



Buying Your Home

What You Need to Know

Coldwell Banker-Mabery Real Estate
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“The Home Team”



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Buying Your Home - What You Need to Know

Thank You!

We appreciate you choosing us to help find that perfect home and look forward to working with you. We obviously have the same goal – “to get you the best possible house with a smooth and easy transaction.

Communication is the key to a satisfactory business relationship. To make sure you get the best service possible, we find it helps to give you a detailed overview of what to expect while your we are under contract. There's great information in here on the easiest way to obtain financing, home inspectors, insurance agents, and any detail that might surface during the home buying and escrow process. If you have concerns about any of the items in this booklet, please let us know about them-call us! Nothing is carved in stone and we are very diligent at working with every Buyer in the way that is best for that Buyer. [Please also be aware that we work with a number of buyers and it is possible that the same house we show you we are showing to other potential buyers. Also any agent in the mls system might be showing it to other buyers. You only have an exclusive once you have a signed contract.](#)



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About Our Team

How We Work

It is our goal to provide you with excellent service and to keep you informed. You can expect regular calls and/or e-mails with updates, any lender or title company requirements, and general questions

In our business, we work strictly by referral. This ensures that our time is spent working with current clients and serving them with excellence, and not on advertising and beating the pavement for new clients.

With that in mind, if you are pleased with the level of service we provide, the highest compliment you could give us is to **refer us to your family and friends.**

If someone you know is needing a real estate professional and would appreciate how we work, then please give us their name and number. It would be our pleasure and honor to work with them!

We are never too busy for your real estate referrals!





Carolyn Prelle
Associate Broker

Carolyn is a part-owner and an Associate Broker at Coldwell Banker-Mabery. She has been with the company since in 1987. With our buyers, Carolyn handles most of the showings and client calls and updates, as well as negotiating with other agents and presentation of any offers. Outside of the office, she is happiest when she travels and can spend time camping and hiking.



Audra (Hess) Stadelman
Associate Broker

Audra is a rare Arizona native and has been working at Coldwell Banker-Mabery since 1989. She is also a part-owner, Associate Broker, and serves as the office's Sales Manager. With our buyers, Audra will be handling many of the "nuts and bolts" issues with regards to organizing all the supporting documents in the pending file, setting up inspections, time specific details, etc. When she's not serving clients, Audra loves spending time with her animals and enjoys the great outdoors.





Step One

Finding a good real estate agent

We feel the 3 most important considerations are: that the agent you pick has an excellent reputation ;is knowledgeable and ;is very active in the market. You want someone that is a go getter and will work hard on your behalf. Equally important is how well you and your agent communicate. No matter how highly recommended an agent is, if you do not feel comfortable with them, you should make another choice.

Once you have chosen the agent you will be working with you will enter into a Real Estate Agency Disclosure and Election form and in some cases sign a Buyer Representation Form. These documents affirm that the agent will be representing you in showing you all properties that fit your criteria and price range. This can include all properties listed through the Sedona Verde Valley Association of Realtors, as well as FSBO's (For Sale By Owners). This is an excellent time to have your agent explain the way agency representation works in the State of Arizona



Step Two

Choosing a Lender

The next step is to choose a lender, and your agent should be able to give you several recommendations. If you have already done this prior to choosing an agent, all the better. Good agents know which lenders offer outstanding service and have the best loan choices and rates. You do not want a lender that cannot close on the date they agreed to, or one that turns you down at the last minute.

The lender you choose will be able to tell you what you can qualify for and what your payments will be. They can also suggest different loan options depending on your circumstances. They will provide you with an LSR (loan status report) that indicates your ability to buy a home for a certain price and terms. This is extremely important as it is a contract condition and gives you credibility as a buyer and will benefit you in negotiations.

When sellers get an offer with a completed LSR they know the potential purchaser is capable of buying their home, and they generally take the offer more seriously. Also ask the lender for a “Written Good Faith Estimate” at the time you interview. This will give you all the details of the loan you plan to obtain, including closing costs. There is much more involved than just the interest rate charged.

If you are not in a position to buy yet, due to length of time on the job, credit issues, etc., your lender can advise you on what steps to take to get into a position to buy.





Step Two continued

An important side note is: DO NOT buy any big ticket items during this time. All debt that you incur will negatively impact your ability to buy a home. If it causes you to be unable to qualify for the loan after the initial offer, your earnest deposit could be in jeopardy.

Step Three Needs and Wants

Now you are ready for the next step. Sit down with your agent. First discuss needs. Do you need a 3 bedroom? Do you need a fenced yard? Do you have to have a single level? In other words, what are your “must haves”.

Next talk about wants and desires. If you would like to be close to work, or would prefer a 2 car garage, or a certain neighborhood, it is important that you convey this to your agent. Maybe there is a certain style that appeals to you. Perhaps a large kitchen is important for family get togethers or you feel that views are absolutely crucial.

Be sure and tell your agent anything that is a turnoff to you, as well. If you dislike a certain neighborhood, or you hate grass, or a particular style of home does not appeal to you..whatever it is, be sure to let your agent know. It will help them and you. There is no point wasting time looking at homes you would never consider.

A great source for looking at real estate on-line is, www.cottonwoodhometeam.com. You can search all homes in the entire MLS system based on price, location, size etc.





Step Four The Offer Process

Once you find the home that you want to buy, your agent will pull up recent sales of similar properties so that you have a good idea what the market value is. They can tell you which homes were the most similar to the one you wish to buy.

Once you have determined the offering price (sometimes if it priced “hot” you may want to offer full price) your agent will prepare the contract. They will go over every detail. If you do not understand something, do not hesitate to ask. At the time the offer is written a title company will be selected. If you have a title company that you like, great! If not your agent can recommend the best ones in the area, based on their experience.

You will need to know how you plan to hold title. If you are not sure, it is always a good idea to talk with your attorney or tax advisor and you can make a decision after the escrow is opened.

There will be other forms that will need to be signed at this time including addendums, agency forms, septic and in some cases well addendums. If you have had an opportunity to read the SPDS (seller property disclosure statement) you may also sign this at offering time. You will need to have a check for the earnest deposit, made out to the title company you choose, at the time the offer is written. This check is not cashed until both buyer and seller agree to the terms of the contract.



Step Four Continued

Once the seller receives the offer, they decide whether to accept the offer, reject the offer or counter the offer. Once your agent has their response in hand, they then present that to you, and you now have the decision whether to accept the counter offer, reject the counter offer or counter the counter offer again. This can sometimes be a short process, and sometimes it may go back and forth several times. Just know that while you are negotiating, it is the seller's right to negotiate other offers at the same time. Once both parties sign the contract, the seller may accept offers in back up position, only.

Once all negotiations are complete, escrow is opened with the title company and your earnest deposit check is cashed.

Step Five Escrow has begun

Now it is time to get busy. Immediately get back in touch with your lender. Submit any paperwork, documentation, pay stubs, copies of tax returns, etc., that they require. While the lender is working on your loan, it is time for you to assure yourself that all of your questions are answered. Your agent will be happy to fax or e-mail copies of the signed contract and other documents to your lender.

This is also the time to contact your insurance company and let them know you are purchasing a home. They will ask you a number of questions about the property. If you do not know all the answers ask your real estate agent to call the insurance company. They will be happy to follow up.





Step Six Inspections

The inspection period covers anything you might have a concern or question on. During this time, usually the first 10 to 20 days, everything that you have questions on or need to know should be addressed. Inspections of any kind must be completed during this period. If you have questions about zoning, schools, traffic noise, lot lines, whatever..now is the time to resolve those to your satisfaction. Just know that any tests or inspections you order will be at your expense, whether or not you close the escrow.

Choosing a home inspector. Again if you do not know of a good one, your agent should be able to give you recommendations. You want someone extremely thorough, who is licensed and bonded. If you possibly can, it is a good idea to be present at the home inspection. If the seller is there, do NOT discuss any potential repairs that you may request. That will be done in writing once all the reports have been completed. The home inspector will require payment before or at the time of the inspection. Most will accept credit cards.

Wood infestations report, (termite inspection) typically your agent will have a preference of a reputable company and can arrange for that to be completed. This should not cost more than \$80.00 and most companies will accept payment at close of escrow.



Step Seven BINS (Buyer Inspection Notice & Seller Response)

Once all the inspections are completed, (within the agreed upon inspection period) a BINSR will be submitted to the seller. AT this time you and your agent will notify the seller in writing, whether you accept the premises exactly as it is, whether you are requesting certain repairs, or whether after inspections you wish to terminate the contract and request return of your earnest deposit.

If you are requesting repairs the seller then has 5 days to respond in writing. Sometimes additional time may be needed to verify details and any potential cost to the seller.

If the seller agrees to have repairs done, copies of the paid Invoices or invoices to be paid out of escrow will be provided to you by your agent.

Assuming all parties agree and the inspections are satisfactory, the escrow moves forward. Your agent will stay in touch with you and keep you abreast of any changes.



Step Eight Title Issues

During the escrow you will receive a preliminary title report. Your agent will also receive a copy. The title company can explain the report and answer any questions, if you can not reach the title company your agent can answer the questions as well.

As you approach closing you will receive a preliminary HUD 1 statement. It will break down out how much money you will need to bring to escrow and other details. Any additional funds necessary to close escrow will need to be in the form of a Cashier's Check payable to the title company and must be deposited with them at least 3 days prior to close of escrow.

Approximately 5-7 days prior to closing, unless other arrangements have been made, you will be contacted by the title company to sign all title and loan documents at their office. Normally you deal directly with the title company, however if you wish you can ask your agent to accompany you.

Make sure as the closing date approaches, that you have arranged to have all the utilities put in your name and that your homeowners insurance is in place at the close of escrow.

Walk-through?

Near the closing date it is a good idea to do a final "walk-through". This is the time that you and your agent check to see that any repairs agreed to by the seller have been completed. It is also a good time to make sure that the seller did not accidentally damage something while moving out.





Step Nine-Home Ownership!

CONGRATULATIONS!

You will be contacted by either your agent or the title company or both, Congratulating you on your new home! Keys will be ready at the office for you to pick up with your closing documents and congratulations you are a homeowner.

If you decided to work with us, we appreciate the opportunity and once again would like to remind you that we work exclusively by referral and would love to help any of your friends and family. We can even find other agents in other states and cities that work by referral as well. So call us if we can be of further assistance.

Sincerely,

Carolyn & Audra
Associate Brokers



**Important Numbers to keep:**

Arizona Public Service (Electric).....928-634-2246
Unisource (Natural Gas).....928-634-5555
City of Cottonwood Utility/Water.....928-634-1086
Verde Sante Fe Wastewater.....866-681-0148
Cable One T.V.....928-634-9677
CableVision.....866-674-1800
Qwest (Phone).....800-244-1111
Flame Propane.....928-567-4099
Pro-Bru Water (Cornville).....928-634-4869
Camp Verde Water.....928-567-5281
Taylor Waste.....928-649-8335
Waste Management.....877-980-2220
Wild Apache Internet.....928-649-3020
Swift Wireless Internet.....928-634-7828
DirectTV.....800-204-7991
DISH Network.....928-282-0803

Price is the same, it just costs less

Date	Loan Amount	Interest Rate	Monthly Payment (P&I)
Today	\$170,000	5.05	\$917.80
Nov 2010	\$170,000	4.17	\$828.36
Difference in mortgage payments			\$89.44



Mabery Real Estate