



Key Realty
SERVICES



Home Buyers Resource Kit

Congratulations!

The first step in the process is taking the time to learn as much as possible about the Home Buying Process and for me to learn what you are trying to accomplish. Becoming an informed consumer is the “Key” to making sound Real Estate decisions.



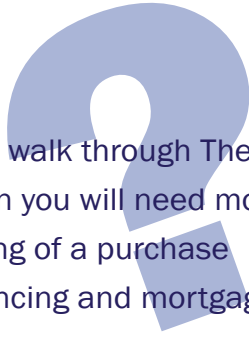
Our Commitment to You:

We Will...

- Review the process from start to finish
- Listen to your needs and wants
- Find you the right home at the best price possible
- Assist you throughout the process giving you choices and convenience whenever possible
- Be a resource for all of your home purchase needs

- Where in your home search process are you currently?
- What do you want in a home?
- What do you absolutely need in your new home?
- Do you have a home you need to sell in order to purchase the new home?
- When do you need or would you like to be in your new home?
- What do you expect from the Real Estate Agent that you work with?
- Have you been pre-qualified or pre-approved by a lender?

The Process



- Let's walk through The Process
- When you will need money
- Timing of a purchase
- Financing and mortgages



The Importance of a Pre-Approval



- Will make you a qualified buyer - putting you in a stronger negotiating position
- If more than one offer is in on a property, the home seller will know you are ready, willing and able
- You won't start looking in a price range that you are not comfortable in
- Pre-qualification vs. Pre-approval
- Good faith estimates
- APR - Actual Percentage Rate

“I can help you with this!”

Finding Your Home

- Multiple listing service
- Signs (all companies listings - not just ERA)
- Internet
- For sale by owner
- New construction
- Properties previously on the market
- Contacting desirable homes that are not on the market
- Open houses
- Word of mouth
- My agent network of peers

We would be looking at ALL of these options together as a team!



Why Work with One Agent?

- Walk you through the process and assist throughout
- Save you time when possible (previews, recommendations, etc.)
- Your agent will get to know your likes and dislikes to qualify properties further
- Full Representation with confidentiality
- Proper positioning for purchasing - offer writing, multiple offers, negotiating
- Advice on pricing and negotiating strategies
- Referrals to home inspectors, attorneys, and lenders
- With you every step of the way

“My Goal - To Become Your Real Estate Professional For Life.”



Writing an Offer

- Preparing an offer to purchase
- My professional advice - your decision
- Deposits (\$)
- Contingencies and protection of your deposit

Presentation & Negotiation

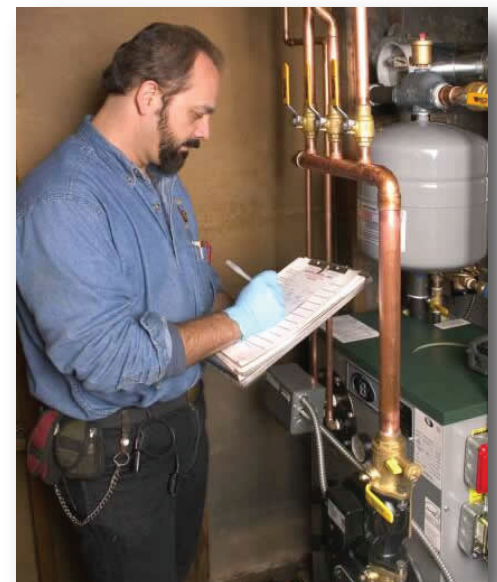
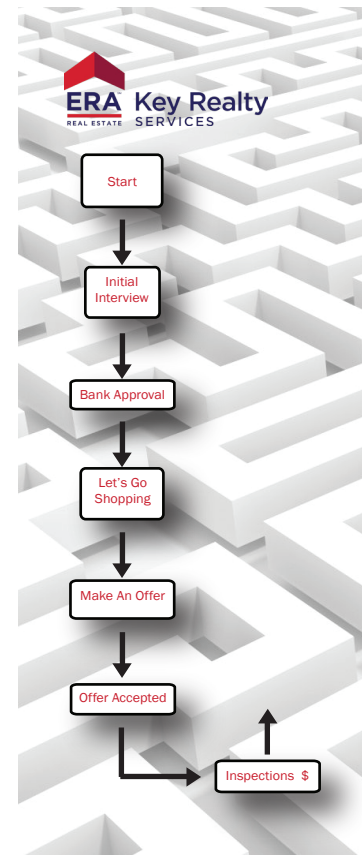
- What happens next?
- Seller's options:
 1. Accept
 2. Reject
 3. Counter
- Terms that could be points of negotiation
- Timing of presentation, counter offers & signatures
- Legalities - What constitutes an Accepted Offer
- Deposit check is cashed

Inspections

- Choosing an inspector
- The purpose of inspections - to identify major structural/mechanical defects
- Types of inspections

1. Structural	7. Mold
2. Mechanical	8. Air Quality
3. Utilities	9. Pest & Termite
4. Radon	10. Other
5. Lead Paint	11. Title V (typically seller expense in MA)
6. Water Quality/Quantity	

 - Cost of inspections (\$)
 - What can I do if there is a problem?
 - ERA Home Warranty





Mortgage Application

- Credit report
- Appraisal
- Verifications
- Closing Costs (\$)
- Mortgage commitment deadline

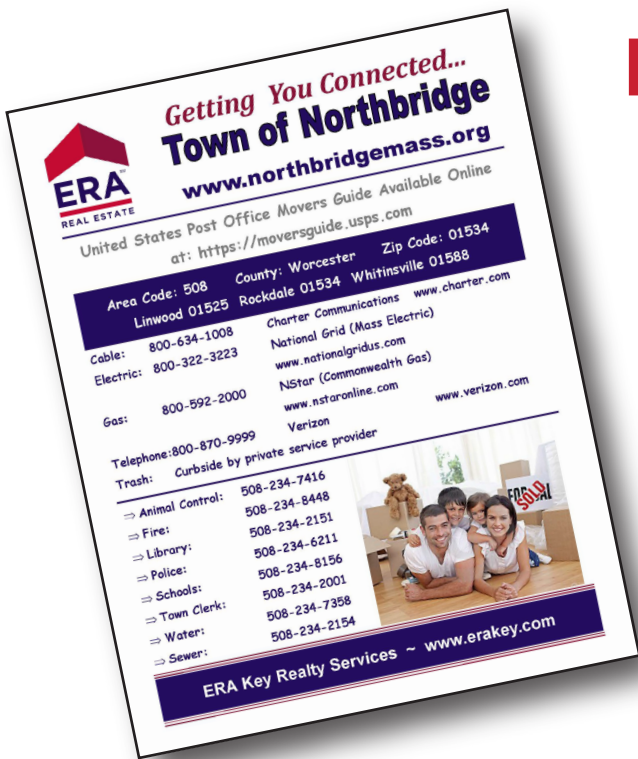
Purchase and Sale Agreement

- Also known by acronym P&S
- Further detailed contract - answers all the “what if” questions
- Mortgage contingency continues (when applicable)
- Additional good faith deposit - typically required (\$)
- Many Buyers and Sellers have an attorney review the agreement (\$)



Loan Approved Commitment In

- Commitment date is critical
- Survey
- Hazard Insurance (\$)
- Title Search & Title Insurance (\$)
- Final conditions into Lender (remember - we don't have a condition free commitment until all of these have been or definitely can be met)



Preparing to Close

- Arrange for a mover
- Transfer Utilities (water, electric, sewer, phone, cable, gas, etc.)
- Final walk through (usually the day before or the day of)
- Obtain Bank Check for final amount necessary to close (usually called in to you 1 day prior to closing by closing attorney)

Closing Day - What to Expect

- Close at the Registry of Deeds or the Lender's Attorney's office at a pre-set time
- Parties Present:
 - Seller(s) (or Seller's Attorney)
 - Buyer(s)
 - Real Estate Agent(s)
 - Bank Attorney
- Time frame of closing - 1 to 2 hours
- Bring your photo ID (license)
- Bring the final bank check for remaining funds
- Bring a check book just in case! (oil, propane, etc.)
- Keys at the closing or upon recording at the Registry of Deeds



Timing of Buying a Home

- From today until you find the right home Unknown?*
- Offer accepted until Home Inspection 7-10 Days*
- Offer accepted until Purchase and Sale 10-14 Days*
- Offer accepted until Mortgage Commitment 28-35 Days*
- Offer accepted until Closing 45-60 Days*

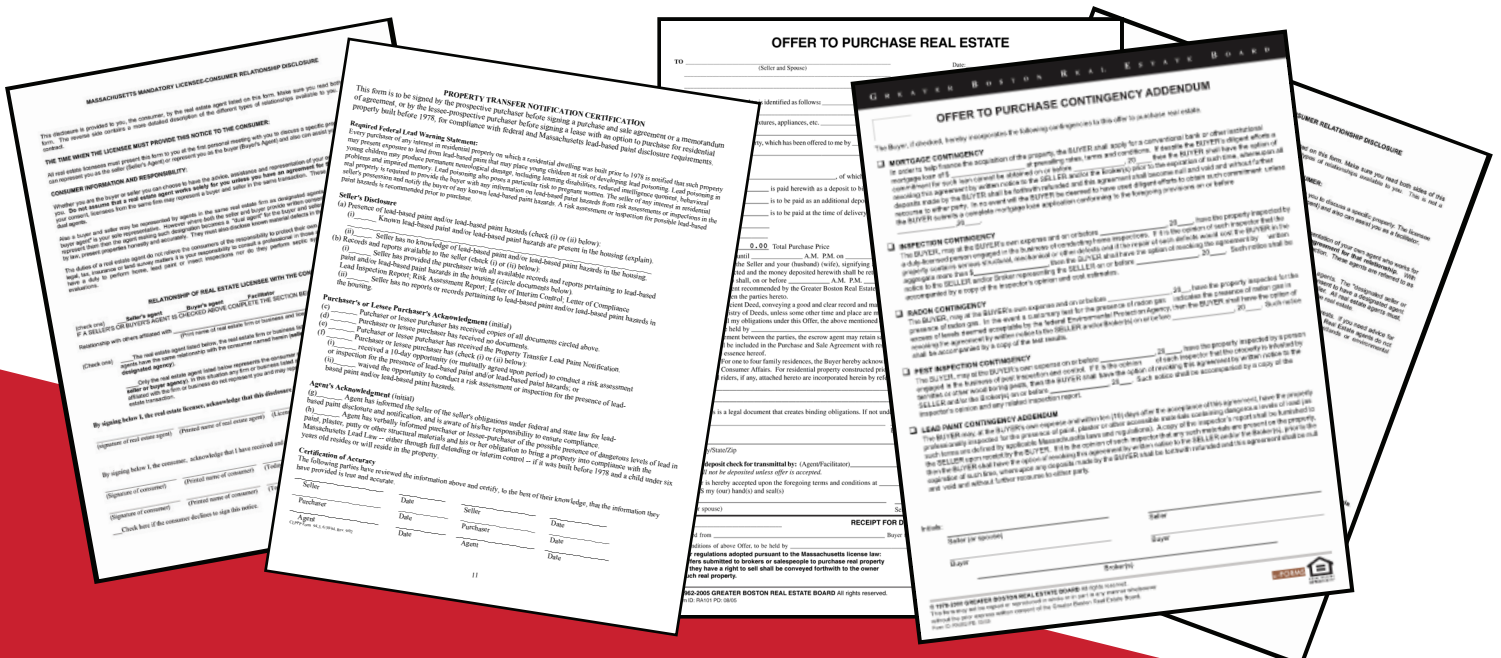
*typical timeframes



Forms & Disclosures

FORMS & STATE REQUIRED DISCLOSURES TO BE FAMILIAR WITH

- Consumer Relationship Disclosure
- Exclusive Buyer Agent Agreement
- Facts for Consumers - Board of Registration for Home Inspectors
- Lead Paint Transfer Notification & Certification
- Sellers Description of Property
- Offer to Purchase
- Various Contingency forms
- Purchase & Sale Agreement (P&S)



Consumer Relationships for Buyers Available in MA

- Buyer's Agent - represents the Buyer
- Seller's Agent - represents the Seller
- Facilitator - represents no party

Agency

What would you expect or like from your agent?

**Buyer's Agents,
Seller's Agents &
Facilitators MUST do
these for you**

- Honesty
- Show you Properties
- Disclose Material Defects
- Prepare the Contracts
- Accountability - of funds and documents entrusted

**ONLY
a Buyer's Agent
CAN do these
for you!**

- Recommendations
 - to Lenders
 - to Attorneys
 - to Home Inspectors
- Undivided Loyalty - look out for your best interests
- Confidentiality - what you tell me stays with me only
- Obedience - to lawful instructions you give me
- Advice - assessing whether the property you are offering on is priced fairly
- Advice - suggestions for offering price & negotiating strategy
- Advocacy - assistance in negotiating for the best possible price & terms for YOU
- Protect - watch dates and deadlines with you

ERA Key Realty Services is a Designated Agency Firm

How Do I Get Paid as Your Buyer's Agent

- Almost all of the time - Through the MLS offer of compensation
 - or - through negotiation of the offer
- In very rare occasions - As an adjustment to the Sale Price

**I don't get paid until you close -
Your Satisfaction is Critical to ME!**

Additional Benefits

- Availability
- A Personal Specialist Who Knows Your Needs
- Convenience and Efficiency
- Move Planner Emails - reminder of important moving details
- Your Own Personal Searching Site - password protected with your towns and price ranges, view listings, map listings, save homes you are interested in, check out town and school info
- A resource for life - Before, during, and after your home purchase, you will have access to me and my office for faxing, copying, notary services, and any recommendations in the home maintenance arena you should need



Are you Ready to Work Together?

Buyer Agency Agreement

- We both sign
- Specific length of time
- Protects both of us
- Creates a legal obligation for me to represent your best interests
- Commits us to working together as a team
- No Up Front Cost

Buyer Commitment to Service

My reputation is important to me. If you are not satisfied with my performance, please let me know and we will come up with a solution to fix the problem or I will release you from your contract.

ERA Key Realty Services

Our Mission Statement:

“ERA Key Realty Services **EARNs** customers and clients for life by providing **UNPARALLELED SERVICE** with the highest level of **INTEGRITY, EXPERTISE** and **PROFESSIONALISM.**”

Our Core Values:

1. We Believe in Hard Work
2. We Believe in Teamwork
3. We Believe in Acting with Integrity
4. We Believe that you Get by Giving
5. We Believe in Seeking Solutions
6. We Believe in Fun!



“Reaching your goals through fulfilling your needs is our top priority.”



Key Realty
SERVICES



Let us Walk You Through The Maze To Your New Home!

CONGRATULATIONS!!!

WITH ERA KEY REALTY
SERVICES YOU'VE GOT
THE KEYS TO YOUR
NEW HOME!

