



For more information, please contact your local Stewart Title office, call (800) STEWART or visit us online at [stewart.com](https://stewart.com).

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# BUYER'S AND SELLER'S GUIDE



Buying or selling a home  
is a memorable milestone.  
Don't trust it to just anybody;  
get the help of Stewart Title.  
Through title insurance and  
a full range of closing services,  
we make the dream of  
property ownership a reality  
around the world.

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# GETTING STARTED

Buying or selling a home is an exciting experience and one for which you can never be too prepared. Before starting the buying process, you'll want to get your finances in optimal shape. The following timeline is a good basis for planning, which you can begin up to a year in advance or as soon as time allows.

## 1 Year Out

### Review your credit reports

Errors on your credit report can result in a higher interest rate on your mortgage, so it's important to get them resolved. The three major credit bureaus – Equifax®, Experian® and TransUnion® – offer free reports through AnnualCreditReport.com, the only free online credit report authorized by federal law.

### Check your FICO® credit score

The credit score models most often used by lenders are those developed by the Fair Isaac Corporation. They are most commonly known as FICO scores. Your FICO score indicates your creditworthiness. It helps determine the rates and terms for your loan and can be improved by making positive changes, such as paying creditors on time.

### Reduce your debt

The more you can live within your means, the better. Credit card debt and payday loans indicate you're living beyond your means. While homeownership is exciting, it's also expensive. Property taxes, decorating, maintenance and improvements are just a few of the many expenses that accompany owning a home.

### Start saving

Every dollar you can put toward the down payment on your home will give you more financing options and lower your mortgage. Reduce frivolous expenditures and forgo luxury purchases for a while. You'll be surprised how fast your savings add up.



## 6 Months Out

### **Research mortgage options**

Mortgages vary in length and terms. Do your homework. Find out the risks involved in the various loan types. Doing so will ensure you can afford homeownership over time.

### **Research unforeseen costs**

Unforeseen expenses such as Homeowners Association (HOA) fees and roof replacements can wreak havoc on your bank account. Before determining how much you think you can afford, talk to friends and neighbors about unforeseen costs involved in homeownership.

## 3 Months Out

### **Reduce your credit usage**

Your FICO score is affected by how much of your available credit lines you are using. Even if you pay your balances in full every month, the balance reflected on your most recent statement is the basis for your score. Keep that balance below 30%.

### **Don't open or close any accounts**

Until the mortgage process is complete, avoid opening or closing credit lines. When you're close to starting the home-buying process, financial stability is key.

## 2 Months Out

### **Be cautious in having your credit pulled**

Every time a lender pulls your credit report, your overall score is lowered slightly. Fortunately, the FICO scoring formula counts all mortgage-related credit inquiries within a specified period of time as one. That's a good reason to do your mortgage shopping in a concentrated period of time.

### **Look into mortgage rates**

Unlike pulling your credit report, which slightly lowers your score, checking your FICO score has no adverse affect on your credit score and is helpful to have when talking to your mortgage lender. At this stage, you don't need to pull your credit report, but rather discover your options.

### **Get prequalified or preapproved for a mortgage**

Being prequalified for a mortgage gives you an idea of how much you can afford, but preapproval is a lender's commitment to giving you a loan. A preapproval letter tells a seller you're a valid potential buyer, but it does not obligate you to use a particular lender.

### **Research neighborhoods and real estate agents**

What's considered a great neighborhood varies from person to person. Do you need proximity to work, good schools or great amenities? This is where a real estate agent can be your biggest ally. To find an agent, ask friends for recommendations, and pay attention to For Sale signs in your neighborhood. You can also access the National Association of REALTORS® search engine at [realtor.com/realestateagents](https://realtor.com/realestateagents).

Agents who are members of the National Association of REALTORS® provide many valuable services, including:

- Helping you understand what you can afford and, if you're selling, what your home is worth
- Accessing the multiple listing service (MLS) and numerous other resources that help them locate properties for you
- Arranging financing
- Setting up appointments for buyers to view homes or bringing potential buyers to view your property if you're trying to sell
- Explaining and handling the paperwork required for making an offer
- Helping negotiate the best possible deal for your purchase or sale



## WHAT THE BUYER PAYS FOR

Homeownership is not the only part of buying a home that’s expensive; the buying process is, too. The following are a few of the many fees you can anticipate paying as a buyer:

- Pest control inspection reports
- Inspection fees (e.g., physical, roofing and geological)
- Prorated taxes
- Hazard insurance premium (the upcoming year is paid in advance)
- Title insurance premium for the lender’s policy and, depending on your market, the title insurance premium for the owner’s policy
- Escrow fee (buyer’s portion)
- Document-recording charges

## UNDERSTANDING TITLE INSURANCE

When you own a home, you own the rights to that property. A title is a deed that confirms your ownership of that property.

Title insurance is an important part of owning property because it insures property owners against any potential threat to their rights of ownership. Unlike health or auto insurance, which insures against events that could occur in the future, title insurance protects you from defects in the title resulting from past events. The last thing you want is a prior owner’s great-grandchild claiming ownership of a property that your title says you own. Title insurance is what protects you should such an event occur.

Before any title policy is issued, the title agent will scrutinize the public records to determine the current recorded ownership, as well as any liens, encumbrances or other potential

problems that could affect your owning a property free and clear. Once the search is complete, the title agent will provide a preliminary report containing matters of record that affect the property in question, including a legal description of the property and a plat map.

Title insurance gives you protection. Should the title prove not to be free and clear as reported, it covers your loss up to the face value of the policy. However, unlike a casualty-insurance premium, which is paid monthly or perhaps quarterly, a title-insurance premium is paid only once. It’s a small price to pay for ongoing peace of mind.





# THE BUYING PROCESS

You've selected your real estate agent and found a home you love. Now the buying process begins. The following is an overview of how the process unfolds.

## 1 Make an Offer

Especially in a competitive market, your offer needs to be strong. Talk to your real estate agent and decide what you're willing to offer. Present your offer with a portion of your down payment (called earnest money) to show that you're committed.

## 2 Present the Offer

Your real estate agent will present your offer to the sellers and the sellers' agent. The sellers will accept it, reject it or make a counteroffer, at which point you can accept it or propose an alternative.

## 3 Put Your Earnest Money in Escrow With a Title Agency, Such as Stewart Title

Once your offer has been accepted and you have a purchase agreement, your agent will open an escrow account with Stewart Title and deposit your earnest money. An escrow is a deposit – it could be a deed, a bond, money or a piece of property – that is held in trust by an impartial third party, such as Stewart Title, until certain conditions have been met and the transfer of the property can occur. The principals in the transaction – the buyer, seller and lender – will state their conditions in writing and give them to the escrow holder.

## 4 Choose a Mortgage Provider

After you are in escrow, decide on a mortgage provider (i.e., lender). Your preapproval letter does not obligate you to use a particular lender, so it's important to find one that's a good fit for your financial situation. Get referrals, talk to friends and look on the National Association of Mortgage Brokers website ([namb.org](http://namb.org)). Consider using a mortgage broker to facilitate the process.

## 5 Apply for Your Loan

Submit your loan application and all necessary documents to the lender of your choice, and wait for approval.

## 6 Wait Through Your Contingency Period

The time between your offer's acceptance and a contract is called the contingency period. During this period, and before the contingency removal date, you will decide either to proceed with the purchase or pull out of the agreement and cancel the escrow. A variety of factors, such as the seller's disclosure statement, Stewart Title's preliminary title report, the property appraisal and your loan's approval, will affect your decision.

## 7 Select a Homeowners Insurance Provider

Once the contingency period is over and you have a contract, you will select an insurance company to provide coverage. Give your lender a copy of the policy and the agent's contact information prior to escrow closing.

## 8 Prepare for Closing

You're nearing the finish line. This is where the right title company can positively impact how smoothly your closing goes. Here are some things to keep in mind to ensure a worry-free closing:

**Closing costs** – Closing costs may be either wired or delivered to Stewart Title. If you'd like to wire your funds, please let us know prior to closing, either in person or by telephone – never by email – so that we may help make arrangements.

If you'd rather deliver your funds, please confirm the acceptable payment methods. Keep in mind that certified or bank checks need to be delivered to Stewart Title in time to clear the issuing bank.

**Loan document review** – You may wish to review your loan documents prior to closing. If so, please ask your mortgage company to provide us with the documents well before closing so that we can supply you with copies.

**Documents required for closing** – Prior to closing, Stewart Title will need copies of all bills that need to be paid from the closing proceeds. Such bills may include inspections, repairs and other negotiated items. Also, don't forget to bring to closing any other documents required by the contract.

**Identification** – Bring your driver's license or another official government-issued picture ID to closing. We will need to verify your identity and make a copy for our records.

**Homeowners insurance** – We will need the name of your homeowners-insurance carrier and your agent's name and telephone number.

**Power of attorney** – If you will not be present to sign documents at closing and you intend to use a power of attorney, a legal document that allows someone to act on your behalf, you must provide the original power of attorney to your closing officer at Stewart Title. This must be done well before closing in order to allow ample time for the document's approval and recordation, as well as the lender's approval of the power of attorney. We will also need your contact number so that on closing day we can verify that you are alive and well and have not revoked the power of attorney.

## 9 Close the Transaction and Move In

During this last step of the buying and selling process, you'll sign a variety of closing documents from the lender and the title company. Additionally, funds will be distributed to appropriate parties after the paperwork is completed. Once you've closed, the transaction is complete. Stewart Title will record your property's deed at the county recorder's office, and the county will subsequently send the original back to you.

## BEFORE YOU PUT YOUR HOME ON THE MARKET

Preparation makes the selling process smoother and more efficient. Just like in the buying process, a real estate agent can be a huge asset. Real estate agents can guide you on preparing your home for potential buyers, pricing your home to sell and negotiating a good deal. They can also assist with closing. Be sure to tell your agent any timing requirements you may have for selling your home, as these may affect the price you set.

### Focus on First Impressions

Regardless of whether you use a real estate agent, you'll want to get your home ready for prospective buyers prior to putting it on the market. Taking the following steps can mean the difference between a potential buyer going inside and driving by:

- Walk through the home and ask yourself, "Would I buy this home?"
- Try to take your feelings out of the equation and look at your home objectively.
- Make a list of things needing repairs or changes, but don't make major changes that will cost more to do than a buyer will pay.
- Prioritize the list in relation to when the house is going on the market. (Projects that require numerous resources such as contractors, remodelers, etc., should be first.)
- Prepare a timetable for repairs and changes, and stick to it.





# SHOWING YOUR HOME

Your home needs to be ready to show at all times. In addition to the steps you’ve already taken to get your home ready to go on the market, here are some extra tips to help ensure your home makes the best possible impression at showing:

- Keep every room clean and tidy, and make all the beds.
- Put dirty dishes in the dishwasher, or wash and stack them neatly in the sink.
- Eliminate pet smells, clean carpets and drapes, empty trash often, and refrain from cooking strong-smelling foods.
- Introduce good smells such as flowers, potpourri and air fresheners. Baking a pie or cookies is another clever tactic.
- Let in light. Brightness improves a home’s atmosphere.
- Make sure the temperature is comfortable.
- Set the dining room table to create a homey environment.
- Hire a cleaning service once a week to keep the house in show condition.
- Leave the house during a showing so that the buyers can feel free to ask the real estate agent candid questions.
- Turn off radios and televisions.
- Keep pets out of the way.

# 15-MINUTE, PRESHOWING CHECKLIST

When your real estate agent calls and says a potential buyer is *en route*, here is a quick checklist to make sure you’re ready:

## Bedrooms, Living Room and Dining Areas

- ☐ Turn on lights
- ☐ Open curtains
- ☐ Make beds
- ☐ Remove random items from tables and floors

## Kitchen

- ☐ Put dirty dishes in the dishwasher
- ☐ Empty the trash
- ☐ Clear and wipe down counters

## Bathrooms

- ☐ Flush toilets
- ☐ Shine fixtures
- ☐ Hang towels neatly
- ☐ Empty the trash
- ☐ Wipe counters

## Exterior

- ☐ Close garage door
- ☐ Pick up yard debris and trash





# DETERMINING YOUR PRICE

Now that your home is ready to be put on the market, it’s vital that it be priced to sell at or near your asking price – and quickly. Homes should be priced at market value. A common definition of market value is “what a ready, willing buyer will pay, at a price a willing seller will accept.”

Your real estate agent will do a competitive market analysis (CMA) of your home in order to determine its market value. The CMA will compare your home to other houses in the area in terms of square footage, amenities, condition and relative age. You may want to provide a list of your home’s advantages and special features to your real estate agent.

- Tips for Setting the Price**  
Especially if you’re not using a real estate agent, you’ll want to collect as much information as possible before setting a price.
- **Know your market**  
Online calculators and real estate sites like zillow.com and trulia.com may provide information on recently sold homes that are comparable to yours, but nothing beats a real estate agent’s market knowledge and expertise when it comes to getting the most for your home. In addition to having a high level of insight into home-value trends, foreclosure stats and price-cut information, real estate agents have access to resources that are typically unavailable to the go-it-alone seller.
  - **Check out the competition**  
Find houses similar to yours in the same area. See how they’re priced and how long they’ve been on the market. If they’ve been on the market for a while, they may be priced too high.
  - **Consider getting a professional home inspection**  
This can keep you from getting hit with any surprise repair costs after the buyer’s inspection. It also makes your home more attractive when everything is in working order.
  - **Be flexible**  
Your asking price shouldn’t be set in stone. Over a period of time, if your house doesn’t sell, you may need to adjust your price.

# WHAT THE SELLER PAYS FOR

In addition to money invested in sprucing up your home, a number of fees and expenses will arise during the selling process. The following are just a few of the many expenses you might need to pay:

- Real estate agent commission (both buyer’s and seller’s)
- Prorated taxes, interest, rent and HOA dues
- Cost for repairs (negotiated in contract)
- Loan fees required by the buyer’s lender (e.g., FHA and VA loans)
- Title insurance premium for the owner’s policy (depending on your market)
- Home warranty plan (if negotiated)
- Escrow fee (seller’s portion)
- Document recording charges

Additionally, you will need to pay off loans, as well as liens or judgments of record against the property (unless assumed by the buyer). Examples include accrued interest, reconveyance and forwarding fees, and late fees.

# GETTING AN OFFER

**Negotiation**  
Once you have an offer, you’re ready to start negotiating. Your real estate agent is experienced at negotiation and will work closely with you and the potential buyer to help sell your home as close to your asking price as possible.

**Home Inspections**  
Once a buyer has made an offer on your home, the lender will usually require a professional inspection of the property. The inspector will check that the home’s general systems are working properly and report any items in need of repair. If major problems are found, your real estate agent will help negotiate through them.



# FROM CONTRACT TO CLOSING

There’s a lot that happens between the time a buyer finds a house and the day it belongs to them. To help you better understand what happens after the Sold sign is posted, review the seven basic steps of transferring a land title.





# AVOIDING CLOSING DELAYS

Once your house has sold, you still have to close. The following tips will help the process go smoothly:

### Existing Lienholders

If you have a lien or liens against your property, please provide your Stewart Title closing officer with the name of the lienholders, along with their addresses and phone numbers. We will also need the loan numbers.

### Social Security Numbers

We will need the Social Security numbers of all owners of the property for purposes of tax reporting. Also, the lender may require Social Security numbers for payoff information.

### Existing Survey (if Applicable or Available)

If the buyers and sellers have agreed to use an existing survey at closing, Stewart Title must review the survey prior to closing and must receive verification from the sellers that no improvements have been made since the date of the survey.

### Identification

Don't forget to bring your valid driver's license or other official government-issued picture ID to the closing.

### Homeowners Association (HOA)

If you have a mandatory HOA, please provide us with the proper contact information so we can contact them to obtain a letter for closing.

### Wiring Information

We will be glad to wire proceeds of the sale into your account upon the funding of the transaction. Please provide us with your wiring information if you choose this option. The safest way to provide this information is in person, via U.S. mail or over the telephone. Never provide your wiring information via email.

### Documents

Prior to closing, please provide us with all bills for inspections, repairs or other items to be paid from closing proceeds. Don't forget to bring the termite certificate (if applicable) and other documents required by the contract.

### Power of Attorney

If you will not be present to sign documents at closing and you intend to use a power of attorney, a legal document that allows someone to act on your behalf, you must provide the original power of attorney to your closing officer at Stewart Title. This must be done well before closing in order to allow ample time for the document's approval and recordation and the lender's approval of the power of attorney. We will also need your contact number so that on the day of closing we can verify that you are alive and well and have not revoked the power of attorney.

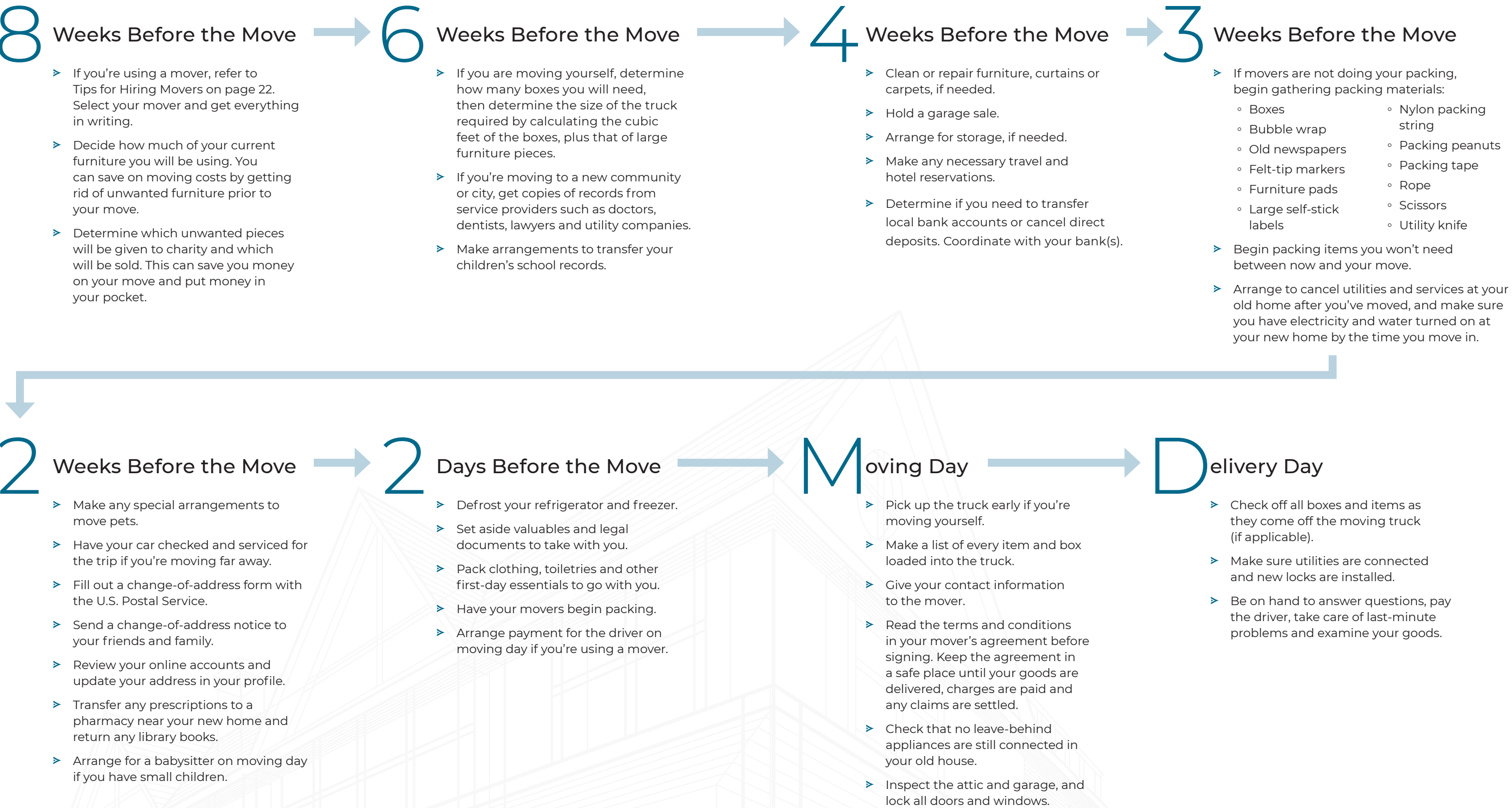
# TIPS FOR HIRING MOVERS

Moving can be stressful, but you can make it easier by starting your preparations early. The first step is to hire a mover. Here are few tips for choosing the right one:

- Get referrals from friends, online review sites and organizations like the Better Business Bureau®.
- Find a balance between the lowest cost, the most experience and the right equipment.
- Inquire about discounts related to organizations you may belong to.
- Confirm mover credentials. Movers should be licensed and bonded, and employees should have workers' compensation insurance.
- Ask for references.
- Get estimates in writing.



# MOVING TIMETABLE





# GLOSSARY OF REAL ESTATE TERMS

This brochure is intended solely to provide helpful information to buyers and sellers. The laws of each state may vary. Please consult with an attorney of your choice for specific information or legal advice.

**Adjustable Rate Mortgage (ARM)**

A loan with an interest rate that changes periodically based on a current index, like one-year treasury bills. Typically, ARMs can’t change by more than two percentage points per year or six points above the starting rate. Check the specific rates carefully for any type of mortgage loan.

**Amortization**

A payment plan that enables the borrower to pay off the debt gradually through equal monthly payments of principal and interest.

**Appraisal**

An expert judgment or estimate of the quality or value of real estate as of a given date. This appraisal is done for financial lending purposes and may not reflect the actual market value.

**Appraised Value**

An estimate of the value of the property offered as security for a home loan.

**Bridge Finance**

A short-term loan, usually at a higher rate of interest than the longer-term mortgage, used by borrowers who have bought a house while waiting for theirs to be sold. May also refer to a second subordinate loan.

**Caveat Emptor**

Latin for “Let the buyer beware.” This puts the burden on the buyer to be satisfied with the item before purchasing the property. Many states have passed laws that require sellers to disclose any defects or problems with the property being sold.

**Chattels**

Items of personal property that are movable (e.g., clothing, furniture), as distinguished from real property (e.g., land, a house).

**Closing Protection Letter (CPL)**

A letter from a title insurance company, generally given to a lender for one or more closings, that indemnifies the lender for loss caused by the policy issuing agent’s or approved attorney’s failure to comply with the lender’s written closing instructions, or for certain kinds of misconduct committed by the issuing agent or approved attorney, if the failure or misconduct affects the title or the mortgage.

**Commission**

Fee payable to real estate agents for selling the property by the person authorizing the sale, usually a percentage of the sale price, although this can be negotiated and paid by the buyer or split between the parties. Often the commission is shared by the listing and buyer’s real estate agent.

**The Consumer Financial Protection Bureau® (CFPB)**

An independent government agency responsible for consumer protection in the financial sector.

**Consummation**

The point in time when a borrower becomes contractually obligated to the creditor on the loan under state law.

**Contingent Offer**

Offer to buy or sell subject to some condition, such as the buyers selling their current home or the home passing an inspection. If the condition is not met, then the parties may agree to waive the condition or the contract may terminate.

**Contract of Sale**

Written agreement setting out the terms and conditions of a property sale.

**Covenant**

A promise or agreement in a written contract or deed of real property defining specific conditions or actions concerning the property.

**Conventional Mortgage**

A mortgage loan not insured by the United States Department of Housing and Urban Development or guaranteed by the Department of Veterans Affairs. It is subject to conditions established by the lending institution and state statutes. The mortgage rates may vary with different institutions and between states. (States have various interest limits.)

**Credit Report**

A report detailing a loan applicant’s credit history, used by a lender to determine creditworthiness.

**Deposit (or Earnest Money)**

An agreed-to percentage of the purchase price of a property placed in escrow as evidence of intention to buy. May be nonrefundable based upon the terms and conditions of the contract. Usually the deposit goes toward the purchase price when the sale goes through.

**Document Preparation**

A charge by an attorney for preparing legal documents for a transaction.

**Encroachment**

When a structure overhangs someone else’s property and a fence or other structure is built over the dividing line between the two properties.

**Encumbrance**

An easement, lien or other restriction on a property that impedes its use or transfer.

**Equity**

The difference between the market value of the property and any loans that are outstanding on the property. If the market value is less than any outstanding loans, there will be a negative equity.

**Escrow Funds**

Funds paid to the escrow agent to hold until the occurrence of a specified event, such as the completion of repairs or the payment of insurance and taxes, after which the funds will be released to the designated individual. After closing, many lenders will require that the buyer make monthly payments (in addition to the principal and interest) to cover these expenses.

**Exclusions**

Any item that is specifically not included in the sale (e.g., an aboveground pool or garden shed). These should be shown in the contract.

**Fixed Rate Mortgage**

A loan that carries an unchangeable interest rate over its entire term, typically a period of 15 to 30 years.

**Homeowners Insurance**

Protects the property and contents in case of damage or loss. Most lenders require that the insurance be for at least the loan amount or for 80% of the value of the improvements, whichever is greater.

**Inclusions**

Lights, curtains, blinds, ceiling fans, air-conditioning units, fly screens, dishwasher, range hood, stove, fixed cupboards, clothes hoist or any other removable item that the seller has agreed will be included in the sale.

**Inspections**

Examinations to determine the condition of property, such as termite inspections and inspections made to see if required repairs were made before funds are disbursed.

**Interest**

A charge paid for borrowing money.

**Interest-only Loan**

Loan on which just the interest is paid periodically, and the principal is paid at the end of the term. Some loans may be interest-only for a certain period of time and then require that both principal and interest be paid in monthly installments.

**Inventory**

List of items included with a property for sale, usually including furniture, furnishings and other removable items.

**Investment**

The purchase of an asset, such as real estate, with the goal of producing income, including capital gains, on the resale of the asset.

**Joint Tenants With Right of Survivorship**

Joint tenancy is the equal holding of property by two or more persons. If one owner dies, the deceased’s share passes on to the survivors.

**Liabilities**

Your outstanding debts or what you owe.

# GLOSSARY OF REAL ESTATE TERMS

**Lien**

A claim one person holds on the property of another as security for money owed. Such claims may include obligations not met, judgments, unpaid taxes, materials and labor.

**Loan Application Fee**

Fee paid to the lender at the time of application. The amount varies by lender.

**Loan Discount (or Discount Points)**

Loan discounts are a form of prepaid interest. One point equals generally 1% of the loan amount. By charging a borrower points, a lender effectively increases the yield on the loan above the amount of the stated interest rate. Borrowers can offer to pay lender points as a method to reduce the interest rate on the loan, thus obtaining a lower monthly payment in exchange for this up-front payment. For each point purchased, the loan rate is typically reduced by 0.125%, but check with your lender for the specific reduction.

**Loan Estimate Form and Closing Disclosure Form**

These forms are intended, in the words of the Consumer Financial Protection Bureau (CFPB), to help consumers make informed decisions when shopping for a mortgage and avoid costly surprises at the closing table. These forms are required in most transactions.

**Maintenance Fee**

Periodic charge by the homeowners association as set out in the subdivision restrictions.

**Maturity Date**

The last day of the term of the home-loan agreement. The home loan must then be paid in full, or the home-loan agreement must be renewed or refinanced.

**Mortgage (or Deed of Trust)**

A legal agreement containing the lender’s terms and conditions in which the owner pledges their title to real property to the lender as security for a loan described in a promissory note. (In a promissory note, a mortgagee lends the money to a mortgagor, the borrower.) Mortgages are normally recorded in the county records.

**Mortgagee's (or Lender's) Title Policy**

A title insurance policy that insures the validity, enforceability and priority of a lender's lien. This policy does not provide protection for the owner.

**Multiple Listing Service (MLS)**

System of offering the property through many real estate agents.

**Offer to Purchase**

A formal legal agreement that offers a specified price for a specified property. The offer may be firm (no conditions attached) or conditional (certain conditions apply).

**Option to Buy**

Legal agreement giving the buyer the right to purchase property at a certain time and price. An option fee, usually a percentage of the price or fixed amount, is payable and may be forfeited if the buyer does not go through with the transaction. Option fee may be refunded if conditions are not met.

**Origination Fee**

A fee the borrower pays the lender to originate a new loan.

**Owner's Title Policy**

Insures that the buyer has the title to the property, subject to policy terms.

**PITI**

Abbreviation for principal, interest, taxes and insurance, all of which can be lumped together in your monthly mortgage payment.

**Power of Attorney (POA)**

A written authorization that allows a person to act on behalf of another person.

**Principal**

The actual amount of money that has been borrowed to buy a property.

**Private Mortgage Insurance (PMI)**

Insurance against a loss by a lender (mortgagee) in the event of default by a borrower (mortgagor). PMI is often required for larger loans.

**Real Estate Professional Fee**

Usually called commission, the amount paid to real estate professionals as compensation for their services.

**Recording Fees**

Charged by the county clerk to record documents in the public records.

**Restrictions**

These limit the way in which a property can be used or modified and are written into (or referred to in) the deed for the property. They are usually enforced by the developer or builder, the neighborhood or the homeowners association. A certified copy of deed restrictions is usually required by the lender. Restrictions normally have a termination date, but may be renewed.

**Settlement**

Completion of sale when the balance of the contract price is paid to the seller and the buyer is legally entitled to take possession of the property.

**Survey**

Confirms lot size and identifies any encroachments or restriction violations.

**Tax Proration**

The seller and buyer split up property taxes based on the length each party has owned the home during the year.

**Title Insurance**

Title insurance protects real estate owners and lenders against any property loss or damage they might experience because of liens, encumbrances or defects in the title to the property. Each title insurance policy is subject to specific terms, conditions and exclusions.

**Title Search**

The process of examining the land title to determine the terms and conditions under which the title company will issue a title policy.

# IMPORTANT CONTACT INFORMATION

**Real Estate Agent**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Notes: \_\_\_\_\_

**Title and Escrow Company**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Notes: \_\_\_\_\_



BUYING A HOME

HOUSE COMPARISON CHART

|                   |  |  |
|-------------------|--|--|
| Address           |  |  |
| Price             |  |  |
| Location          |  |  |
| Curb Appeal       |  |  |
| Neighborhood      |  |  |
| Yard/Landscaping  |  |  |
| Lot Size          |  |  |
| Floor Plan        |  |  |
| Bedrooms          |  |  |
| Room Sizes        |  |  |
| Bathrooms         |  |  |
| Study/Office      |  |  |
| Kitchen           |  |  |
| Appliances        |  |  |
| Storage           |  |  |
| Garage            |  |  |
| Deck/Patio        |  |  |
| Pool/Hot Tub      |  |  |
| Heat/AC           |  |  |
| Taxes             |  |  |
| School            |  |  |
| Condition         |  |  |
| Energy Efficiency |  |  |

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# SELLING A HOME

## CHECKLIST FOR REPAIRS AND CLEANING

A home that is clean and tidy, and maximizes space will sell faster and at a higher price. Keep in mind that a small investment in time and money could make your home much more attractive to buyers.

| Exterior   | OK As Is | Needs Work |
|--|----------|------------|
| Does the house need fresh paint?                                 |          |            |
| Are holes and cracks visible?                                    |          |            |
| Are sidewalks, porches and decks swept and in good shape?        |          |            |
| Is it inviting?  |          |            |
| Do the windows and door screens need to be replaced?             |          |            |
| Does the house trim need repair or paint?                        |          |            |
| Are gutters and downspouts secure and clean?                     |          |            |
| Landscape  | OK As Is | Needs Work |
| Are shrubs and trees trimmed?                                    |          |            |
| Is the lawn fertilized?  |          |            |
| Are flowers planted?   |          |            |
| Is the lawn mowed and edged?                                     |          |            |
| Has the lawn been weeded?  |          |            |
| Kitchen  | OK As Is | Needs Work |
| Are the appliances clean and working?                            |          |            |
| Are cabinets neat and in good condition?                         |          |            |
| Are countertops clean and uncluttered?                           |          |            |
| Does the tile need regrouting?                                   |          |            |
| Does the sink need recaulking, chips repaired or stains removed? |          |            |
| Do the faucets leak?   |          |            |
| Is the oven clean?   |          |            |
| Is the gas igniter working properly? (Be sure to leave the key.) |          |            |
| Bathroom   | OK As Is | Needs Work |
| Do the faucets leak?   |          |            |
| Does the tub need recaulking?                                    |          |            |
| Do the shower tiles need new grout?                              |          |            |
| Are the shower doors clean?                                      |          |            |
| Is the floor in good condition?                                  |          |            |

| Roof  | OK As Is | Needs Work |
|---|----------|------------|
| Are there any leaks or unlevel areas?                         |          |            |
| Are shingles or tiles missing?                                |          |            |
| Does the roof have any unlevel areas?                         |          |            |
| Garage  | OK As Is | Needs Work |
| Are the floors swept and stain-free?                          |          |            |
| Are all items stacked against walls to maximize floor space?  |          |            |
| Is the garage door opener operating correctly?                |          |            |
| Is the garage organized, neat and well lit?                   |          |            |
| Attic   | OK As Is | Needs Work |
| Is the attic organized and clean?                             |          |            |
| Are the stairs in good condition?                             |          |            |
| Is the attic well lit?  |          |            |
| Are there any signs of insects or rodents?                    |          |            |
| Overall   | OK As Is | Needs Work |
| Can items be removed in order to make the home appear larger? |          |            |
| Do the walls and woodwork need new paint?                     |          |            |
| Do the walls have holes or cracks?                            |          |            |
| Does the wallpaper need replacing?                            |          |            |
| Are both sides of the windows clean?                          |          |            |
| Are the floors clean and polished?                            |          |            |
| Are there any stains or damage from water leaks?              |          |            |
| Is the carpet clean, flat and stain-free?                     |          |            |
| Are the window treatments clean and working properly?         |          |            |
| Do squeaky hinges need oil?                                   |          |            |
| Are the ceiling fans and vents clean?                         |          |            |
| Do the windows open and close easily?                         |          |            |
| Has the house been deep cleaned?                              |          |            |
| Do any of the doors stick?                                    |          |            |
| Do all the locks work properly and have keys?                 |          |            |
| Do the doors seal properly?                                   |          |            |
| Are all lights working?                                       |          |            |