



Home Buyers Guide

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****A good real estate agent can make or break your deal. You want to hire the best real estate agent you can find, which means hiring an agent who will put your interests first, above his or her own.****

Here are reasons why it's important to use a realtor when purchasing a new home

- 1. Your REALTOR® can help you determine your buying power** -- that is, your financial reserves plus your borrowing capacity. If you give a REALTOR® some basic information about your available savings, income and current debt, he or she can refer you to lenders best qualified to help you. Most lenders -- banks and mortgage companies -- offer limited choices.
- 2. Your REALTOR® has many resources to assist you in your home search.** Sometimes the property you are seeking is available but not actively advertised in the market, and it will take some investigation by your agent to find all available properties.
- 3. Your REALTOR® can assist you in the selection process by providing objective information about each property.** Agents who are REALTORS® have access to a variety of informational resources. REALTORS® can provide local community information on utilities, zoning, schools, etc. There are two things you'll want to know. First, will the property provide the environment I want for a home or investment? Second, will the property have resale value when I am ready to sell?
- 4. Your REALTOR® can help you negotiate.** There are several negotiating factors, including but not limited to price, financing, terms, date of possession and often the inclusion or exclusion of repairs and furnishings or equipment. The purchase agreement should provide a period of time for you to complete appropriate inspections and investigations of the property before you are bound to complete the

purchase. Your agent can advise you as to which investigations and inspections are recommended or required.

5. Your REALTOR® provides due diligence during the evaluation of the property. Depending on the area and property, this could include inspections for termites, dry rot, asbestos, faulty structure, roof condition, septic tank and well tests, just to name a few. Your REALTOR® can assist you in finding qualified responsible professionals to do most of these investigations and provide you with written reports. You will also want to see a preliminary report on the title of the property. Title indicates ownership of property and can be mired in confusing status of past owners or rights of access. The title to most properties will have some limitations; for example, easements (access rights) for utilities. Your REALTOR®, title company or attorney can help you resolve issues that might cause problems at a later date.

6. Your REALTOR® can help you in understanding different financing options and identify qualified lenders.

7. Your REALTOR® can guide you through the closing process and make sure everything flows together smoothly.

My Commitment to You

The major steps for the Home buying process:

1. I will take you through a comprehensive consultation to determine what your needs are in a home and what's in your financial best interest.
2. I will get you pre-qualified through a lender. This is almost an instantaneous process. With brief information from you, we can have loan approval the same day.
3. Next, we'll look at homes that most fit your parameters of importance.
4. Once you find the home you like, we'll make an offer and then I'll go to work negotiating to get your best price, terms and conditions.

5. When the offer is accepted, there will be a 10 day inspection period. This allows you time to determine if any repairs need to be made prior to close of escrow.
6. Once you approve the inspection and all contingencies are lifted, I'll get you through the escrow process and keep you informed throughout.
7. Lastly, we'll close the escrow and help you coordinate your move.
8. I'll be with you every step of the way!

Preparation + Planning + Hard Work = SUCCESS

10 Steps To Buying Your Home

1 Needs Analysis

Congratulations on your decision to purchase a new home! Your first step toward buying your new home will be to analyze your needs. As your real estate agent, I can assist in analyzing your needs so that you will be able to get a clear picture of exactly what you want your new home to look like and how it should function for you and your family.

First, you should write down why you are looking for a new home. For example, are you currently renting and would like to have a home where you can begin building equity? Maybe you recently married and have outgrown your current residence. Or, maybe you have just gotten a promotion, which requires you to move to a new city. These factors will all have a bearing on how you approach your home search.

Second, establish a time frame that you would like to stay within for buying your home. Depending on your reasons for wanting a new home and the current state of the market in the area you are looking to buy, you should be able to come up with a rough guideline, which you can finalize at a later time.

Last, you most likely have a mental picture of what you would like your house to look like and what features it should have. It's very important to write these ideas down to avoid any ambiguity later in your home search. You should make at least two lists: one should be a list describing your dream home and the other should list the features of the home that are an absolute must have in order to buy it. In a perfect world, your new home would fulfill both lists 100 percent. It is more likely that you will end up blending the two lists into a schedule of prioritized items as you progress through the buying process. This is a natural and evolutionary process as you get clearer about what you want and what is available.

2 Preapproval vs. Prequalification 2

Now that you have your list of features you want in your new home, you are ready to start looking! Well, not just yet. You are going to need to know in what price range to look. There are two ways to go about this. You can get pre-qualified or pre-approved for a mortgage. If you do not already have someone you're working with, I have a list of lenders that I work specifically with, and they can help assist with this step.

Either way, you will need to contact a mortgage company. There are some key differences between prequalification and pre-approval for a loan that you need to be aware of. Loan prequalification is a simple process. It takes into account very basic information regarding your financial status and gives you an amount for which you may qualify. This can be done strictly on a verbal level or electronically over the Internet. The pre-qualified amount is based solely on the information you provide. In most markets, pre-qualified buyers usually hold little clout compared to pre-approved buyers due to the fact that the information given during the prequalification process is not thoroughly investigated and therefore may be unreliable. Where a pre-approved buyer is actually approved for a loan of a certain amount, a pre-qualified buyer is only told that they might be approved for a certain amount.

Pre-approval is a much more involved process. The lender will take all pertinent information regarding your finances and perform an extensive check on your current financial status. This will ultimately give you the exact amount that you will be eligible for (depending on what type of loan you decide to go with). Being pre-approved lets the seller know that you have gone through an extensive financial background check and there should be no unexpected obstacles to buying the home. You can see how being pre-approved would be more attractive to a seller than just being pre-qualified.

3 Neighborhood Information 3

Now that you have your list of needs and wants and you know how much you can afford to spend, it's time to look at some houses! Not just yet. Step back for a moment and consider the larger picture. People don't just buy a house; they buy the neighborhood the house is in. Think about that...if you found the perfect house but it was in a neighborhood that wasn't to your liking, would you make an offer on it? Most likely the answer would be, "No."

So, you will need to make another list of what type of neighborhood you want to live in. You will most likely want to consider things like how living in the neighborhood will affect your drive time to and from work, what amenities are offered (swimming pool, tennis courts, park, etc.), and, if you have children who are attending school or soon will be, what school district you will be in and how close the schools are. You may even want to make two lists just as you did with your home criteria.

As your real estate agent, I can help you consolidate the information from your list of needs and wants for your home, your pre-approval, and your list of needs and wants for the neighborhood. From this, you can incorporate this information into a broad search profile, which will then be narrowed down to specific areas dictated by the market in which you will be looking. My experience in local markets will be an invaluable resource during this step.

4 Home Search 4

At this point you will have a good idea of what you can afford and what type of neighborhood you will want to live in. Taking that information into consideration you are ready to embark on your actual home search. If you don't know much about the city that you are moving to you will most likely want to start your search by finding neighborhoods that meet your criteria and then narrowing your search to particular homes in the area.

There are a few ways to go about doing this. You can access local publications highlighting available real estate in the area, you can contact local Neighborhood Associations, visit the local Chamber of

Commerce, look on the Internet, and you can even drive through neighborhoods that you feel would meet your needs. Driving around a particular area looking for a home that is for sale is good because you can actually see the house, but it can be very time consuming and very "hit or miss."

As your agent, I can save you time and money by keeping up-to-date on available properties that possibly meet your criteria and your agent will screen these properties for you. You can eliminate the haphazard searching through papers and the Internet and let the listings come to you through me. Then, when you find one that you like, I can arrange for you to walk through the property when it is convenient for you.

5 Making an Offer 5)

Now that you and I have found the home you would like to purchase, it's time to make an offer. Taking into account the recent sales of homes in that neighborhood which are similar in size, quality, conveniences, and amenities, what are you willing to pay for the home? As your real estate agent, I will consult with you and advise you on how to create an offer that will have the best chance of being accepted.

I will ensure that you have everything down in written form... no verbal agreements. After consulting with your me to put your offer in a written contract that meets all the legal requirements according to local and national guidelines, I will present the seller with a written document detailing what needs to be done by both parties to execute the transaction. The contract should protect the best interests of all parties involved and should be comprehensive in nature. As your agent, I will also ensure your financial position as the buyer by including any necessary contingencies, which would protect you if a particular requirement were not met. Once the seller accepts it, it may be too late to make any changes.

The contract, though not limited to this list, should include the following:

- A legal description of the property
- The offering price
- The down payment
- Financing arrangements
- A list of fees and who will pay them
- Amount of the deposit
- Inspection rights and possible repair allowances
- The method of conveying the title and who will handle the closing
- A list of appliances and furnishings which will stay with the home

- The settlement date
- Any relevant contingencies

Remember that the legalities of this phase are very important. If you have any questions or concerns, they need to be addressed right away. After all, no one has ever said at their closing, "I wish I had asked fewer questions."

6 Negotiating to Buy 6

Once your offer is made, you and I may need to enter some negotiation in order to reach an agreement. Keep in mind that almost everything is negotiable when you are buying a house. This can give you a great deal of leverage in the buying process -- that is, if you have adequate information and you use it in an appropriate manner. As your agent, I will have the market knowledge and negotiating expertise necessary to make sure that your offer is accepted at the best price and terms possible for you.

Some of the things that you may have to negotiate are:

- The price
- Financing
- Closing costs
- Repairs that need to be done
- Appliances and fixtures
- Landscaping
- Painting
- Occupancy time frame

The key to successful negotiating is keeping in mind that the end result must make both of you, the buyer, and the seller happy. Otherwise, negative feelings will persist throughout the remainder of the process and someone may walk away feeling that they were not treated fairly.

7 Vendor Coordination 7

After your offer has been accepted, I will supervise the coordination of all necessary vendors and serving as your advocate when working with each vendor. I will make sure that the vendors have access to the property at the appropriate times to perform their procedures and oversee the execution of those procedures on your behalf.

For instance, the property will need a thorough examination. Working with your lender, you may need to have a formal appraisal and a survey done for the property designated in the contract. A property inspection, a foundation inspection, and an environmental inspection may also need to be completed to make sure that the property is up to the standards set forth in your written agreement. If there are issues or inconsistencies brought to light during this time, it may delay or even nullify the contract depending on the contingencies set forth in the contract.

Homeowner insurance is another very important item that will need to be taken care of at this point. Insurance experts recommend that you obtain insurance equal to the full replacement value of the home. Unless you have insurance coverage on the home, the closing cannot proceed. Having these procedures done in a timely and professional manner is a must. Investigate each vendor to make sure that they are reputable and have a clean operational history.

My experience in this area will be invaluable in making sure that everything is completed on time and in a professional and legal manner.

8 Pre-close Preparation 8

As the closing date draws near, I will contact the escrow company or closing attorney and your lender to make sure that all the necessary documents are being prepared, and that they are complete, accurate, and delivered in a timely manner. I will also need to confirm that the documents will be delivered to the correct location so they can be reviewed and that they will be ready for the appropriate closing date.

At this point, you and I should find out what form of payment you will need to bring to the closing for any unpaid fees. Make sure that your payment is made out to the appropriate party.

Ensuring that each closing document is ready and available will enable you to have a quick, easy closing.

9 Closing 9

"Closing" refers to the meeting where ownership of the property is legally transferred to the buyer. It is a formal meeting in which most parties involved in the buying/selling process will attend. Closing procedures are usually held at the title company's office or lawyer's office. Your closing officer coordinates the document signing and the collection and disbursement of funds. As your agent, I will generally be

present at your closing to read the documents on your behalf, answer any questions, or help to resolve any last minute or unexpected details that may come up.

In order for the closing to go smoothly, each party involved should bring the necessary documentation and be prepared to pay any related fees (closing costs). There may be more than one form of acceptable payment for your closing costs so ask the closing officer which form of payment will be required and to whom it should be made out. Closing costs will generally total an amount equal to 2 to 3 percent of the total loan value not including down payment and the buyer's escrow account.

Sellers sometimes pay for a portion or all of the closing costs, depending on local market conditions, terms of the purchase contract, and the seller's cash and timing considerations. Any such concessions should be acknowledged in writing. Most lenders will allow a credit from the seller to the buyer for the non-recurring closing costs. However, they usually won't allow a credit that reduces the amount of the buyer's down payment or any of the buyer's recurring costs, such as expenses for fire insurance premiums, PMI, or property taxes.

10 Post-closing 10

Congratulations on the purchase of your new home! Now that you have taken ownership of the property you will need to have your local services such as electricity, cable, and phone set up. I can help you coordinate the set-up of these local services. I'll already know who the local vendors are for such services as water and electricity, as well as others, so I can help provide you with a list of contacts.

Also, you should already be aware of the expenses that are typically associated with owning a home. Neighborhood Association fees, landscaping costs, and annual taxes should be budgeted for throughout the year.

Enjoy the many benefits of Home-ownership!!!



Check List for Moving

Before You Leave:

Give Address Change To

- Post Office
- Charge Accounts, Credit Cards.
- Subscriptions: Notice requires several weeks.
- Friends and Relatives

Bank

- Transfer funds, arrange check-cashing in new city.
- Arrange credit references.

Insurance

- Notify company of new location for coverages: Life, Health, Fire & Auto.

Utility Companies

- Gas, light, water, telephone, fuel.
- Obtain refunds on any deposits made.

Medical, Dental, Prescriptions Histories

- Ask Doctor & Dentist for referrals.
- Transfer needed prescriptions, eyeglasses, X-rays.
- Obtain birth records, medical records, etc.

And Don't Forget To

- Empty Freezer
- Defrost freezer and clean refrigerator. Place charcoal to dispel odors.
- Have appliances serviced for moving.
- Clean rugs or clothing before moving.
- Arrange to have items wrapped for moving.
- Check with your Moving Counselor: Insurance coverage, packing & unpacking labor, arrival day, various shipping papers, method and time of expected payment.
- Plan for special car needs of infants.

On Moving Day

- Carry enough cash or travelers checks to cover cost of moving services and expenses until you make banking connections in the new city.
- Carry jewelry and documents yourself, or use registered mail.

At Your New Address

- Plan for transporting pets; they are poor traveling companions if unhappy.
- Leave old keys needed by new tenant or owner with Realtor or neighbor.
- Check on service of telephone, gas, electricity & water.
- Check pilot light on stove, water heater, incinerator & furnace.
- Have new address recorded on driver's license.
- Register car within 5 days after arrival in state or a penalty may have to be paid when getting new license plates.
- Apply for state driver's license.
- Register children in school.
- Arrange for medical services: Doctor, Dentist, etc.



ANGELA VINEYARD GIARRATANO

My Expertise

- **COMMITTED**

I'm focused on achieving the results you desire. I want to be your real estate agent for many years to come.

- **KNOWLEDGEABLE**

I pride myself on being knowledgeable and staying current with the changes in the real estate market and other markets that will influence the success of your transaction. I provide my clients with handbooks containing pertinent information about buying & selling real estate. I want to pass that information along to my clients to help clarify common issues and to educate them with what to expect during the process.

- **FRIENDLY**

My positive attitude, good listening skills and willingness to go the extra mile will help make your transaction go smoothly and efficiently. I will help you define your goals and requirements and then design a plan to quickly and effectively reach those goals.

- **EFFICIENT**

In the often complex world of modern real estate, information is the key to effective decision making. I believe my role as your real estate agent is to guide you through the buying and selling process and to take the time to make sure you understand every step of the transaction. This in turn will cut down on any potential errors and setbacks.

- **EDUCATION**

- B.S. in Business Management from Arizona State University

- Real Estate License from AZ School of Real Estate and Business

- Several Certifications- Luxury Home Sales, Condo Specialist, Horse Property, Remodel Projects and Investment Properties

- Broker Certification Courses Completed, Short Sale & HUD Home Certified

- **QUALIFICATIONS**

- Family and individual experience, I've been involved in different business industries for over 20 years- in management, sales & service roles
- Frequent Attendance in real estate seminars and conventions
- Customized marketing plans and strategies for each buyer and seller Client
- Technology Savvy- Implemented Programs to Support Client Needs
- Sales Experience- I've been on both sides of the Transaction, so I Understand the Needs of My Clients
- Memberships: NAR (National Association of Realtors); SAAR (Scottsdale Area Association for Realtors); ABEVA (Arizona Biltmore Estates Village Association)
- Extensive contract base within corporate America

- **SPECIALTY MARKETS**

- Investment Properties domestically- in the Phoenix Metro area; Austin, TX; Seattle, WA
- Internationally- in central & South America-(Costa Rica, Argentina); different areas within Western Europe
- New Homes; First Time Home Buyers; Horse Properties
- Relocation- I have numerous Informative packets that give Useful Area Information to those new to the Valley
- Concierge Services- huge referral network of companies I have used over the years, in almost every industry of business, many providing Discounts to my Clients

- **EXPERTISE**

- Making sure my Clients are 100% Satisfied with my Services
- Educating my Clients on the Process of Buying or Selling, Market Awareness & Conditions
- Being Honest with my recommendations & my Commitment to serve My Clients Interests

Providing Superior Support & Professionalism to my Clients every step of the way!!!

I look forward to the opportunity of working with you!!