

# *ANGI BELL'S*

## *Hot On The Market*

## *Home Buying Guide*

*Everything you need to know to have a  
fabulous home-buying experience*



**BY REFERRAL  
ONLY<sup>®</sup>**

504.416.2687 - Cell  
Angi@AngiBell.com  
www.AngiBell.com



**Dear Homebuyer,**

Welcome! You are about to embark on the exciting journey of finding your ideal home. Whether it is your first home or your tenth home, a retirement home, or an investment property, I will do my best to make your home-buying experience fun and exciting. I can help you find the ideal home with the least amount of hassle; and I am devoted to using my expertise and the full resources of my office to achieve these results!

Purchasing a home is a very important decision and a big undertaking in your life. In fact, most people only choose a few homes in their lifetime. I'm going to make sure you are well equipped and armed with up-to-date information for your big decision. I am prepared to guide you through every phase of the home-buying process. This booklet is filled with helpful information for use during and after your transaction. Use its reference pages as an invaluable guide on your home-buying journey.

Please keep this packet with you during your home-buying process. There are pages that contain important phone numbers and dates and areas for notes to help you stay organized.

So let's take an exciting journey together! I look forward to meeting your real estate needs every step of the way! My goal is for you to be so outrageously happy with the help I provide you that you'll gladly introduce me to at least two people you really care about before we even go to the closing on your new home.



Your Personal Real Estate Consultant for Life



## **WHY SHOULD YOU WORK WITH ME?**

### **TOP 10 REASONS I SHOULD BE YOUR REAL ESTATE CONSULTANT**

10. I'm a full-time agent. This is how I make my living! I love this business and I am passionate about helping my clients achieve their dreams of home ownership!
9. I regularly attend continuing education and professional development courses to stay on the cutting edge of real estate, and I am constantly updating my business systems and searching for even better ways to serve my clients.
8. I'm a member of the National Association of Realtors (NAR), the New Orleans Metropolitan Association of Realtors (NOMAR), and the Women's Council of Realtors (WCR) [2009 President].
7. I will guide you through the entire home-buying process as your expert consultant, negotiator and overseer of transactional details.
6. I know that relationships are the keys to success. As a result, my valued clients regularly refer their family members, friends, neighbors and coworkers to me.
5. I'm dedicated to delivering superior customer service. I strive to be a Super Servant rather than a Super Star.
4. I follow-up and follow-through.
3. I'm enthusiastic and optimistic.
2. I work **By Referral Only**, which means that I am able to dedicate 100% of my energy toward serving my clients instead of spending time marketing and advertising for new business like traditional real estate salespeople do.
1. I am committed to putting my *unstoppable energy* to work for you!





## ***ABOUT KELLER WILLIAMS REALTY***

We often judge the caliber of people by the company they keep – this is why I would like to tell you a little bit about Keller Williams Realty.

Keller Williams® Realty was founded in Austin, Texas in 1983 with the specific premise that buyers and sellers deserve the best service for their real estate needs. For more than 17 years that founding premise has been a major factor in the continued growth of Keller Williams® across North America. Two visionaries lead Keller Williams® Realty – Gary Keller, founder and Chairman of the Board, and Mo Anderson, Chief Executive Officer.

At Keller Williams® Realty, we are Real Estate Consultants. We are not agents. We are not salespeople. What this means is that we build fiduciary relationships with our clients. A fiduciary is someone who represents your best interests.

The Keller Williams culture is based upon a belief system that is summed up by this acronym: **WI4C2TS**:

<b>Win-Win,</b>	<b>or no deal</b>
<b>Integrity,</b>	<b>do the right thing</b>
<b>Commitment,</b>	<b>in all things</b>
<b>Communication,</b>	<b>seek first to understand</b>
<b>Creativity,</b>	<b>ideas before results</b>
<b>Customers,</b>	<b>always come first</b>
<b>Teamwork,</b>	<b>together everyone achieves more</b>
<b>Trust,</b>	<b>begins with honesty</b>
<b>Success,</b>	<b>results through people</b>





## **WHY YOU NEED A REALTOR**

As a licensed real estate professional I provide much more than the service of helping you find your ideal home. Realtors® are expert negotiators with other agents, seasoned financial advisors with clients, and superb navigators around the town. They are members of the National Association of Realtors (NAR) and must abide by a Code of Ethics and Standards of Practice enforced by the NAR. A professional Realtor® is your best resource when buying your home.

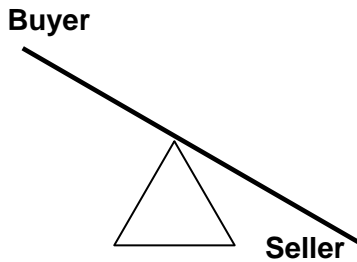
### **LET ME BE YOUR GUIDE —**

- As a knowledgeable Realtor I can save you endless amounts of time, money, and frustration.
- As a knowledgeable Realtor I know the housing market inside and out and can help you avoid the “wild goose chase.”
- As a knowledgeable Realtor I can help you with *any* home, even if it is listed elsewhere or being sold directly by the owner.
- As a knowledgeable Realtor I know the best lenders in the area and can help you understand the importance of being pre-approved for a mortgage. I can also discuss down payments, closing costs, and monthly payment options that suit you.
- As a knowledgeable Realtor I am an excellent source for both general and specific information about the community such as schools, shopping, and recreation - - plus tips on home inspections and pricing.
- As a knowledgeable Realtor I am experienced at presenting your offer to the seller’s agent and can help you through the process of negotiating the best price. I bring objectivity to the buying transaction, and can point out the advantages and the disadvantages of a particular property.
- *As your representative and consultant, my services to you are FREE! The seller of the home you purchase pays the real estate fees.*



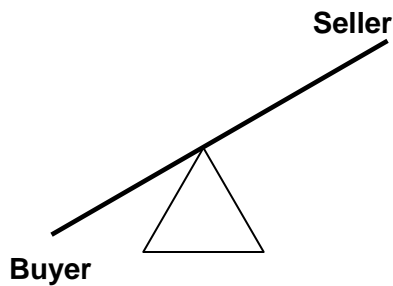


## **UNDERSTANDING AGENCY... Who Works for Whom?**



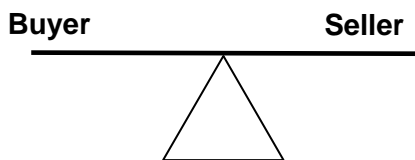
### **SELLER AGENCY (SINGLE AGENCY)**

- Agent will represent the best interests of the seller
- Agent will owe the seller fiduciary duties
- Agent must give the buyer all material facts so that the buyer can make an educated decision



### **BUYER AGENCY (SINGLE AGENCY)**

- Agent will represent the best interests of the buyer
- Agent will owe the buyer fiduciary duties
- Agent must give the seller all material facts so that the seller can make an educated decision



### **DUAL AGENCY**

- Agent represents both the buyer and the seller equally
- Agent's objective is to get a mutually satisfactory agreement among all parties
- Agent gives all options to the buyer and the seller
- All parties have confidentiality. Agent may do nothing to the detriment of either the buyer or the seller
- Both the buyer and the seller have a right to counsel. Before making any decisions, both parties have the right to seek family, legal, or financial counsel.

**As your Consultant, I have a duty to act honestly with both the buyer and the seller in all relationships.**



## ***WHAT I DO FOR YOU***

### **1. I am your Consultant –**

- I ask insightful questions.
- I take the risk of asking questions that the typical agent might not ever ask.
- I discover what's important to you because what's really important to you is really important to me.
- When I lead you through the process of clarifying your values, your choices are easy.
- I listing vigilantly to understand what's important to you.
- I craft a very specific strategic process for you.

### **2. I am your Negotiator –**

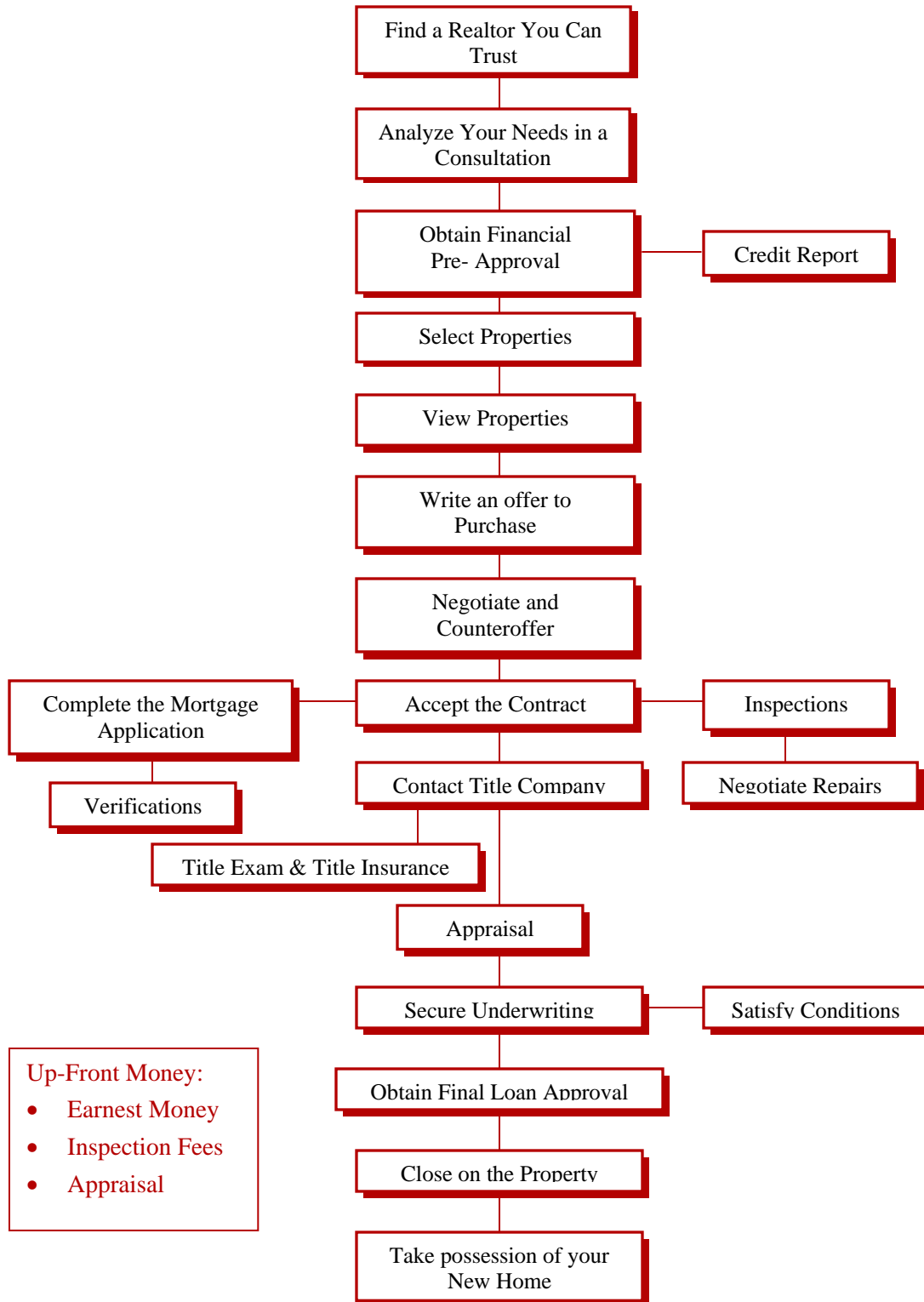
- I treat your money like it's mine.
- I am skilled, experienced and focused.
- I critically examine assumptions.
- I skillfully articulate the strengths and weaknesses of the suggestions other agents or lenders propose.

### **3. I am your Overseer of Transactional Details –**

- I dot the I's and cross the T's.
- Imagine that buying a home is like flying an airplane across the country. Now imagine that I'm your pilot and you're my passenger.
- I understand the turbulence that we may or may not run into and know how to navigate through it. To make it easy for you to see everything I do for you, that you don't see because you're in the passenger seat, I created a list of 88 different types of turbulence.
- I recognize the need for accurate information and know how to best obtain it.
- I see things from multiple perspectives and can identify the likely consequences of our decisions.



## THE HOME-BUYING PROCESS



- Up-Front Money:**
- Earnest Money
  - Inspection Fees
  - Appraisal





## **PRE-QUALIFICATION AND PRE-APPROVAL**

Today's buyers apply for a loan and obtain approval before they find the home they want to buy.

Pre-qualifying will help you in the following ways:

1. Generally, interest rates are locked in for a set period of time. This means you will know in advance exactly what your payments will be on offers you choose to make.
2. You won't waste time considering homes you cannot afford.

Pre-approval will help you in the following ways:

1. A seller may choose to make concessions if they know that your financing is secured. You are like a cash buyer, and this may make your offer more competitive.
2. You can select the best loan package without being under pressure.

### **HOW MUCH HOME CAN YOU AFFORD?**

There are three key factors to consider:

1. The down payment
2. Your ability to qualify for a mortgage
3. The closing costs associated with your transaction.

### **DOWN PAYMENT REQUIREMENTS:**

Most loans today require a down payment of between 3.5% and 5.0% depending on the type and terms of the loan. If you are able to come up with a 20-25% down payment, you may be eligible to take advantage of special fast-track programs and possibly eliminate mortgage insurance.

### **CLOSING COSTS:**

You will be required to pay fees for loan processing and other closing costs. These fees must be paid in full at the final settlement, unless you are able to include them in your financing. Typically, total closing costs will range between 2-5% of your mortgage loan.

### **QUALIFYING FOR THE MORTGAGE:**

Most lenders require that your monthly payment range between 25-28% of your gross monthly income. Your mortgage payment to the lender includes the following items:

- The principal on the loan (P)
- The interest on the loan (I)
- Property taxes (T)
- The homeowner's insurance (I).

Your total monthly PITI and all debts (from installments to revolving charge accounts) should range between 33-38% of your gross monthly income. These key factors determine your ability to secure a home loan: Credit Report, Assets, Income, and Property Value.



## HOW MUCH CAN YOU AFFORD?

Use the following chart to determine your monthly principal and interest payments at various interest rates for either a 15 or 30-year term.

Rate	15-Year	30-Year		Rate	15-Year	30-Year
5.000	7.91	5.37		6.375	8.64	6.24
5.125	7.97	5.44		6.500	8.71	6.32
5.250	8.04	5.52		6.625	8.78	6.40
5.375	8.10	5.60		6.750	8.85	6.49
5.500	8.17	5.68		6.875	8.92	6.57
5.625	8.24	5.76		7.000	8.99	6.65
5.750	8.30	5.84		7.125	9.06	6.74
5.875	8.37	5.92		7.250	9.13	6.82
6.000	8.44	6.00		7.375	9.20	6.91
6.125	8.51	6.08		7.500	9.27	6.99
6.250	8.57	6.16		7.750	9.41	7.16

1. Find the appropriate interest rate from the chart above.
2. Look across the column to the appropriate term to determine your interest rate factor.
3. Multiply the interest rate factor by your loan amount in \$1,000s.

### An Example

Interest Rate = 6 ½  
 Desired term = 15 years  
 Interest rate factor per \$1,000 = 8.71  
 Mortgage = \$200,000  
 Monthly Principal & Interest = \$1,742 (8.71 x 200)

Add your monthly insurance premium and your property tax to your principal and interest to determine your total monthly payment.

*I am providing this information as a guide. I strongly recommend that you contact a mortgage specialist.*



## ***THOU SHALT NOT...***

### ***When applying for a Mortgage Loan***

1. Thou shalt not change jobs, become self-employed or quit your job.
2. Thou shalt not buy a car, truck or van (or you may be living in it)!
3. Thou shalt not use charge cards excessively, let your accounts fall behind or close a line of credit.
4. Thou shalt not spend money you have set aside for closing.
5. Thou shalt not omit debts or liabilities from your loan application.
6. Thou shalt not buy furniture or appliances.
7. Thou shalt not originate any inquiries into your credit.
8. Thou shalt not make large deposits without first checking with your loan officer.
9. Thou shalt not change bank accounts.
10. Thou shalt not co-sign a loan for anyone.



## **THE ROAD MAP TO YOUR HOME NARROWING THE SEARCH**

“If you don’t know where you’re going... you’ll probably end up somewhere else.” This quote conveys a very simple message – **To achieve an objective – create a plan!**

If you plan to buy a home soon, you will need to know “where you are going.” For a most enjoyable home-buying experience, first build a road map to your new home, a list of priorities that will lead you to your objective – a new home!

The first priority is time frame. Write down the date by which you would like to move in to your new home: \_\_\_\_\_

Keep in mind that it may take 30-60 days (or more) to locate the right home, secure financing, and complete the home-buying process.

The next priority is to develop a detailed description of the home you hope to find. The following page contains a **Home Search Criteria** form to help you distinguish between “Need to Have” features and “Nice to have” features. Be Specific. Include architectural style, number of bedrooms and baths, location, lot size, and other special requirements. Number your preferences in order of greatest importance to you.

This form, along with the information you share during our initial consultation, will enable me to narrow the home search. I will take this information and enter your requirements into the Multiple Listing Service (MLS) system. I will use my personal market knowledge to come up with a list of those homes that best meet your needs and wants.

During the home search, I will...

- Discuss the benefits and drawbacks of each home in relation to your specific needs.
- Keep you informed on a regular basis.
- Check the MLS database and with other agents regularly for new listings.
- Prepare a list of all homes that best meet your needs and wants.
- Keep you up to date on changing financial conditions that may affect the market.
- Be available to answer your questions or offer assistance.
- Discuss market trends and values relative to properties that may be of interest to you.



## **HOME SEARCH CRITERIA**

<b>TIME LINE INFORMATION</b>	
Deadline for Locating a Home:	_____
Required Move In Date:	_____
<b>NEEDS ANALYSIS</b>	
Family Size:	Adults: _____ Children: _____
Need-to-Have features:	_____
Nice-to-Have features:	
Area Preferred: _____	
Price Range: From: _____ To: _____	
Approximate Square Footage: _____	
Prefer: _____ Home _____ Condominium _____ Town home _____ Duplex/Triplex Other _____	
Approximate age of Home: _____	
Style: _____	
Bedrooms: _____ Bathrooms: _____ Garage: _____	
Important Features:	
____ Den	____ Porch
____ Formal Living Room	____ Patio
____ Formal Dining Room	____ Workshop
____ Eat-in Kitchen	____ Drapes/Blinds
____ Large Yard	____ Carpet
____ Trees	____ Wood or Tile Floors
____ Swimming Pool	____ Utility Room
____ Fireplace	____ Public Transportation
Other: _____	
<b>SCHOOL REQUIREMENTS</b>	
Elementary School: _____	
Middle School: _____	
High School: _____	
<b>PRESENT HOME INFORMATION</b>	
_____ Sold _____ Listed _____ Not Listed	
If not sold or listed, may we have a cooperating broker assist you? _____	
Approximate down payment available: _____	
Source of down payment: _____	



## ***THE NEIGHBORHOOD***

There are many factors to consider when selecting a neighborhood that is right for you. Below are just a few of the many factors -- You may think of others that are important to you. Please write them on your Home Search Criteria form so they are not forgotten.

Neighborhoods have characteristic personalities designed to best suit single people, growing families, two-career couples, or retirees. Investigate to determine if the neighborhood matches your lifestyle and personality.

### **Scout out the Neighborhood!**

- It is important that you scout the neighborhood in person. You live in more than your house.
- Talk to people who live there.
- Drive through the entire area at different times of the day, during the week and on weekends.
- Look carefully at how well other homes in the area are being maintained: are they painted, are the yards well cared for, are parked cars in good condition, etc.

### **Neighborhood Factors to Consider –**

- Look for things like access to major thoroughfares, highways, shopping, and hospitals.
- Listen for noise created by commerce, roads, railways, public areas, schools, etc.
- Check with local civic, police, fire, and school officials to find information about the area.
- Look at traffic patterns around the area during different times of the day and drive from the area to work.
- Is the neighborhood near parks, recreation centers, shopping, theaters, restaurants, schools, public transportation, etc.?
- Does the neighborhood belong to a Homeowner's Association?



## **THE HOME TOUR**

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

PROPERTY	COMMENTS	EXTERIOR	COMMENTS
✓ View		✓ Foundation	
✓ Lot Size		✓ Roof	
✓ Landscaping		✓ Architectural Style	
✓ Square Footage		✓ Deck/Patio	
INTERIOR	COMMENTS	✓ Swimming Pool	
✓ Number of Bedrooms		✓ Garage	
✓ Number of Bathrooms		✓ General Exterior Condition	
✓ Living Room		LOCATION	COMMENTS
✓ Kitchen		✓ Convenience to Work	
✓ Dining Room		✓ Convenience to Shopping	
✓ Den		✓ Convenience to Schools	
✓ Study/Office		✓ Convenience to Day Care	
✓ Fireplace(s)		✓ Nearby Recreational Facilities	
✓ Openness of Home		✓ General Appearance of Houses in the Area	
✓ General Interior Condition		✓ House Value Relative to the Area	
ADDITIONAL COMMENTS			



## ***MAKING AN OFFER***

Once you have found the home you wish to purchase, you will need to determine what offer you are willing to make for the home. It is important to remember that the more competition there is for the home, the higher the offer should be. I will provide you with information regarding recently sold comparable homes in the area, along with other information designed to assist you in making the best offer. Remember, Be Realistic. Make offers you want the other party to sign!

To communicate your interest in purchasing a home, I will present the listing agent with a written offer. When the seller accepts an offer it becomes a legal contract. When you write an offer you should be prepared to pay an earnest money deposit. This is to guarantee that your intention is to purchase the property.

After I present your offer to the listing agent it will either be accepted, rejected, or the seller will make a counter offer. This is when we will negotiate the terms of the contract if necessary.

The step-by-step contract procedure for most single-family home purchases is standard. The purchase agreement used is a standard document approved by our local Board of Realtors.

The purchase agreement or contract constitutes your offer to buy and, once accepted by the seller, becomes a valid, legal contract. For this reason, it is important to understand what is written on the contract offer. I will discuss the contract in detail with you.





## ***BEHIND THE SCENES WHAT HAPPENS NEXT?***

Now that you have decided to buy your home, what happens between now and the time you legally own the home? The title company will handle the following with full support and cooperation from me:

Tax Check – What taxes are owed on the property? The title company contacts the various assessor-collectors.

Title Search – Copies of documents are gathered from various public records: deeds, deeds of trust, various assessments and matters of probate, heirship, divorce, and bankruptcy are addressed.

Examination – Verification of the legal owner and debts owed.

Document Preparation – Appropriate forms are prepared for conveyance and settlement.

Settlement – An title attorney oversees the closing of the transaction: seller signs the deed, you sign a new mortgage, the old loan is paid off and the new loan is established. Seller, Realtors, appraisers, Title Company, and other service providers for the parties are paid. Title insurance policies will then be issued to you and your lender.

Title Insurance - There are two types of title insurance:

- Coverage that protects the lender for the amount of the mortgage,
- Coverage that protects your equity in the property.

Both you and your lender will want the security offered by title insurance. Why? Title agents search public records to determine who has owned any piece of property, but these records may not reflect irregularities that are almost impossible to find. Here are some examples: an unauthorized seller forges the deed to the property; an unknown, but rightful heir to the property shows up after the sale to claim ownership; conflicts arise over a will from a deceased owner; or a land survey showing the boundaries of your property is incorrect. For a one-time charge at closing, title insurance will safeguard you against problems including those events an exhaustive search will not reveal.



# 88 Types of Turbulence

Things That Might Go Wrong During Your Transaction		
<p><b>The Buyer/Borrower:</b></p> <ol style="list-style-type: none"> <li>Does not tell the truth on loan application.</li> <li>Has recent late payments on credit report.</li> <li>Finds out about additional debt after loan application.</li> <li>Borrower loses job.</li> <li>Co-borrower loses job.</li> <li>Income verification lower than what was stated on loan application.</li> <li>Overtime income not allowed by underwriter for qualifying.</li> <li>Applicant makes large purchase on credit before closing.</li> <li>Illness, injury, divorce or other financial setback during escrow.</li> <li>Lacks motivation.</li> <li>Gift donor changes mind.</li> <li>Cannot locate divorce decree.</li> <li>Cannot locate petition or discharge of bankruptcy.</li> <li>Cannot locate tax returns.</li> <li>Cannot locate bank statements.</li> <li>Difficulty in obtaining verification of rent.</li> <li>Interest rate increases and borrower no longer qualifies.</li> <li>Loan program changes with higher rates, points and fees.</li> <li>Child support not disclosed on application.</li> <li>Bankruptcy within the last two years.</li> <li>Mortgage payment is double the previous housing payment.</li> <li>Borrower/co-borrower does not have steady two-year employment history.</li> <li>Borrower brings in handwritten pay stubs.</li> <li>Borrower switches to job with a probation period.</li> <li>Borrower switches from job with salary to 100% commission income.</li> <li>Borrower/coborrower/seller dies.</li> <li>Buyer is too picky about property in price range they can afford.</li> <li>Buyer feels the house is misrepresented.</li> <li>Veterans DD214 form not available.</li> <li>Buyer comes up short of money at closing.</li> <li>Buyer does not properly "paper trail" additional money that comes from gifts, loans, etc.</li> <li>Buyer does not bring cashier's check to title company for closing costs and down payment.</li> </ol> <p><b>The Seller:</b></p> <ol style="list-style-type: none"> <li>Loses motivation to sell (job transfer does not go through, reconciles marriage, etc.).</li> </ol>	<ol style="list-style-type: none"> <li>Cannot find a suitable replacement property.</li> <li>Will not allow appraiser inside home.</li> <li>Will not allow inspectors inside home in a timely manner.</li> <li>Removes property from the premises the buyer believed was included.</li> <li>Cannot clear up liens – is short on cash to close.</li> <li>Did not own 100% of property as previously disclosed.</li> <li>Encounters problems getting partners' signatures.</li> <li>Leaves town without giving anyone Power of Attorney.</li> <li>Delays the projected move-out date.</li> <li>Did not complete the repairs agreed to in contract.</li> <li>Seller's home goes into foreclosure during escrow.</li> <li>Misrepresents information about home and neighborhood.</li> <li>Does not disclose all hidden or unknown defects and they are subsequently discovered.</li> </ol> <p><b>The Realtor(s):</b></p> <ol style="list-style-type: none"> <li>Has no client control over buyers or sellers.</li> <li>Delays access to property for inspection and appraisals.</li> <li>Does not get completed paperwork to the Lender in time.</li> <li>Inexperienced in this type of property transaction.</li> <li>Takes unexpected time off during transaction and can't be reached.</li> <li>Misleads other parties to the transaction – has huge ego.</li> <li>Does not do sufficient homework on their clients or the property and wastes everyone's time.</li> </ol> <p><b>The Lender(s):</b></p> <ol style="list-style-type: none"> <li>Does not properly pre-qualify the borrower.</li> <li>Wants property repaired prior to closing.</li> <li>The market raises rates, points or costs.</li> <li>Borrower does not qualify because of a late addition of information.</li> <li>Lender requires a last-minute second appraisal or other documents.</li> <li>Lender loses a form or misplaces entire file.</li> <li>Lender doesn't simultaneously ask for all needed information.</li> <li>Lender doesn't fund loan in time for close.</li> </ol>	<p><b>The Property:</b></p> <ol style="list-style-type: none"> <li>County will not approve septic system or well.</li> <li>Termite report reveals substantial damage and seller is not willing to fix.</li> <li>Home was misrepresented as to size and condition.</li> <li>Home is destroyed prior to closing.</li> <li>Home is not structurally sound.</li> <li>Home is uninsurable for homeowner's insurance.</li> <li>Property incorrectly zoned.</li> <li>Portion of home sits on neighbor's property.</li> <li>Unique home and comparable properties for appraisal difficult to find.</li> </ol> <p><b>The Escrow/Title Company:</b></p> <ol style="list-style-type: none"> <li>Fails to notify lender/agents of unsigned or unreturned documents.</li> <li>Fails to obtain information from beneficiaries, lien holders, insurance companies or Lenders in a timely manner.</li> <li>Lets principals leave town without getting all necessary signatures.</li> <li>Loses or incorrectly prepares paperwork.</li> <li>Does not pass on valuable information quickly enough.</li> <li>Does not coordinate well, so that many items can be done simultaneously.</li> <li>Does not bend the rules on small problems.</li> <li>Finds liens or other title problems at the last minute.</li> </ol> <p><b>The Appraiser:</b></p> <ol style="list-style-type: none"> <li>Is not local and misunderstands the market.</li> <li>Is too busy to complete the appraisal on schedule.</li> <li>No comparable sales are available.</li> <li>Is not on the Lender's "approved list."</li> <li>Makes important mistakes on appraisal and brings in value too low.</li> <li>Lender requires a second or "review" appraisal.</li> </ol> <p><b>Inspectors:</b></p> <ol style="list-style-type: none"> <li>Pest inspector not available when needed.</li> <li>Pest inspector too picky about condition of property.</li> <li>Home inspector not available when needed.</li> <li>Inspection reports alarm buyer and sale is cancelled.</li> </ol>





## **HOME INSPECTIONS**

If you are purchasing a resale property, I highly recommend that you have a professional home inspector conduct a thorough inspection. The inspection will include the following:

- Appliances
- Plumbing
- Electrical
- Air conditioning and heating
- Ventilation
- Roof and Attic
- Foundation
- General Structure

The inspection is not designed to criticize every minor problem or defect in the home. It is intended to report on major damage or serious problems that require repair. Should serious problems be indicated, the inspector will recommend that a structural engineer or some other professional inspect it as well.

Your home cannot “pass or fail” an inspection, and your inspector will not tell you whether he/she thinks the home is worth the money you are offering. The inspector’s job is to make you aware of repairs that are recommended or necessary.

The seller may be willing to negotiate completion of “health & safety” type repairs or a credit for completion of repairs, or you may decide that the home will take too much work and money. A professional inspection will help you make a clear-headed decision. In addition to the overall inspection, you may wish to have separate tests conducted for mold, termites or underground plumbing problems.

In choosing a home inspector, consider one that has been certified as a qualified and experienced member by a trade association. I will assist you in choosing qualified inspectors. I will schedule and be present at the inspections. This is to your advantage. With my assistance, you will be able to clearly understand the inspection report, and know exactly which areas need attention. Plus, you can get answers to many questions, tips for maintenance, and a lot of general information that will help you once you move into your new home. Most important, you will see the home through the eyes of an objective third party.



## **WHAT IS A REAL ESTATE CLOSING?**

A “closing” is where you and I meet with some or all of the following individuals: the Seller, the Seller’s agent, a representative from the lending institution and a representative from the title company, in order to transfer the property title to you. The purchase agreement or contract you signed describes the property, states the purchase price and terms, sets forth the method of payment, and usually names the date when the closing or actual transfer of the property title and keys will occur.

If you are financing the property, your lender will require you to sign documents, usually a promissory note, as evidence that you are personally responsible for repaying the loan. You will also sign a mortgage or deed of trust on the property as security to the lender for the loan. The mortgage or deed of trust gives the lender the right to sell the property if you fail to make the payments. Before you exchange these papers, the property may be surveyed and the ownership of title will be checked in parish and court records.

At closing, you will be required to pay all fees and closing costs in the form of “guaranteed funds” such as a Cashier’s Check. You will be notified of the exact amount needed prior to the closing.

### **WHAT IS AN ESCROW ACCOUNT?**

An escrow account is a neutral depository held by your lender for funds that will be used to pay expenses incurred by the property, such as taxes, assessments, property insurance, or mortgage insurance premiums which fall due in the future. You will pay one-twelfth of the annual amount of these bills each month with your regular mortgage payment. When the bills fall due the lender pays them from the special account. At closing, it may be necessary to pay enough into the account to cover these amounts for several months so that funds will be available to pay the bills as they fall due.

**ESTIMATED CLOSING COSTS: (PLEASE NOTE THAT THIS IS AN ESTIMATE OF CLOSING ATTORNEY COSTS ONLY. OTHER FEES MAY APPLY. YOUR CLOSING ATTORNEY AND LENDER WILL GIVE YOU THE EXACT FIGURES PRIOR TO CLOSING.)**

ABSTRACT/TITLE SEARCH	\$200	TITLE INSURANCE: AMOUNT TO BE DETERMINED
TITLE EXAM	\$150	
DOCUMENT PREPARATION	\$100	
NOTARY FEE	\$175	
CLOSING PROTECTION LETTER	\$ 25	
RECORDING/RELEASE	\$300	
COURIER FEE	\$ 32	



## **MOVING**

### **CONGRATULATIONS!**

You have closed on your new home and now you are ready to move! The next few pages contain tips and checklists so that your move is as organized and effortless as possible. Think about your move as a series of small projects that you can begin while your home is under contract. Your move will progress as your contract and closing progress. That way, when the day comes to physically move your belongings, most of the details will be taken care of.

#### ***Keep detailed records – some moving expenses are tax deductible!***

Keep detailed records of all moving expenses if your move is job related. Many expenses, including house-hunting trips, are tax deductible. If your move is 35 miles or more from your home, you can deduct your family's travel expenses, including meals and lodging; the cost of transporting furniture, other household goods and personal belongings; food and hotel bills for up to 30 days in the new city if you have to wait to move into your new home; and the costs associated with selling your old home or leasing your new home.

Note: There is a ceiling on deductions which is outlined in detail in the IRS's Publication 521, "Tax Information on Moving Expenses," available free from the IRS offices.



## ***MOVING CHECKLIST***

### **☑ One month before moving**

- Sort through your belongings to reduce the number of things to move.
- Have a garage sale or donate items you no longer need.
- Decide whether to move yourself or hire professionals. Make reservations with a moving company or truck rental company.
- Gather packing supplies: boxes, packing material, tape, markers, and scissors.
- Place your legal, medical, financial, and insurance records in a safe and accessible place.
- Purchase insurance coverage for valuables to be moved.
- Start packing items that aren't regularly used such as off-season clothes and decorations and items in storage areas (garage, attic, and closets).
- Send items (rugs, drapes, clothing, quilts, bedding) to the cleaners.
- Back up important computer files.

### **☑ Two weeks before moving**

- Contact your utility companies and notify them of your move.
- Sign up for services such as telephone, cable and internet at your new address.
- Call friends and family and recruit help for the moving day.

### **☑ One week before moving**

- Pick up items from the cleaners, repair shops, or friends.
- Pack a survival kit of clothes, medicines, special foods, etc. to carry you through the day while you unpack.
- Finish packing all boxes minus what you'll need in the final week.
- Inform the post office of your upcoming move.

*Send change-of-address cards with your new address and phone number to:*

- Friends and family
- Banks, insurance companies, credit card companies, and other financial institutions
- Magazines and newspapers
- Doctors, lawyers, accountants, and other service providers
- State and federal tax authorities and any other government agencies as needed
- Workplace, schools, and alma maters



## **MOVING CHECKLIST**

### **☑ The day before**

- Set aside moving materials, such as a tape measure, pocketknife, and rope.
- Pad corners and stairways of house.
- Lay down old sheets in the entry and hallways to protect floor coverings.
- Remove hanging fixtures.
- If you are moving yourself, pick up the rental truck and a hand truck to move heavy items.

### **☑ Moving Day**

*Carry with you:*

- The keys to your new home.
- The telephone number of the moving company.
- Documentation related to the sale of your home.
- Your insurance policies and agent's phone number.
- Your current address book or personal planner.
- Any items of great personal value to you that are virtually irreplaceable.
- Back-up copies of important computer files.
- Sheets, towels and personal hygiene items for the first night in your new home.
- Show movers where to place furniture and boxes.
- Check inventory to ensure that everything was delivered before signing delivery papers. Note any damages on the inventory sheet.





## ***HELPFUL PHONE NUMBERS***

Make arrangements for service with the following utility companies. Advise them of your desired date for start of service and your new address.

<b>Entergy (Electric)</b>	<b>800-368-3749</b>
<b>Sewerage and Water Board</b>	<b>Jefferson: 504-736-6050</b> <b>Orleans: 504-529-2837</b>
<b>ATMOS Energy (Gas)</b>	<b>504-849-4300</b>
<b>Bell South (Telephone)</b>	<b>504-557-6500</b>
<b>Cox Communications</b>	<b>504-304-8444</b>
<b>Garbage Collection</b>	<b>Jefferson: 504-468-7515</b> <b>Orleans: 504-299-3673</b>
<b>Property Tax</b>	<b>Jefferson: 504-363-5710</b> <b>Orleans: 504-565-6703</b>





## **YOUR REAL ESTATE TEAM ROSTER**

The following is a roster of the members of YOUR real estate team. Please keep this with you throughout the home-buying process. It will also be very helpful to keep it for future reference.

**Angi Bell, Realtor**  
**Keller Williams® Realty 455-0100**  
4725 Veterans Blvd., Metairie, LA 70006  
(504) 455-0100 – Office  
(504) 416-2687 – Cell

- ★ **Mortgage Company:** \_\_\_\_\_
- ★ **Loan Officer:** \_\_\_\_\_
- ★ **Phone:** \_\_\_\_\_
- ★ **Email:** \_\_\_\_\_
- ★ **Address:** \_\_\_\_\_
  
- ★ **Insurance Company:** \_\_\_\_\_
- ★ **Agent:** \_\_\_\_\_
- ★ **Phone:** \_\_\_\_\_
- ★ **Address:** \_\_\_\_\_
  
- ★ **Title Company:** \_\_\_\_\_
- ★ **Contact:** \_\_\_\_\_
- ★ **Phone:** \_\_\_\_\_
- ★ **Address:** \_\_\_\_\_



## ***RECOMMENDED SERVICED PROVIDERS***

### **Legal Services:**

Sean Pilie'  
Real Estate Attorney  
True Title  
504.309.1030  
spilie@truetitle.net

Kathy Melchers  
Wills/Trusts/Personal Injury  
Melchers Law Firm  
504.467.1092  
kathy@melcherslawfirm.com

### **Mortgage Lenders:**

Joe Uzee  
Gulf Coast Bank  
504.841.2896  
JoeUzee@gulfbank.com

Melanie Fernandez  
Wells Fargo Home Mortgage  
504.830.3540  
melanie.m.fernandez@wellsfargo.com

### **Financial Services:**

Tony Bird, Financial Advisor  
Merrill Lynch  
504.586.7607  
tony\_bird@ml.com

Matthew Person, CPA & Associates  
504.780.8299  
matthew@mpersoncpa.com

### **Home Services:**

Rhonda Palassie  
Contractors Discount Appliance Sales  
504.602.5990  
rhonda@contractorsdiscount.com

Jerry Krack  
J.F.K. Pest Control Services  
504.443.1865  
jfkpestcontrol@bellsouth.net

Stephan Smith  
Air One Heating & Cooling  
504.888.6702

Louis Schaff  
Video Plumbing Inspection  
Hy-Tech Plumbing Inspections  
504.416.1540

Marco Kouzoukas  
Home Inspection Services  
Marco's Home Check  
504.467.2007  
mkouzoukas@cox.net

Greg Shea  
By the Yard Lawn Service  
504.559.9292  
greg@bytheyardlawnservice.com  
www.ByTheYardLawnService.com

Richard Garrity  
Riverlands Insurance  
985.652.5505  
rgarrity@rivins.com

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*It Starts With You!*

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ONLY<sup>®</sup>**



## **THANK YOU FOR YOUR BUSINESS!**

I strive to provide my clients with superior customer service because I want them to enjoy the home-buying and selling process. And, I want them to refer me to their friends, family, clients and other associates. I hope that you will consider me if you know of someone who is looking to buy or sell their home.

I also strive to build relationships that result in long-term friendships and business opportunities. I want to be your *Real Estate Consultant for Life!* I am always available to answer your real estate questions and would be happy to do the same for your family, friends, neighbors and associates.

Remember:

- If you see another Realtor's sign and want information on that house, CALL ME!
- If you read another real estate company's ad and have questions, CALL ME!
- If you see a house that's For Sale By Owner and want more information, CALL ME!
- If you hear about a property for sale and are curious, CALL ME!
- If you see an Open House sign, feel free to stop in, but don't forget to CALL ME!

***Thank you for your loyalty, your referrals, and your trust!  
Your business is VERY IMPORTANT to me!***

**BY REFERRAL  
ONLY**

***Angi Bell, Realtor***

*Keller Williams Realty 455-0100  
4725 Veterans Blvd.  
Metairie, LA 70006  
Cell -- 504.416.2687  
Angi@AngiBell.com  
www.AngiBell.com*

  
**KELLER WILLIAMS**  
R E A L T Y  
455-0100

