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# your guide to buying a home



Prepared for:

Compliments of:

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# your guide

to buying a home

## *buying a home*

- It's all about you
- The home buying process
- Your lifestyle interview
- The home wish list
- The neighborhood of your dreams
- The mortgage and loan process
- Your home search
- Making an offer
- Closing 101
- Moving checklist
- Above and beyond
- Why Keller Williams Realty
- About me
- What my clients say
- Frequently asked questions



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## *it's all about you*

My real estate business has been built around one guiding principle: *it's all about you.*

***Your needs***

***Your dreams***

***Your concerns***

***Your questions***

***Your finances***

***Your time***

***Your life***

My focus is on your complete satisfaction. In fact, I work to get the job done so well, you will want to tell your friends and associates about it. Maybe that's why over 50% of my business comes from repeat customers and referrals.

Good service speaks for itself.

I look forward to the opportunity to earn your business too.



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# your guide to buying a home

## *the home buying process*

There are a lot of details to be handled when purchasing a home.

This overview is designed to summarize the various steps along the path of qualifying, finding and buying a home. It is my job to streamline the steps for you, ensuring everything is completed according to plan.

In addition to this summary, I have included additional information and worksheets to make sure we find the right home, negotiate the best price and terms, and take care of all the details:

**1. Consultation to analyze your specific needs and wishes**

your lifestyle interview, your home wish list, the neighborhood of your dreams

**2. Financial pre-qualification or pre-approval**

the mortgage and loan process

**3. Select and view properties**

the home tour, frequently asked questions

**4. Write an offer to purchase**

making an offer

**5. Negotiate the purchase offer**

making an offer

**6. Final mortgage application**

the mortgage and loan process

**7. Underwriting**

the mortgage and loan process

**8. Loan approval**

the mortgage and loan process



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## *the home buying process*

continued . . .

### **9. Title company**

the mortgage and loan process, closing 101

### **10. Closing**

closing 101

### **11. Moving**

moving checklist, above and beyond



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## *your lifestyle interview*

A home is about more than the number of bedrooms or bathrooms. It's about how you feel when you're in it. To really pinpoint the type of home you're looking for, consider the following questions:

1. What makes you comfortable in your current home? Is there anything in particular you'd like to duplicate?

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2. What is your primary reason for searching for a new home?

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3. Do you have children? What are their ages, interests and activities?

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4. Do you entertain a lot? What areas of your home will you primarily use to entertain?

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5. How long do you expect to live in the home?

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6. Do you have any pets that stay in the house or outside?

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7. Would you consider yourself to be more casual or formal?

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8. When you imagine your dream home, what do you see? What images come to mind?

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## *your home wish list*

Creating a list of the desired features and amenities for your new home will help me target the properties that meet your criteria.

Please consider the following and record any notes or preferences:

- |                              |                           |
|------------------------------|---------------------------|
| 1. House style _____         | 9. Kitchen _____          |
| 2. Number of bedrooms _____  | 10. Basement _____        |
| 3. Number of bathrooms _____ | 11. Garage stalls _____   |
| 4. Livingroom _____          | 12. Lot size _____        |
| 5. Diningroom _____          | 13. Pool _____            |
| 6. Family room _____         | 14. Age of property _____ |
| 7. Fireplace _____           | 15. View _____            |
| 8. Home office _____         | 16. Fencing _____         |

Other requirements or comments:

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## *the neighborhood of your dreams*

More than just the home, it's important to think about the type of neighborhood that is right for you.

Please consider the following and record any notes or preferences:

1. **Areas you would enjoy** \_\_\_\_\_
2. **Specific streets you like** \_\_\_\_\_
3. **School district(s) you prefer** \_\_\_\_\_
4. **Your work location(s)** \_\_\_\_\_
5. **Your favorite shops/conveniences** \_\_\_\_\_
6. **Recreational facilities you enjoy** \_\_\_\_\_

Any additional items to consider when selecting our target neighborhoods: \_\_\_\_\_

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# your guide to buying a home

## *the mortgage and loan process*

### **Funding your home purchase**

#### **1. Financial pre-qualification or pre-approval**

Application & interview

Buyer provides pertinent documentation, including verification of employment

Credit report is requested

Appraisal scheduled for current home owned, if any

#### **2. Underwriting**

Loan package is submitted to underwriter for approval

#### **3. Loan Approval**

Parties are notified of approval

Loan documents are completed and sent to title

#### **4. Title Company**

Title exam, insurance and title survey conducted

Borrowers come in for final signatures

#### **5. Funding**

Lender reviews the loan package

Funds are transferred by wire

#### **Why pre-qualify?**

We recommend our buyers get pre-qualified before beginning their home search. Knowing exactly how much you can comfortably spend on a home reduces the potential frustration of looking at homes beyond your means.



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# your guide

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*the mortgage and loan process*

continued . . .

**It's all here**

Keller Williams Realty strives to offer the CORE services that will meet your needs throughout the home buying process. Enjoy the convenience of one-stop shopping through our preferred partners, which meet our rigorous standards in the following areas:

***Integrity***

***Experience***

***Operations***

***Customer service***

***Communication***



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## *your home search*

I love helping buyers find their dream home. That's why I work with each client individually, taking the time to understand their unique lifestyles, needs and wishes. This is about more than a certain number of bedrooms or a particular zip code. This is about your life. And it's important to me.

When you work with me, you get:

- **A knowledgeable and professional REALTOR®**
- **A committed ally to negotiate on your behalf**
- **The backing of a trusted company, Keller Williams Realty**

I have the systems in place to streamline the home buying process for you. As part of my service, I will commit to helping you with your home search by:

- **Previewing homes in advance on your behalf**
- **Personally touring homes and neighborhoods with you**
- **Keeping you informed of new homes on the market**
- **Helping you preview homes on the Internet**
- **Advising you of other homes that have sold and for how much**
- **Working with you until we find the home of your dreams**



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## *making an offer*

Once you have found the property you want, we will write a purchase agreement. While much of the agreement is standard, there are a few areas that we can negotiate:

### ***The Price***

What you offer on a property depends on a number of factors, including its condition, length of time on the market, buyer activity, and the urgency of the seller. While some buyers want to make a very low offer, just to see if the seller will accept, this often isn't a smart choice, because the seller may be insulted and decide not to negotiate at all.

### ***The Move-in Date***

If you can be flexible on the possession date, the seller will be more apt to choose your offers over others.

### ***Additional Property***

Often the seller plans on leaving major appliances in the home, however, which items stay or go is often a matter of negotiation.

Typically you will not be present at the offer presentation; we will present it to the listing agent and/or seller. The seller will then do one of the following:

- ***Accept the offer***
- ***Reject the offer***
- ***Counter the offer with changes***

By far the most common is the counter offer. In these cases, my experience and negotiating skills become powerful in representing your best interests.

When a counter offer is presented, you and I will work together to review each specific area of the counter offer, making sure that we move forward with your goals in mind and ensuring that we negotiate the best possible price and terms on your behalf.



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## *closing 101*

### **Prepare for it**

Closing day marks the end of your home buying process and the beginning of your new life! To make sure your closing goes smoothly, you should bring the following:

- A certified check for closing costs and down payment. Make the check payable to yourself; you will then endorse it to the title company at closing
- An insurance binder and paid receipt
- Photo IDs
- Social security numbers
- Addresses for the past 10 years

### **Own it**

Transfer of title moves ownership of the property from the seller to you. The two events that make this happen are:

#### ***Delivery of the buyers funds***

This is the check or wire funds provided by your lender in the amount of the loan

#### ***Delivery of the deed***

A deed is the document that transfers ownership of real estate. The deed names the seller and buyer, gives a legal description of the property, and contains the notarized signatures of the seller and witnesses.

At the end of closing, the deed will be taken and recorded at the county clerk's office. It will be sent to you after processing.



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## *moving checklist*

New Telephone Number: \_\_\_\_\_

New Address: \_\_\_\_\_

Before you move, you should contact the following companies and service providers:

### **Utilities:**

\_\_\_\_\_ Electric  
\_\_\_\_\_ Telephone  
\_\_\_\_\_ Water  
\_\_\_\_\_ Cable  
\_\_\_\_\_ Gas

### **Professional Services:**

\_\_\_\_\_ Broker  
\_\_\_\_\_ Accountant  
\_\_\_\_\_ Doctor  
\_\_\_\_\_ Dentist  
\_\_\_\_\_ Lawyer

### **Government:**

\_\_\_\_\_ Internal Revenue Service  
\_\_\_\_\_ Post Office  
\_\_\_\_\_ Schools  
\_\_\_\_\_ State Licensing  
\_\_\_\_\_ Library  
\_\_\_\_\_ Veterans Administration

### **Clubs:**

\_\_\_\_\_ Health & Fitness  
\_\_\_\_\_ Country Club

### **Insurance Companies:**

\_\_\_\_\_ Accidental  
\_\_\_\_\_ Auto  
\_\_\_\_\_ Health  
\_\_\_\_\_ Home  
\_\_\_\_\_ Life  
\_\_\_\_\_ Renters

### **Business Accounts:**

\_\_\_\_\_ Banks  
\_\_\_\_\_ Cellular Phone  
\_\_\_\_\_ Department Stores  
\_\_\_\_\_ Finance Companies/Credit Cards

### **Subscriptions:**

\_\_\_\_\_ Magazines  
\_\_\_\_\_ Newspapers

### **Miscellaneous:**

\_\_\_\_\_ Business Associates  
\_\_\_\_\_ House of Worship  
\_\_\_\_\_ Drug Store  
\_\_\_\_\_ Dry Cleaner  
\_\_\_\_\_ Hair Stylist



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## *why Keller Williams Realty*

There is a reason more and more agents are making the change to Keller Williams Realty. Here's why it matters to you:

### ***Knowledge***

Powerful curriculum through Keller Williams University keeps us ahead of trends, tools and advancements in the real estate industry.

### ***Speed***

Leading-edge technology solutions accelerate our efficiency and productivity.

### ***Teamwork***

Unlike other real estate companies, Keller Williams Realty was designed to reward agents for working together, to serve clients better.

### ***Reliability***

Keller Williams Realty was founded on the principles of trust and honesty, emphasizing the importance of having the integrity to do the right thing and always putting the customer's needs first.

### ***Success***

Keller Williams Realty is the fastest growing real estate company in North America.

When you offer a superior level of service, the word spreads fast.

As part of the Keller Williams Realty team, I look forward to providing you with a phenomenal real estate experience!



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## frequently asked questions

### ***How will you tell me about the newest homes available?***

The Multiple Listing Service website provides up-to-date information for every home on the market. I constantly check the *New on Market* list so I can be on the lookout for my clients. I will get you this information right away the way that is most convenient for you, by phone and/or e-mail.

### ***Will you inform me of homes from all real estate companies or only Keller Williams Realty?***

I will keep you informed of all homes. I want to help you find your dream home, which means I need to stay on top of every home that's available in the market.

### ***Can you help me find new construction homes?***

Yes, I can work with most builders and get you the information you need to make a decision. On your first visit with the builder, I will accompany you. By using my services with a new construction home purchase, you will receive the services I offer, as well as those provided by the builder, at no additional cost.

### ***How does for sale by owner (FSBO) work?***

Homeowners trying to sell their home without agent representation are usually doing so in the hopes of saving the commission. If you see a FSBO and want the advantages of my services, let me contact the owner for you and make an appointment. Most times the homeowner will work with an agent, even though their home is not listed, since the agent is introducing a potential buyer to their property.

### ***Can we go back through our property again once an offer is made, but before possession?***

Usually we can notify the seller and schedule a convenient time to visit the property again. Immediately before the closing, we will schedule a final walk-through and inspection of your new home.

### ***Once my offer is accepted, what should I do?***

Celebrate and focus on moving into your new home! You will want to schedule your move, pack items, and notify businesses of your address change. I will provide you with a moving checklist to help you remember all the details. I will also give you a good faith estimate and HUD statement, which will indicate the amount you will need to bring to closing.



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