	
		Vehicle Upkeep	
		Other Loans	
		Utilities	
		Credit Card Payments	
		Savings/Pension Payment	
		Groceries	
		Clothes/Personal Care	
		Medical/Dental/Prescriptions	
		Household Goods	
		Childcare	
		Education	
		Charitable Donations	
		Eating Out	
		Entertainment	
Total Income:		Total Expenses:	

The first step in getting yourself in financial shape to buy a home is to know exactly how much money comes in and how much goes out. Use this worksheet to list your income and expenses below.

Remaining Income After Expenses (subtract total income from total expenses):



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WHAT TO KNOW

7 Reasons to Own A Home

1. Tax benefits.

The U.S. Tax Code lets you deduct the interest you pay on your mortgage, your property taxes, and some of the costs involved in buying a home.

2. Appreciation.

Historically, real estate has had a long-term, stable growth in value. In fact, median single-family existing-home sale prices have increased on average 5.2 percent each year from 1972 through 2014, according to the National Association of REALTORS®. The recent housing crisis has caused some to question the long-term value of real estate, but even in the most recent 10 years, which included quite a few very bad years for housing, values are still up 7.0 percent on a cumulative basis. In addition, the number of U.S. households is expected to rise 10 to 15 percent over the next decade, creating continued high demand for housing.

3. Equity.

Money paid for rent is money that you'll never see again, but mortgage payments let you build equity ownership interest in your home.

4. Savings.

Building equity in your home is a ready-made savings plan. And when you sell, you can generally take up to \$250,000 (\$500,000 for a married couple) as gain without owing any federal income tax.

5. Predictability.

Unlike rent, your fixed-rate mortgage payments don't rise over the years so your housing costs may actually decline as you own the home longer. However, keep in mind that property taxes and insurance costs will likely increase.

6. Freedom.

The home is yours. You can decorate any way you want and choose the types of upgrades and new amenities that appeal to your lifestyle.

7. Stability.

Remaining in one neighborhood for several years allows you and your family time to build long-lasting relationships within the community. It also offers children the benefit of educational and social continuity.

Worksheet

Define Your Dream Home

LOCATION	PREFERENCES	RATE
Neighborhood		
School district		
Near shopping		
Great views		
TYPE		
Single-family/ condo / townhome		
Minimum /maximumproperty age		
Willingnessto renovate		
Architectural style		
Open floor plan		
SIZE& MAKEUP		
Minimum # of bedrooms		
Minimum # of bathrooms		
Eat-in kitchen		
Family room		
Formal dining room		
Formal living room		
Garage (number of cars)		
Outdoor space(size/use)		
Laundry room		
AME N ITIE S		
Flooring		
Heating /cooling system types		
Fireplace		
Pool		
Otherspecial needs/preferences:		



HOUSE *hunting* CHECKLIST

LISTING ADDRESS:

<i>exterior</i>	EXCELLENT		AVERAGE		POOR	<i>exterior score</i>
EXTERIOR	5	4	3	2	1	
GUTTERS	5	4	3	2	1	
DRIVEWAY	5	4	3	2	1	
FRONT DOOR	5	4	3	2	1	
GARAGE DOOR	5	4	3	2	1	
CURB APPEAL	5	4	3	2	1	
FRONT PORCH	5	4	3	2	1	
BACK DECK	5	4	3	2	1	
SIDE YARD	5	4	3	2	1	
FENCE	5	4	3	2	1	
FRONT LAWN	5	4	3	2	1	
BACK LAWN	5	4	3	2	1	
LANDSCAPING	5	4	3	2	1	
FOUNDATION CONDITION:	CRACKED		CHIPPED		WATER DAMAGE	

<i>interior</i>	EXCELLENT		AVERAGE		POOR	<i>interior score</i>
PAINT	5	4	3	2	1	
CEILING	5	4	3	2	1	
WALLS	5	4	3	2	1	
MOULDING	5	4	3	2	1	
DOORS	5	4	3	2	1	
WINDOWS	5	4	3	2	1	
HVAC	5	4	3	2	1	
FURNACE	5	4	3	2	1	
WATER HEATER	5	4	3	2	1	
KITCHEN	5	4	3	2	1	
COUNTER SPACE	5	4	3	2	1	
CABINET SPACE	5	4	3	2	1	
APPLIANCES	5	4	3	2	1	
MASTER BEDROOM	5	4	3	2	1	
MASTER BATH	5	4	3	2	1	
MASTER CLOSET	5	4	3	2	1	
GUEST BEDROOMS	5	4	3	2	1	
GUEST BATHROOMS	5	4	3	2	1	
CLOSETS	5	4	3	2	1	
LAUNDRY	5	4	3	2	1	
BASEMENT	5	4	3	2	1	

<i>needs</i>	PAINT	FLOORING HVAC	ROOF WINDOWS	APPLIANCES	BLINDS BASEMENT FINISH	WATER HEATER
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[illegible]



start HOME SHOPPING

START TOURING HOMES IN YOUR PRICE RANGE

Time to start shopping! Take notes on all the homes we visit. It can be hard to remember all the details of each home, so take pictures or videos to help you remember each home, and review the notes you have written.

Once we have found THE house for you, we will present an appropriate offer based on recent sales and current buyer activity in the area, as well as the value of the property in its current condition.

Negotiations may take place after the offer is presented.

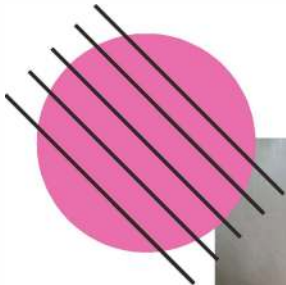


5 Signs a Home is the Right Fit

1. There's room for change
Thank about the next 7-10 years.
 - Marriage
 - Having kids
 - Kids leaving to college
 - Other family members moving in.
2. The regular home maintenance wont break you
3. You can afford the updates
4. The HOA has the amenities your looking for
5. It works with your communitie

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OH!!!

YOU FOUND A
HOUSE!
LETS MAKE AN
OFFER

Now What Happens?



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make AN OFFER

WHEN TO MAKE AN OFFER:

So you have found THE house! Congrats! In today's market when the demand is higher than the amount of homes available it is important to act fast!

HOW MUCH TO OFFER:

We will sit down and look at recent sales and current buyer activity in the area, as well as the value of the property in its present condition. Putting all this information together, we will determine the price that you would like to offer.

SUBMITTING AN OFFER

There are some components to an offer that makes it more appealing to the sellers.

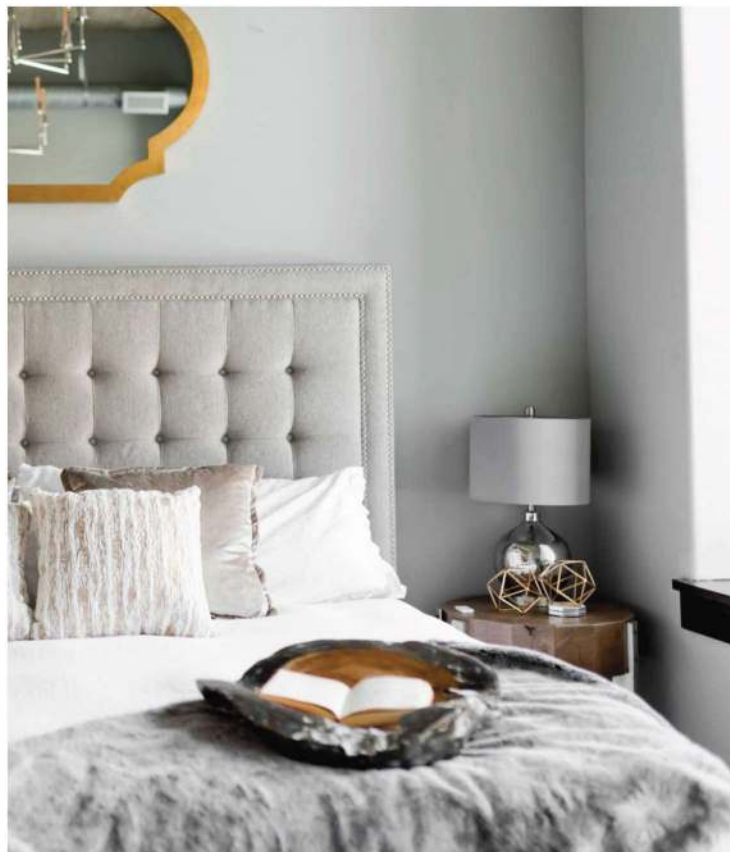
- **Put Your Best Foot Forward**
We will work together to discuss your options and create your very best offer. Depending on the circumstances, you may have only one chance to make a good impression.
- **Put Down a Healthy Earnest Deposit**
A large earnest money deposit shows the seller you are serious

•Cash Talks

A transaction that is not dependent on receiving loan approval is more attractive to a seller

•Offer to Close Quickly

Many sellers prefer to close within 30 days.



AFTER YOU SUBMIT AN OFFER

THE SELLER COULD

- ACCEPT THE OFFER
- DECLINE THE OFFER

This happens if the seller thinks your offer isn't close enough to their expectations to further negotiate.

•COUNTER-OFFER

A counter-offer is when the seller offers you different terms. If this happens, you can:

- ACCEPT THE SELLER'S COUNTER-OFFER
- DECLINE THE SELLER'S COUNTER-OFFER
- COUNTER THE SELLER'S COUNTER-OFFER

You can negotiate back and forth as many times as needed until you reach an agreement or someone chooses to walk away.

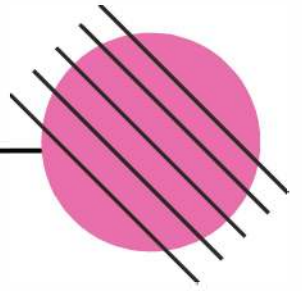
OFFER IS ACCEPTED - CONGRATS!

You will sign the purchase agreement and you are now officially under contract! This period of time is called the contingency period. Now inspections, appraisals, or anything else built into your purchase agreement will take place.



ALL ABOUT

TITLE & ESCROW



Title and Escrow process can be confusing and overwhelming. This section breaks down the process.

TITLE INSURANCE

Title Insurance why you need it and who will pay for it.



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PURCHASE PRICE:
\$300,000

ESCROW:
\$4,000

TITLE COMPANY:
TITLE CO. NAME
1234 ADDRESS ST.
RALEIGH, NC 12345

TITLE PHONE:
123-456-7890



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Congratulations! YOU ARE UNDER CONTRACT

YOUR ADDRESS

CLOSING DATE:

PLEASE KEEP TRACK OF THIS TIMELINE TO ENSURE A SMOOTH CLOSING

important dates

CONTRACT DATE:

LOAN APPLICATION DUE:

3 Days after Contract

ESCROW DEPOSIT DUE:

Upon Acceptance

OBTAIN HOME INSURANCE BY:

5 Days after Contract

INSPECTION DATE:

END OF INSPECTION PERIOD:

10 Days after Contract

APPRAISAL DATE:

OBTAIN HOME WARRANTY BY:

3 Before Close of Escrow

ESTIMATED CLOSING DATE:

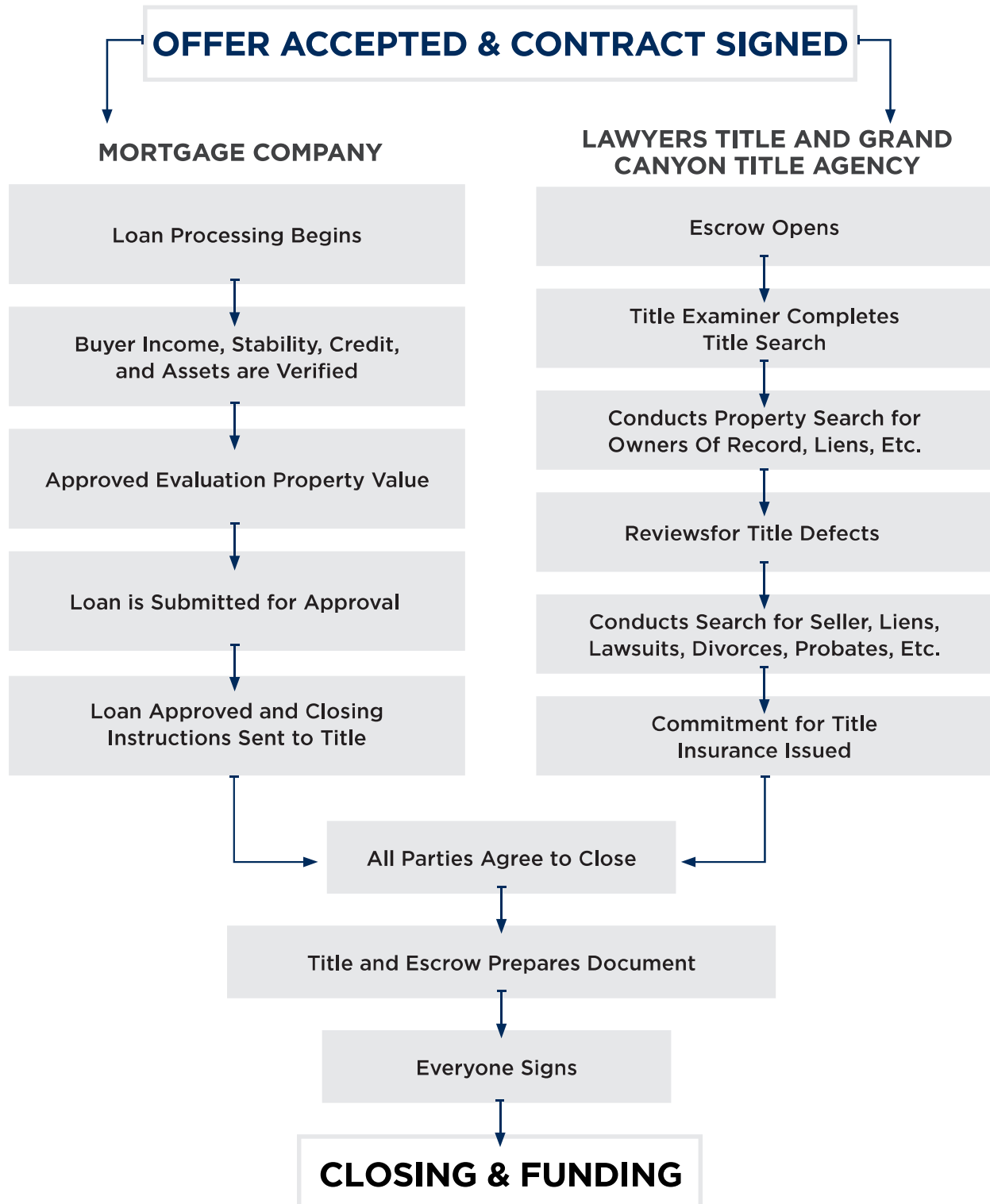
SCHEDULE MOVERS BY:

FINAL WALK-THROUGH:



THE LIFE OF AN ESCROW

with financing



LIFE OF AN ESCROW

Opening the Escrow- Items needed to open escrow:

- Fully executed Purchase Contract
- Earnest money deposit
- New lender information
- Existing loan payoff information
- HOA Information

Processing the Escrow

- Escrow deposits earnest money funds.
- Escrow orders preliminary title report from title department.
- Escrow requests payoff or assumption information, homeowner's association information, etc.

Title Examination

- Property and parties are researched by the Title Examiner
- Preliminary Title Report is sent to Escrow Officer, Agents, Sellers & Buyer

Escrow Closing Preparation

- Preliminary title report received by Escrow Officer and is reviewed for any *surprises*, i.e. tax liens, judgments, unknown liens of record, discrepancies in legal description, delinquent taxes, access problems, etc.
- Escrow informs Agents if additional information is needed to clear any *surprises* revealed by the Preliminary Title Report
- Escrow follows-up on receipt of the following if needed, per purchase contract:
 - Termite Report
 - Buyer's Hazard Insurance
 - Pay-off Information
 - Home Protection Plan (Warranties)
 - New Loan Package
 - Repair Bills
- Loan documents are received and the Escrow Officer 'works' the file to reflect closing and advises Agents of funds that are needed for closing.
- Closing appointment times are set for Buyer and Seller with Escrow Officer.
- Inform Buyer to bring in a cashier's check or wired funds for closing.

Execution of Documents

- Buyer & Seller meet with Escrow Officer and execute all documents.

Lenders Funds

- After all parties have executed the necessary documents, Escrow returns the loan package to the new Lender for review and funding.
- Lender funds the loan and Lender's check, or wired funds are sent to Escrow for processing.

Recordation

- After Escrow receives all funds needed and has ascertained that conditions are met, original documents are recorded.
- Once documents are recorded, Escrow notifies Agents.
- Agents will make arrangements for you to receive your keys.

Disbursement of Funds

- All Disbursements are made in accordance with the settlement statement.

Policies Issued Purchaser receives Owner's Title Insurance Policy from the Title Agency

- New Lender receives ALTA Loan Policy from the Title Agency

COMMITMENT FOR TITLE



The Commitment for Title Insurance reports the finds of an initial title search. It will contain the terms, conditions, and exclusion covered in the policy

COMMITMENT:

SCHEDULE A reflects the information provided to the title department as a result of the purchase contract and preliminary search of the public records. Information such as the legal description of the property, sales price, loan amount, lender, name and marital status of the buyer and seller reflected.

SCHEDULE B is broken down into two sections. requirements and Exceptions. Requirements are items that the title company needs to eliminate from the title in order to provide a clear, unencumbered title to the buyer. A few examples of items that must be cleared are:

- Payment of property taxes
- Assessments owed of record
- Any encumbrances (or liens) on the property

Be certain the information reflected in Schdule A is correct because it will be reflected in all of your documents, including lender

NOTE:

Read **Schedule B** carefully because it defines your use of the property. There may be restrictions that will cause you to reconsider that will cause you to reconsider your purchase (i.e. discovering the HOA has CC&R's and upon their review you find out farm animals are not sanctioned, so your goat is not allowed). If anything in this section concerns you, ask for clarification.

Often encumbrances show up because another individual has a name similar to one of the parties in the escrow. The title company may ask for a Statement of Identification on order to determine whether items that show up are related to our parties and whether they can be removed.

Exceptions are items that run with the land. They are called "exceptions" because the buyer will receive clear title except the buyers rights to use the property will be subject to the exceptions described in this section. exceptions include Covenants, Conditions, and Restrictions CC&Rs), easements, homeowner's association rules, mineral right as reserved in patents, leasehold interests and other items which will remain of record following the transfer of property.

WAYS TO TAKE TITLE IN ARIZONA

COMMUNITY PROPERTY	JOINT TENANCY WITH RIGHT OF SURVIVORSHIP	COMMUNITY PROPERTY WITH RIGHT OF SURVIVORSHIP	TENANCY IN COMMON
Requires a valid marriage between two persons	Parties need not be married; may be more than two joint tenants	Requires a valid marriage between two persons	Parties need not be married; may be more than two tenants in common
Each spouse holds an undivided one-half interest in the estate	Each joint tenant holds an equal and undivided interest in the estate (unity of interest)	Each spouse holds an undivided one-half interest in the estate	Each tenant in common holds an undivided fractional interest in the estate. Can be disproportionate, e.g., 20% and 80%;
One spouse cannot partition the property by selling his or her interest	One joint tenant can partition the property by selling his or her joint interest	One spouse cannot partition the property by selling his or her interest	Each tenants share can be conveyed, mortgaged or devised to a third party
Requires signatures of both spouses to convey or encumber	Requires signatures of all joint tenants to convey or encumber the whole	Requires signatures of both to convey or encumber	Requires signatures of all tenants to convey or encumber the whole
Each spouse can devise (will) one-half of the community property	Estate passes to surviving joint tenants outside of probate	Estate passes to the surviving spouse outside of probate	Upon death the tenants proportionate share passes to his or hers by will or intestacy
Upon death the estate of the decedent must be cleared through probate, affidavit or adjudication	No court action required to clear title upon the death of joint tenant(s)	No court action required to clear title upon the first death	Upon death the estate of the decedent must be cleared through probate, affidavit or adjudication
Both halves of the community property are entitled to a stepped up tax basis as of the date of death	Deceased tenants share is entitled to a stepped up tax basis as of the date of death	Both halves of the community property are entitled to a stepped up tax	Each share has its own tax basis

Note: Arizona is a community property state. Property acquired by a husband and wife is presumed to be community property unless legally specified otherwise. Title may be held as "Sole and Separate." If a married person acquires title as sole and separate, his or her spouse must execute a disclaimer deed to avoid the presumption of community property. Parties may choose to hold title in the name of an entity, e.g., a corporation; a limited liability company; a partnership (general or limited), or a trust. Each method of taking title has certain significant legal and tax consequences; therefore, you are encouraged to obtain advice from an attorney or other qualified professional.

GENERAL POLICY COVERAGE:



Title insurance provides assurance you can access and use your land. Many of the protections title insurance provides have been listed in detail on page 5. However, they are worth briefly mentioning again. In summary, this coverage will minimize risk and protect you against:

- The possibility that someone else owns or has a claim to your property
- Defects caused by fraud, forgery, or incompetence
- Defective recording of any document
- Unmarketability of title
- Lack of legal access to and from the property



REVIEWING THE COMMITMENT FOR TITLE

ITEMS AND ISSUES NOT COVERED:

Some rights are not protected by your title insurance policy.

Examples may include:

Land trusts

Life estates

- Air rights above the property
- Mineral, water rights, and timber reservations
- Matters that a physical inspection would disclose

- Restrictive covenants that limit the use of the property to a single-use
- Matters that an accurate survey would show: Easements, Rights-of-Way, etc.
- Set-Back requirements that designate where improvements must be located
- Rights of holders of liens, such as judgments, tax liens, street improvement liens, etc.

WHAT GOOD IS TITLE INSURANCE

Title Insurance

From the Valley heat to property title losses, we are all about protection.



- Defects in the title to your property, including unrecorded easements, forgeries, or other undisclosed contract issues
- Loss due to unknown encumbrances on your title, such as liens, judgments, or security instruments.
- Title claims to the property as a result of fraud, forgery, or incompetence of the party conveying the property.
- Loss due to a violation of subdivision law or regulation which affects your ability to obtain a building permit, correct or remove the violation, or remove any existing structures in violation.
- Lack of legal access to the property.
- Loss if you are forced to remove structures because they encroach on your neighbor's property over an easement or building set-back line.
- Loss of your existing improvements including lawns, shrubbery, or trees damaged due to future exercise of a right of use for the surface of the land for minerals, water, or any other substance.
- Loss if a taxing authority assesses supplemental real estate taxes not previously assessed against the property prior to the policy date.
- Loss in the event the legal description of the residence purchased is not the same as shown on the final title policy.
- Loss if the title to the property is unmarketable, which allows another party not to perform on a purchase contract to purchase the land, lease it, or make a mortgage loan on it.

Some policies may be subject to policy deductibles. For all covered risks, see a copy of the title policy, which includes deductible amounts.

ALL ABOUT

Title Insurance

What is Title?

The title gives the holder the right to possess, occupy, use, control, enjoy, and dispose of the land. In other words, the title conveys the rights of ownership to the property.

What is Title Insurance?

Title insurance policies protect buyers and lenders from a financial loss against possible issues or defects in the title. A title professional searches the public record (property records, tax records, and court records) to establish legal ownership of the property being sold, reports and determines a cure for any title defect, accounts for and insures the entire transaction against fraud or defect, whether it is known or unknown. If a claim arises, title insurance may also cover the cost of defense against the claim.

An owner's policy protects the buyer, and their heirs, for as long as they own the home. A lender's policy protects only the lender's financial interest in the property.



1/3

of all transactions reveal a title or public record defect.

Who pays for title insurance?

Typically, the seller pays for owner's title insurance as a way to prove to the buyer that they are making a sound purchase with a clear title. The buyer typically pays for the cost of the lender's policy for similar reasons.

How much does it cost and how often do I have to pay for it?

There is a one time premium paid at the close of escrow, and the coverage extends for as long as the buyer and their heirs hold an interest in the property. Policy costs can vary considerably. The cost is based on the sales price of the property for an owner's policy and the loan amount for a lender's policy. Talk to your escrow officer for a more detailed estimate.

ARIZONA PROPERTY TAX CALENDAR

The County Treasurer WILL NOT be held responsible for payments made on the wrong property, and will not accept payments in advance of their due date.

NOTIFICATION OF VALUE:

Assessment notices are sent to property owners on or before January 31st of each year. The notice includes assessed value, full cash value, classification, and assessment ratio. These items may be protested through the County Assessor within 45 days of receipt.

UPDATING THE ASSESSOR'S RECORDS:

Ownership information transfers may take six months to process. If property is purchased after November 1 of the previous year, new owners may not receive a tax statement. New owners should contact the Treasurer's Office if a statement is not received by October 15th. Even if a tax statement is not received, the new owner is still responsible for paying the taxes on time.

TIPS TO AVOID HEADACHES:

- Check the property description on your tax statement
- Provide your parcel number* when making payments or inquiries at the County Treasurer's or Assessor's Office

ANNUAL TAX STATEMENT:

Annual tax statements are issued in the fall of the current year and billed for the calendar year. They may be paid in two installments or all at once.

FIRST HALF DUE: OCTOBER 1ST

1st half for January 1st through June 30th is due October 1st and DELINQUENT** NOVEMBER 1st

SECOND HALF DUE MARCH 1ST

2nd half for July 1st through December 31st is due March 1st and DELINQUENT** MAY 1st



WHO PAYS WHAT –Seller

- Their Escrow Fees
- County documentary transfer tax
- Applicable city transfer/conveyance tax
- Document preparation fee for deed
- Any loan fees required by buyer's lender
- Payoff of all loans in seller's name (or existing loan balance if being assumed by buyer)
- Interest accrued to lender being paid off
- re-conveyance fees and any Statement fees, prepayment penalties
- Termite inspection (according to contract)
- Home warranty (according to contract)
- Any judgements, tax liens, etc., against the seller
- Tax proration (for any taxes unpaid at time of transfer of title)
- Any unpaid homeowner's dues
- Recording charges to clear all documents of record against seller
- Any bonds or assessments (according to contract)
- Any and all delinquent taxes
- Notary fee's –escrow fee
- Title insurance premium: Owners Policy

WHO PAYS WHAT –BUYER

On this page you will, find the traditional distribution of expenses associated with a purchase of real estate. However, many of these items can be negotiated by both parties at the time of the offer, excluding some expenses required by the lender to be paid by the seller.

BUYER Typically Pays For:

- Escrow fees
- Document preparation (if applicable)
- Notary fees
- Recording charges for all documents in buyers name
- Termite inspection (according to contract)
- Tax proration (from date of acquisition)
- Homeowner's transfer fee
- All new loan charges (except those required by lender for seller to pay)
- Interest on new loan from date of funding to 30 days prior to first payment date
- Assumption/Change of Records fees for take-over of existing loan
- Beneficiary Statement fee for assumption of existing loan
- Inspection fees (roofing, property inspection, geological, etc.)
- Home Warranty (According to contract)
- Lender's policy
- Home Insurance



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WORKSHEET

Track Closing Costs

Be prepared and know who's responsible for the variety of fees and expenses at the closing table.

	BUYER COST	SELLER COST	OTHER
Down payment			
Loan origination			
Points paid to receive a lower interest rate			
Home inspection			
Appraisal			
Credit report			
Mortgage insurance premium			
Escrow for homeowner's insurance (if paid as part of the mortgage*)			
Property tax escrow (if paid as part of the mortgage*)			
Deed recording			
Title insurance policy premiums			
Land survey			
Notary fees			
Home Warranty			
Proration** for your share of costs (such as utility bills and property taxes)			

*Lenders keep funds for taxes and insurance in escrow accounts as they are paid with the mortgage, then pay the insurance or taxes for you.

** Because such costs are usually paid on either a monthly or a yearly basis, you might have to pay a bill for services used by the sellers before they moved. Proration is a way to even out bills sellers may have paid in advance, or that you may later pay for services they used.



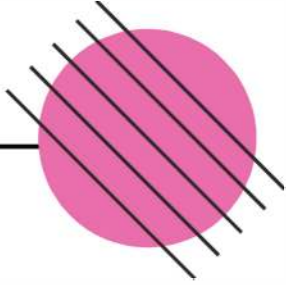
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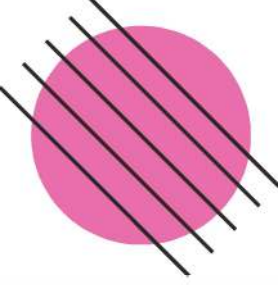
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THE HOME



INSPECTION



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order AN INSPECTION

The **AAR Residential Resale Real Estate Purchase Contract** gives the buyer the right to conduct physical, environmental, and other types of inspections, including tests, surveys, and other studies, of the premises at the buyer's expense to determine the value and condition of the premises. The Buyer must have any inspections, test, surveys, etc., and investigate any material matters that are a concern during the inspection period. The Contract also states that the buyer shall provide you, upon request and at no cost to you, copies of all reports concerning the premises.

PROFESSIONAL HOME INSPECTION: In a home inspection, a qualified inspector takes an in-depth, unbiased look at the premises: (1) to evaluate the physical condition, i.e., structure, construction, and mechanical systems; (2) to identify items that need to be repaired or replaced; and (3) to estimate the remaining useful life of the major systems, equipment, and structure. The inspection gives a detailed report on the condition of the structural components, exterior, roofing, plumbing, electrical, heating insulation and ventilation, air conditioning, and interiors.

WOOD INFESTATION REPORT (WIR): As a protective measure, lending institutions require that homes be inspected for damage from termites or other wood-destroying insects before closing the sale of the home. A WIR is a document prepared by a licensed pest control company that informs the buyer and lending institution of the results of the inspection. For more information, contact the Arizona Structural Pest Control Commission (www.sb.state.az.us) at 602-255-3664. This only pertains to wood infestation report.

Negotiate FINAL OFFER

Issues typically arise after the home inspection, and those issues tend to result in another round of negotiations for credits or fixes.

1. Ask for credit for the work that needs to be done.

Likely, the last thing the seller wants to do is repair work.

2. Think “big picture” and don’t sweat the small stuff.

A tile that needs some caulking or a leaky faucet can easily be fixed. Repairs are still up for negotiation and perhaps a small credit would help with closing costs.

3. Keep your poker face.

The listing agent will be present during inspections and revealing your comfort level with the home could come back to haunt you in further discussions or negotiations.

THE BUYERS REQUEST FOR REPAIRS



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RESIDENTIAL BUYER'S INSPECTION NOTICE AND SELLER'S RESPONSE (BINSR)

Page 1 of 3
Document updated:
October 2022



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1. Contract dated: _____, 20____
MONTH DAY YEAR
2. Seller: _____
3. Buyer: _____
4. Premises Address: _____

BUYER INSPECTIONS AND INVESTIGATIONS COMPLETED

(See Section 6j)

Buyer has completed all desired Inspection Period items, such as:

- (a) physical, environmental, and other inspections and investigations;
- (b) inquiries and consultations with government agencies, lenders, insurance agents, architects, and other persons and entities;
- (c) investigations of applicable building, zoning, fire, health, and safety codes;
- (d) inquiries regarding sex offenders; and the occurrence of a disease, natural death, suicide, homicide or other crime on the Premises or in the vicinity
- (e) inspections and investigations pertaining to square footage, wood-destroying organisms or insects, sewer, flood hazard, swimming pool barriers, and insurance; and
- (f) inspections and investigations of any other items important to Buyer.

Buyer has verified all information deemed important including:

- (a) MLS or listing information; and
- (b) all other information obtained regarding the Premises.

Buyer acknowledges that:

- (a) All desired Inspection Period inspections and investigations must be completed prior to delivering this notice to Seller;
- (b) All Inspection Period items disapproved must be provided in this notice;
- (c) Buyer's election is limited to the options specified below; and
- (d) Buyer is not entitled to change or modify Buyer's election after this notice is delivered to Seller.

Buyer and Seller acknowledge that any agreed upon corrections/repairs;

- (a) Must be performed in a workmanlike manner; and
- (b) Arizona law, A.R.S. § 32-1121, requires that a licensed contractor perform corrections/repairs for which: (i) the aggregate contract price, including labor and materials, is \$1,000 or greater; or (ii) the work to be performed is not of a casual or minor nature; or (iii) the work to be performed requires a local building permit.

Buyer elects as follows:

- ☐ Premises Accepted – No corrections requested. Buyer accepts the Premises in its present condition and no corrections or repairs are requested.
- ☐ Premises Rejected – Buyer disapproves of the items listed below and elects to immediately cancel the Contract.
- ☐ Buyer elects to provide Seller an opportunity to correct or address the disapproved items listed below. (Attach an addendum, if applicable.)

Items disapproved: _____

>>

knowledges that Broker(s): (1) make no representations concerning the competency of any inspectors, contractors, or other persons and assume no responsibility for any deficiencies or errors made; and (2) neither Seller nor Broker(s) are providing this information for use in any legal proceeding. For further information, please refer to the attached disclosure statement.

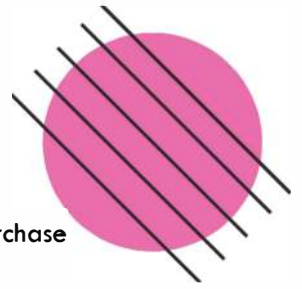
^ BUYER'S SIGNATURE		MO/DA/YR		^ BUYER'S SIGNATURE		MO/DA/YR	
---------------------	--	----------	--	---------------------	--	----------	--

BUYER ACKNOWLEDGES THAT BUYER WAS ADVISED TO OBTAIN INSPECTIONS OF THE PREMISES BY QUALIFIED INSPECTOR(S) AND BUYER DECLINED. By acting against Broker's advice, Buyer accepts responsibility and hereby releases, indemnifies and holds harmless Brokers from any and all liability for all matters that professional inspections could have revealed.

^ BUYER'S SIGNATURE		MO/DA/YR		^ BUYER'S SIGNATURE		MO/DA/YR	
---------------------	--	----------	--	---------------------	--	----------	--

WHAT TO KNOW

About the Appraisal Process



Once you are under contract, the buyer's lender will send out an appraiser to make sure the purchase price is in line with the property's value.

Appraisals help guide mortgage terms.

The appraised value of a home is an important factor in the loan underwriting process. Although lenders may use the sale price to determine the amount of the mortgage they will offer, they generally only do so when the property is sold for less than the appraisal amount. Also, the loan-to-value ratio is based on the appraised value and helps lenders figure out how much money may be borrowed to purchase the property and under what terms. If the LTV is high, the lender is more likely to require the borrower to purchase private mortgage insurance.

Appraised value is not a concrete number.

Appraisals provide a professional opinion of value, but they aren't an exact science. Appraisals may differ quite a bit depending on when they're done and who's doing them. Changes in market conditions also can dramatically alter appraised value.

Appraised value doesn't represent the whole picture of home prices.

There are special considerations that appraised value doesn't take into account, such as the need to sell rapidly.

Appraisers use data from the recent past.

Appraisals are often considered somewhat backward looking, because they use sold data from comparable properties (often nicknamed "comps") to help come up with a reasonable price.

There are uses for appraised value outside of the purchase process.

For selling purposes, appraisals are usually used to determine market value or factor into the pricing equation.

But other appraisals are used to determine insurance value, replacement value, and assessed value for property tax purposes.

WHAT TO KNOW

About Homeowners Insurance

A homeowners insurance policy will protect you against certain losses and damage to your new home and is generally required by lenders prior to closing. Some lenders will collect the money you owe for homeowners insurance as part of your monthly mortgage payment and place it in an escrow account, paying the insurer on your behalf when the bill is due.

Coverage exclusions:

Most insurance policies do not cover flood as a standard item. You may need to buy these types of coverage separately.

Dollar limitations on claims:

Even if you are covered for a risk, there may be a limit on how much the insurer will pay. For example, many policies limit the amount paid for stolen jewelry unless items are insured separately.

Replacement cost:

If your home is destroyed, you'll receive money to replace it only to the maximum of your coverage, so be sure your insurance is sufficient. This means that if your home is insured for \$150,000 and it costs \$180,000 to replace it, you'll still receive only \$150,000.

Actual cash value:

If you choose not to replace your home when it's destroyed, you'll receive replacement cost minus the depreciation. This is what's referred to as actual cash value.

Your liability:

Generally, your homeowner's insurance covers your liability for accidents that happen to other people on your property, including medical care, court costs, and awards by the court. However, there is usually an upper limit to the amount of coverage provided. Be sure that amount is sufficient, especially if you have significant assets.



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FINAL *walk-through* CHECKLIST

EXTERIOR CONDITION

- ☐ Inspect the exterior walls, roof, and foundation for any visible issues
- ☐ Check for cracks, water damage, or structural concerns

YARD/LANDSCAPING

- ☐ Examine the yard for any problems or necessary maintenance.
- ☐ Look for grading issues, or drainage problems

DRIVEWAY/WALKWAY

- ☐ Inspect the condition of the driveway, sidewalks, and walkways,
- ☐ Check for cracks, potholes, or uneven surfaces

EXTERIOR STRUCTURES

- ☐ Inspect any sheds, garages, or outbuildings for condition and security
- ☐ Check for any signs of damage, leaks, or pest infestations

APPLIANCES

KITCHEN APPLIANCES

- ☐ Test all kitchen appliances (oven, stove, dishwasher, refrigerator, microwave) to ensure they are in working order
- ☐ Check for any unusual noises or malfunctions

LAUNDRY APPLIANCES

- ☐ Check the functionality of the washer and dryer
- ☐ Ensure they operate without issues and without excessive noise

HVAC

HEATING SYSTEM

- ☐ Test the heating system to ensure it is functioning properly
- ☐ Check for adequate heat output in all rooms

COOLING SYSTEM

- ☐ Test the air conditioning system to ensure it is functioning properly
- ☐ Ensure it cools the home efficiently

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FINAL *walk-through* CHECKLIST

WINDOWS/DOORS

WINDOWS

- ☐ Open and close all windows to ensure they operate smoothly.
- ☐ Check for any cracked or broken glass.
- ☐ Inspect window locks and screens

DOORS

- ☐ Open and close all exterior doors to ensure they operate and lock securely
- ☐ Check for drafts or air leaks around doors
- ☐ Test door locks and deadbolts for security

INTERIOR

GENERAL CONDITION

- ☐ Walk through each room, checking for any visible damage, wear, or items that should be repaired
- ☐ Look for cracks, scuffs, or water stains on walls and ceilings

PLUMBING

- ☐ Run faucets, flush toilets, and check for any leaks or drainage issues
- ☐ Check under sinks for signs of water damage

ELECTRICAL

- ☐ Test light switches, outlets, and circuit breakers to ensure they work correctly
- ☐ Look for any exposed wires or unsafe electrical conditions

FLOORING

- ☐ Examine the condition of flooring
- ☐ Look for any stains, scratches, or loose tiles

CABINETS AND COUNTERTOPS

- ☐ Check for any damage or issues
- ☒ Ensure cabinet doors and drawers open and close properly

BATHROOMS

- ☒ Inspect sinks, showers, tubs, and toilets for leaks, or visible damage
- ☒ Test bathroom fans for proper ventilation



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FINAL *walk-thru* CHECKLIST

SAFETY FEATURES

SMOKE AND CARBON MONOXIDE DETECTORS

- ☐ Verify the functionality of smoke detectors and carbon monoxide detectors
- ☐ Replace batteries if necessary

ADDITIONAL CONSIDERATIONS

REPAIRS AND AGREEMENTS

- ☐ Check if any agreed-upon repairs from the contract have been completed
- ☐ Ensure receipts or documentation of repairs are available

PERSONAL PROPERTY

- ☐ Ensure that any items included in the sale (e.g., appliances, fixtures, window coverings) are present and in the agreed-upon condition.

UTILITIES AND SERVICES

- ☐ Confirm that utilities (electricity, water, gas) are functioning, and inquire about trash pickup, mail delivery, and other services

DOCUMENTATION

- ☐ Bring copies of important documents, including the sales contract and any inspection reports, for reference

CAMERA OR SMARTPHONE

- ☐ Document any issues with photos or videos for reference and documentation

notes:



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FINAL *walk-thru* CHECKLIST

EXTERIOR *notes:*

APPLIANCES *notes:*

HVAC *notes:*

WINDOWS/DOORS *notes:*

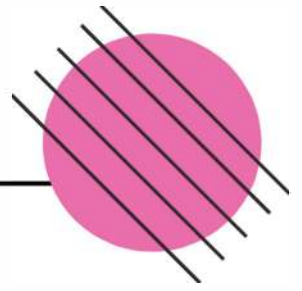
INTERIOR *notes:*

SAFETY FEATURE *notes:*

☐ *Yes:*

Getting

READY TO MOVE



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READY, SET, MOVE!

OLD HOME:

Pack up your belongings. Make sure to put detailed labels on each box (you will thank yourself when you get to the unpacking phase). If you are using a moving company, make a detailed inventory of the boxes they will be moving. This will help you verify they are all delivered safely to your new house. Transport valuables with you. Cancel your old utilities and collect any deposit refunds. Empty/Defrost Refrigerator. Set up a key transfer with your real estate agent. Don't forget about the garage door openers. Change your address and transfer records (if applicable) with the following places/services:

- U.S. Postal Service
- Bank Accounts
- Credit Card Companies
- Investment Accounts
- Cell Phone Company
- Department of Motor Vehicles
- Insurance Companies
- Other Bills
- Memberships
- Publications
- Voter Registration
- Human Resources/Payroll at Your Work
- Doctors, Dentists, & Veterinarians
- Schools
- Friends & Family

NEW HOME:

Change your locks on all outside doors to ensure you and your family are the only people with keys. Set-up utilities & services including:

- Water, Trash, & Sewer
- Electric
- Gas
- Cable, Satellite, & Internet

Familiarize yourself with the location of your circuit breaker and water shut-off valve. Plan for emergencies by installing or replacing batteries in the fire alarms and carbon monoxide detectors, and purchase new fire extinguishers.

Complete minor (or major) repairs and projects such as painting or anything that needs to be tackled from the home inspection report.

Clean your new house. Do a deep cleaning to start off FRESH! It's much easier to clean before you unpack.

Unpack. Decorate and make the space your own. Consider donating items that do not fit in your new house. Recycle boxes and moving materials. Explore your new neighborhood and meet your neighbors.

SETTLE IN AND ENJOY YOUR NEW HOME!!!

Scheduling **Your Move**

AFTER SIGNING

- Finalize Home Mortgage
- Schedule Home Inspection
- Declutter! Sort through every drawer, closet, cupboard & shelf, removing items you no longer need or like. Donate or sell items that are in good condition
- Get copies of medical records and store them with your other important documents
- Create an inventory of anything valuable that you plan to move
- Get estimates from moving companies

4 WEEKS TO MOVE

- Give 30 days notice if you are currently renting
- Schedule movers/moving truck
- Buy/find packing materials
- START PACKING

3 WEEKS TO MOVE

- Arrange appraisal
- Complete title search (Title company will do this)

2 WEEKS TO MOVE

- Secure Home Warranty
- Get quotes for home insurance
- Schedule time for closing
- Contact utility companies (water, electric, cable)
- Change address: mailing, subscriptions, etc.
- Minimize grocery shopping
- Keep on packing

1 WEEK TO MOVE

- Obtain certified checks for closing
- Schedule and attend a final walk-through
- Finish packing
- Clean
- Pack essentials for a few nights in new home
- Confirm delivery date with the moving company.
- Write directions to the new home, along with your cell phone number

CHECKLIST

Prepare for Your Move

Update your mailing address at usps.com or fill out a change-of-address form at your local post office.

Change your address with important service providers, such as your bank(s), credit companies, magazine subscriptions, and others.

Create a list of people who will need your new address. Whether you plan on sending formal change-of-address notices in the mail or just e-mailing the family members, friends, and colleagues who should be informed, a list will ensure no one gets left out.

Contact utility companies. Make sure they're aware of your move date, and arrange for service at your new home if the service provider will remain the same.

Check insurance coverage. The insurance your moving company provides will generally only cover the items they transport for you. En-sure you have coverage for any items you'll be moving yourself.

Check with the HOA and see if there are any restrictions. Title will send CC&R's make sure to review them, within 5 days upon receipt.

Pack an "Open First" box. Include items you'll need most, such as toilet paper, soap, trash bags, chargers, box cutters, scissors, hammer, screwdriver, pens and paper, cups and plates, water, snacks, towels, and basic toiletries.

If you're moving a long distance:

Obtain copies of important records from your doctor, dentist, pharmacy, veterinarian, and children's schools.



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HOW TO

Pack Like a Pro

Plan ahead. Develop a master to-do list so you won't forget something critical heading into moving day. This will also help you create an estimate of moving time and costs.

Discard items you no longer want or need. Ask yourself how frequently you use an item and how you'd feel if you no longer had it. Sort unwanted items into "garage sale," "donate," and "recycle" piles.

Pack similar items together. It will make your life easier when it's time to unpack.

Decide what you want to move on your own. Precious items such as family photos, valuable breakables, or must-haves during the move should probably stay with you. Pack a moving day bag with a small first-aid kit, snacks, and other items you may need before unpacking your "Open First" box.

Know what your movers will take. Many movers won't take plants or liquids. Check with them about other items so you can plan to pack them yourself.

Put heavy items in small boxes. Try to keep the weight of each box under 50 pounds.

Don't overpack boxes. It increases the likelihood that items inside the box will break.

Wrap fragile items separately. Pad bottoms and sides of boxes and, if necessary, purchase bubble-wrap or other packing materials from moving stores. Secure plants in boxes with air holes.

Label every box on all sides. You never know how they'll be stacked. Also, use color-coded labels to indicate which room each box should go in, coordinating with a color-coded floor plan for the movers.

Keep moving documents together in a file, either in your moving day bag or online. Include vital contact information, the driver's name, the van's license plate, and the company's number.

Back up computer files on the cloud. Alternatively, you can keep a physical backup on an external hard drive offsite.

Inspect each box and piece of furniture as soon as it arrives. Ahead of time, ensure your moving company has a relatively painless process for reporting damages.

HOW TO Move With Pets

Update your pet's tag with your new address. Make sure your pet's collar is sturdy and correctly sized. The tag should also include your mobile number and e-mail address so that you can be reached during the move.

Request veterinary records. Ask your current vet to send your pet's medical history directly to the new vet. Have their contact information handy in case of emergency or if the new vet has questions.

Keep a week's worth of food and medication with you. You may want to ask for an extra prescription refill before you move. Take the same precaution with special therapeutic foods.

Seclude them from chaos. Keep your pet in a safe, quiet room on moving day with a clear sign posted on the door. There are many light, collapsible travel crates available, but ensure it is well ventilated and sturdy enough for stress-chewers. Also, introduce your pet to the crate before the trip.

Prepare a pet first aid kit. Include your vet's phone number, gauze to wrap wounds or to muzzle your pet, adhesive tape for use on bandages, nonstick bandages, towels, cotton swabs, antibiotic ointment (without pain relief medication), and 3% hydrogen peroxide.

Play it safe in the car. Use a crate or carrier in the car, securing it with a seat belt. Never leave your pet in the bed of a truck, the storage area of a moving van, or alone in a parked vehicle. If you're staying overnight, find pet-friendly lodging beforehand and have kitty litter or plastic bags on hand.

Get ready for takeoff. When traveling by air, check with the airline about pet requirements or restrictions and whether you must purchase a special airline crate that fits under the seat in front of you.

Prep your new home. Set up one room with everything your pet will need: food, water, medications, bed, litter box, scratch post, and toys. Keep windows and doors closed when your pet is unsupervised and beware of small spaces where nervous pets may hide. If your old home is nearby, give the new homeowners or neighbors your phone number and a photo of your pet, in case your pet tries to return.

Learn about local health concerns and laws in your new area. If you're moving to a new country, contact the Agriculture Department or embassy of the country to obtain specific information on special documents, quarantine, or costs related to bringing your pet into the country.



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MOVING *checklist*

1-2 MONTHS BEFORE MOVE

- ☐ Plan your moving method (truck rental, hiring movers, etc)
- ☐ Research storage facilities
- ☐ Schedule disconnection/connection of utilities
- ☐ Plan moving vehicles, pets, and valuables
- ☐ Go through each room and get rid of things you no longer use
- ☐ Hold a garage sale, donate or trash items you no longer use
- ☐ Acquire packing materials
- ☐ Start using up food in the freezer and pantry so that you have less to move
- ☐ Measure space in new home
- ☐ Begin planning out how you will arrange furniture
- ☐ Get rid of furniture you will no longer use
- ☐ Purchase furniture that will work better in your new space

4 WEEKS BEFORE MOVE

- ☐ Schedule movers
- ☐ Label boxes by room and contents
- ☐ Begin packing non-essential items
- ☐ Label a box "Do not move" for valuables to transport yourself **See Valuable List*
- ☐ Label a box "Essentials - Do not move" for essential moving tools **See Essential List*

1-2 WEEKS BEFORE

- ☐ Continue pack and cleaning as you go in each room
- ☐ Take the day off that you will need to move
- ☐ Find something for kids to do or go on the day of the move
- ☐ Pack a suitcase for clothes and essentials for 2 days
- ☐ Confirm with movers the day of the move is scheduled
- ☐ Dispose flammables - paint/propane/gasoline
- ☐ Use up perishable food
- ☒ Refill prescriptions & transfer medical records
- ☒ Clean refrigerator and freezer
- ☒ Complete the change of notification list and checklist



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MOVING *checklist*

MOVING DAY

- ☐ Remove bedding and take apart beds
- ☐ Pick up the moving truck early (if applicable)
- ☐ Take movers through the home and map out a plan & inform them what to do
- ☐ Walkthrough home once empty and make sure nothing was left behind
- ☐ Make sure movers have the correct new address
- ☐ Do a cleaning of the home once it is empty
- ☐ Leave keys, openers, and codes for new homeowners
- ☐ Make sure movers have the correct new address
- ☐ Lock windows, and doors and turn off lights
- ☐ Once you arrive at your new home make sure utilities are working
- ☐ Perform initial inspection and note any damages
- ☐ Clean the kitchen and vacuum, especially where the furniture will be placed
- ☐ Assemble beds with bedding
- ☐ Begin unpacking the kitchen and bathroom
- ☐ Order something easy for meals the day of the move

MOVING IN - WEEKS 1-2

- ☐ Replace locks and make at least 2 copies
- ☐ Confirm mail is arriving at the new home
- ☐ Make sure previous utilities have been canceled

VALUABLES

Birth certificates, passports and other important documents
 Medications
 Sentimental items
 Personal electronics

ESSENTIALS

Cleaning supplies
 Light bulbs
 Paper plates, napkins, utensils
 Coffee, snacks, bottled water
 Hand soaps
 Phone chargers
 Toys for kids



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NOTIFY *of* UPCOMING MOVE

UTILITIES & HOME SERVICES

- ☐ Gas
- ☐ Water
- ☐ Electric
- ☐ Telephone
- ☐ Cable
- ☐ Internet
- ☐ Garbage and recycling
- ☐ Home security

PUBLIC OFFICES

- ☐ Post office
- ☐ Internal Revenue Service (IRS)
- ☐ Social Security Administration
- ☐ Medicare
- ☐ DMV
- ☐ Voter registration

FINANCIAL SERVICES

- ☐ Banks and credit unions
- ☐ Credit card agencies
- ☐ Automobile loan companies
- ☐ Student loan companies
- ☐ Pension plan & 401(k) companies

PROFESSIONAL SERVICES

- ☐ Doctor
- ☐ Optometrist
- ☒ Pharmacist
- ☒ Attorney
- ☒ Accountant
- ☒ Insurance agent
- ☒ Dentist
- ☒ Veterinarian

COMMUNITY

- ☐ Employers
- ☐ Schools
- ☐ Childcare providers
- ☐ Spiritual institutions
- ☐ Health club
- ☐ Country club
- ☐ Charitable organizations
- ☐ Alumni organizations

RESIDENTIAL SERVICES

- ☐ Maid/house cleaner
- ☐ Lawn and garden
- ☐ Pest control

COMMERCIAL SERVICES

- ☐ Grocery memberships
- ☐ Catalogs and newsletters
- ☐ Online retailers

ESSENTIALS

- ☐ Family
- ☐ Friends

ADDITIONALS

- [illegible]



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utility PROVIDERS

congratulations

ON THE PURCHASE OF YOUR NEW HOME!
HERE IS A LIST OF PREFERRED UTILITY PROVIDERS IN YOUR AREA

ELECTRIC 

APS

<https://www.aps.com/en/residential/home>
602-371-7171

GAS 

SOUTHWEST GAS

<https://www.centurylink.com/home>
877-860-6020

WATER 

EPCOR WATER

<https://www.epcor.com>
800-383-0834

CABLE 

COX

<https://www.cox.com/residential>
1602-694-1573

INTERNET 

WYYERD

<https://www.wyverd.com/residential-internet>
623-455-4555

SEWER 

CITY OF SURPRISE

<https://surpriseaz.gov/242/Utility-Billing-Rates>
623-222-1900

THE CLOSING

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THE CLOSING

"Close of escrow" is a term that most people know, but the closing process often remains a mystery even to seasoned Buyers and Sellers.

Unlike many other states, **Arizona does not use a formal "sit down"** closing with Buyers and Sellers, their agents, bankers, and attorneys seated around a table. Often the Sellers have already signed the needed documents before the Buyer's loan is completed, and it is not uncommon for the Buyers and Sellers to never meet.

The closing process usually begins 2 to 4 days prior to the scheduled close of escrow with the lender delivering the Buyer's loan package and closing instructions to the title company. The escrow officer then prepares a settlement statement containing a full accounting of all the costs in the transaction, notifies the Buyers of any additional funds needed to close and sets an appointment for the Buyers to sign the loan documents.

When the lender's documents have been signed, they are returned via messenger, express mail or fax to the lender's loan closer who will review and approve the package for funding. After the package receives final approval, the closer notifies the escrow officer that loan proceeds are available. Once all required funds are **deposited and available for withdrawal in the escrow bank account**, the deed is released for recording. When the deed records, escrow has "closed".

Because this is an informal process, it requires coordination of efforts among all the parties to ensure a timely, successful closing. Employing an experienced real estate professional to captain the "closing team" is the best way to make sure your escrow closes on time. Many variables can come into play which could delay the closing or create last minute "surprises". Your agent can prepare you for possible problems and have options available to smooth the way.

Closing tips:

Be Available. Time is often short at the closing. Make sure you are prepared to take time from work or other commitments. Be ready to act on short notice.

Be flexible. Even the best laid plans can't ensure there will be no glitches at closing time. It may be necessary to juggle or rearrange at the last minute.

Ensure that the Escrow officer has all the necessary information. Provide the name and number of your lender and insurance agent, the source of your closing funds, your schedule, and any adjustments to the settlement costs as soon as possible.

Remember that state law requires available funds for the closing. The funds you use to close are the same funds the title company will use for payments at close of escrow, so your funds must be "immediately negotiable". Personal, money market, or investment broker's checks will not be accepted since they all are subject to collection and cannot be immediately converted to cash at the title company's bank. Even cashier's checks require a hold of one day after bank deposit, so be sure to deposit all closing funds at least 2 days prior to your anticipated closing date. Only funds wired directly into the escrow bank account are available immediately upon deposit.

Communicate with your loan officer to determine any last-minute requirements of the loan funding. Bank statements, credit explanation letters, check copies or payment of debts are some requirements made by the lender which could delay the closing or add needless stress. You should also ensure that your lender is prepared to have their loan proceeds in the escrow bank account available for withdrawal prior to the scheduled closing. Failure to have available loan proceeds will delay your closing.

Ask your agent to be present at the closing. Your escrow officer has no knowledge of conversations between the parties, how the contract was negotiated, what representations were made by the lender, or other specifics of the sale beyond the terms printed in the purchase contract. The contract and the lender's closing instructions are the escrow officer's "bible" at closing and Buyers often have questions or concerns that can only be addressed by someone who has been more closely involved ... your agent.

If you wish to review the closing documents, ask your agent, loan officer or the escrow officer to provide copies of pertinent documents in advance. Trying to read and absorb the dozens of documents in your loan package at the signing will be very time consuming. Make a list of questions and your agent, escrow officer or loan officer should be able to address any concern easily.



CLOSING DAY

Closing is the final step in the home buying process. While your closing date is outlined in your offer, you will work with your lender and the title agency on a timeline that allows them enough time to correctly execute their end of the deal. The average closing is 30 - 40 days.

FINAL WALK THROUGH

Not to be confused with a home inspection, the final walk through—which we will schedule—typically happens 24 hours before closing. At this point, all the seller's belongings should be completely cleared out, except for anything you agreed to keep. We will review our contract to make sure the condition of the home matches the original agreed upon state and we will review receipts or invoices from vendors who performed work to fix items in the Request for Repair. We recommend taking your time and testing all major appliances, light fixtures, toilets, windows, doors, etc.

CLOSING COSTS

Closing costs are the fees third parties charge when you finalize buying your home; these costs usually are 3% of the purchase price and include items such as the home inspection, escrow/title fees, premium for homeowners insurance, appraisal fee, credit report charges, etc. At least three business days before closing, your lender must send you a Closing Disclosure. This form lists all final terms of your loan such as closing costs and the details of who pays and receives money at closing. You can compare this to your original Loan Estimate to make sure everything is correct.

BRING TO CLOSING

Your escrow officer usually provides a checklist of everything you'll need. This list includes your driver's license or photo ID, outstanding documents and a cashier's check payable to the title or closing company for closing costs. After you pay your closing costs, you will sign the necessary documents and the seller will sign documents to transfer property ownership. The title company will record the deed in your name and the mortgage company will release the funds to complete the sale.

FINAL STEP: Meet with your agent to receive the **KEYS** to **YOUR NEW HOME!**

Congratulations on your new home!



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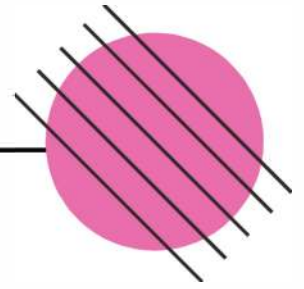
FTER THE CLOSING



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AFTER THE CLOSING



We recommend you keep all records pertaining to your home together in a safe place, including all purchase documents, insurance, maintenance and improvements.

LOAN PAYMENTS AND IMPOUNDS. You should receive your loan coupon book before your first payment is due. If you don't receive your book, or if you have questions about your tax and insurance impounds, contact your mortgage company.

HOME WARRANTY REPAIRS. If you have a home warranty policy, call your home warranty company directly for repairs. Have your policy number available when you call.

RECORDED DEED. The original deed to your home will be mailed directly to you.

TITLE INSURANCE POLICY. the Title Agency will mail your policy to you after closing.

PROPERTY TAXES. You may not receive a tax statement for the current year on the home you buy. However, it is your obligation to make sure the taxes are paid when due. Check with your mortgage company to find out if taxes are included with your payment. For more information on your Maricopa County property taxes, contact:

- Maricopa County Tax Assessor: 602-506-3406
- Maricopa County Treasurer: 602-506-8511



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BUYERS *post-closing* CHECKLIST

FIRST DAY AFTER CLOSING:

- ☐ Confirm final documents
- ☐ Change locks
- ☐ Familiarize with appliances
- ☐ Ensure utilities are working properly
- ☐ Make a list of any repairs or upgrades you would like to make

FIRST WEEK AFTER CLOSING:

- ☐ Make sure water heater is at the appropriate temperature
- ☐ Review home inspection report and address issues
- ☐ Update address
- ☐ Replace smoke and CO2 detector if needed
- ☐ Establish financial plan
- ☐ Replace air filter

FIRST MONTH AFTER CLOSING:

- ☐ Create maintenance schedule
- ☐ Keep important documents
- ☐ Plan renovations or decorations
- ☐ Connect with neighbors

FIRST YEAR AFTER CLOSING:

- ☒ Maintain landscaping
- ☒ Review home warranty
- ☒ Save for property taxes
- ☒ HOA management (if applicable)
- ☒ Plan home improvements
- ☒ Monitor home equity

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