



STEP-BY-STEP HOME BUYER'S GUIDE

- * **Establish Financial Arrangements**
- * **Choose Professional Realtor**
- * **Review General List of Homes**
- * **List Homes of Interest**
- * **Set Appointments**
- * **Select Home**
- * **Prepare Offer Through Realtor**
- * **Negotiate Price and Terms**
- * **Select Escrow Agent**
- * **Open Escrow**
- * **Complete Inspections and Clarify Remedial Actions**
- * **Lock Loan Rate**
- * **Start Packing**
- * **Sign Title Documents**
- * **Get Keys**



ESTABLISH FINANCIAL ARRANGEMENTS

Getting your financing in place is the first step in the process to home ownership. It is the guideline for both of us based on terms, financing plans available and ultimately your borrowing power. Your offer will be seriously considered by a seller if you have been pre-qualified for a loan. I can provide you with a list of reputable local loan officers so you can get the best loan package.



CHOOSE PROFESSIONAL REALTOR

It's important to select a realtor who will help get you what you want when you want it. I'm a seasoned negotiator having over twenty years real estate experience and can help you through the home buying process.



REVIEW GENERAL LIST OF HOMES

I don't sell you a home. I facilitate the process by giving you an opportunity to view homes that fit your needs and budget. This is an important decision—by looking at current home listings, YOU decide on a neighborhood and YOU determine what's right for YOU!



LIST HOMES OF INTEREST

You narrow the search to those homes in the right location and are of further interest.



SET APPOINTMENTS

I will set up appointments for you to see the inside and out of those homes to be investigated in detail. You and I will spend time together to be sure the interior layout works for your lifestyle. We will look at its present condition and potential for upgrading in the future. I will analyze the pricing relative to the surrounding homes that have sold recently as well as apprise you of any future plans for the area.



PREPARE OFFER THROUGH REALTOR

I prepare the offer to be presented to the seller after we decide on a negotiating strategy for securing the best deal. It is based on the financing arrangements that have already been put in place. An appraisal will be required as part of the loan process to ensure you're not paying above a reasonable price. A licensed home inspector may be hired to go through the property looking for any factors that are, or potentially can be, a problem with the property.



NEGOTIATE PRICE AND TERMS

The seller will respond to an offer within a time frame we set. Negotiations over the price, time of possession and other pertinent terms should be expected.



SELECT ESCROW AGENT

It is a general practice in Arizona to have the closing conducted by an escrow agent. You have the right, as the buyer, to select the escrow agent unless otherwise delineated in the contract. The escrow agent's role is that of a third-party fiduciary who makes sure the funds are properly distributed to all parties such as the payoff of the seller's mortgage, proration of taxes, payment to seller of appropriate monies, and disbursement of various other costs associated with the purchase. They see that the transfer of title is processed as described by law. The offer and acceptance contract is used as the escrow instructions that the escrow agent follows.



OPEN ESCROW

I will deposit your earnest money check which goes toward the purchase price with the escrow agent. That step opens the escrow and allows the agent to process the transfer of title and funds.



COMPLETE INSPECTIONS AND CLARIFY REMEDIAL ACTIONS

The contract calls for certain inspections on your behalf that must be completed within a specific time frame. I will call your inspectors and give them access to do their work on the property. I will generate a request for remedial action by the seller on your behalf.



LOCK LOAN RATE

Consult your accountant and mortgage lender about locking in the rate of interest you will be paying for your particular loan.



START PACKING

Make your arrangements for moving early. Your friends or professional movers may have other obligations in place unless you establish a move date well in advance. I will supply you with a list of the various utility companies appropriate for the area.



SIGN TITLE DOCUMENTS

The title company or escrow agent will require you to come to their office to sign the documents that the lender has sent them. You will be signing a deed and other documents that are part of the transfer of title and funding of the loan. This usually takes place a day or so before you actually take possession. The title company will record the title transfer with the county recorder--that is when you actually own the home and close escrow.

GET KEYS

CONGRATULATIONS YOU'RE A HOMEOWNER!