

LET'S FIND HOME



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FINANCES

The very first step in the home buying process is to obtain a financial pre-approval (proof of funds for cash purchase). We will need this document to accompany any offer we make on a property.

FINANCING

A mortgage lender will be able to take your financial information and determine what amount you will be able to borrow. Having your pre-approval letter in hand before we start searching will save us time and make sure we don't miss out on the perfect home opportunity. The pre-approval letter will accompany an offer.

CASH

If you've got the money in the bank and you are ready to purchase your home in cash, that's great. I will inform you as to your closing costs and we will need a proof of funds to supplement any offers. You can acquire a proof of funds from your financial advisor or your banker to show that you have a balance that meets the purchase price.

MY RECOMMENDED LENDERS

LINDA STRATTON
GUARANTEED RATE
770-329-4175
LINDA.STRATTON@RATE.COM

LEE BLODGETT
NORTHPOINT MORTGAGE
678-409-9299
LEE@LEEBLDGETT.COM

QUESTIONS TO ASK THEM

- WHAT INTEREST RATE CAN YOU OFFER?
- DOES THE RATE COME WITH POINTS?
- IS IT FIXED OR ADJUSTABLE?
- WHEN CAN YOU LOCK MY RATE?
- WHAT FEES CAN I EXPECT FROM YOU?
- WHAT TYPE OF LOAN IS RIGHT FOR ME?
- DO I QUALIFY FOR ANY DOWN PAYMENT ASSISTANCE PROGRAMS?

LENDER WORKSHEET

NAME:

COMPANY:

- WHAT INTEREST RATE CAN YOU OFFER?
- DOES THE RATE COME WITH POINTS?
- IS IT FIXED OR ADJUSTABLE?
- WHEN CAN YOU LOCK MY RATE?
- WHAT FEES CAN I EXPECT FROM YOU?
- WHAT TYPE OF LOAN IS RIGHT FOR ME?
- DO I QUALIFY FOR ANY DOWN PAYMENT ASSISTANCE PROGRAMS?

NOTES:



SEARCH

Once you've got your finances in order, the fun of looking for the perfect home begins! I will set you up on an automatic search through the Multiple Listing Service (MLS), which is the database that Realtors use to list and search for homes. The moment a home that fits your search criteria is listed for sale, it will be sent to your email inbox. If we ever need to adjust the search criteria, just let me know and I can make any change you need. Make sure to let me know which homes pique your interest and we will set up some showings.

CONSIDER WHAT'S A MUST-HAVE AND WHAT'S NEGOTIABLE

MUST-HAVES

WOULD BE NICE TO HAVE

HOME SEARCH NOTES

ADDRESS:

FEATURES I LIKE:

PRICE:

BEDROOM:

FEATURES I DISLIKE:

BATHROOMS:

OVERALL RATING:

ADDRESS:

FEATURES I LIKE:

PRICE:

BEDROOM:

FEATURES I DISLIKE:

BATHROOMS:

OVERALL RATING:

HOME SEARCH NOTES

ADDRESS:

FEATURES I LIKE:

PRICE:

BEDROOM:

FEATURES I DISLIKE:

BATHROOMS:

OVERALL RATING:

ADDRESS:

FEATURES I LIKE:

PRICE:

BEDROOM:

FEATURES I DISLIKE:

BATHROOMS:

OVERALL RATING:



OFFERS & NEGOTIATIONS

IN ORDER TO WRITE AN OFFER, WE WILL NEED THE FOLLOWING INFORMATION:



PRE-QUALIFICATION LETTER OR PROOF OF FUNDS

OFFER PRICE

I will help you determine the property's fair market value

EARNEST MONEY

Earnest money to the designated holder holding the account. Go to <https://centermember.com/>

FINANCING AMOUNT

What percentage of the loan are you financing, and how much you are putting down

CLOSING DATE

If getting a mortgage, this is typically 30-45 days from acceptance of offer. This will be the day the keys are handed from seller to buyer

INSPECTION PERIOD

Typically the buyer shall have 15 days, unless otherwise stated on the contract, to perform inspections on the home and terminate or renegotiate the contract if inspection comes back unacceptable.

WHAT IS THE EARNEST MONEY DEPOSIT?

The earnest money deposit is also known as "The Good Faith Deposit." It is typically 1-2% of the purchase price that you put down upfront to show the seller you are serious about the purchase. The higher the earnest money, the more attractive the offer is to the seller.

Where does it go?

As soon as we have an executed contract, you have approximately 3 days to get the Earnest Money Deposit to the title company. The title company holds it up until closing, then it will be counted towards your balance due at closing. You can submit your earnest money deposit by check, cashier's check or wire transfer.



OFFERS & NEGOTIATIONS

TRICKS FOR HANDLING A MULTIPLE OFFER SITUATION:

Nothing is more frustrating than finding the perfect home for you, and then finding out that someone else thinks it's the perfect home for them too! However, this situation does happen in our market. There are many different techniques we can use to make our offer as attractive to the sellers as possible.

- **Have your pre-approval letter or proof of funds in hand.** You may have a great offer to submit, but if you can't back it up with proof you are qualified to purchase the home the seller may just move on.
- **Make a cash offer if you are able.** If not, make as large a down payment as possible, and use a lender that communicates effectively with all parties.
- **Offer more than the asking price.** Your agent should do a comparative market analysis to give you a good idea on the home value as soon as you decide to make an offer. If it's not too out of line with the CMA or your budget, offer more than the asking price.
- **Keep your offer clean and simple.** Don't ask for contingencies that aren't necessary to closing the transaction.
- **Shorten the inspection period.** Asking for a 5 to 7 day inspection period instead of the traditional 15 lets the seller know that you aren't going to waste anyone's time. Find a home inspector who has availability to schedule your inspection as soon as your offer is accepted.
- **Have your earnest money ready.** Offer an earnest money deposit that sends the message that you are serious about your offer and have the funds ready to turn in as soon as your offer is accepted. You may want to include a copy of your earnest money check with your offer.
- **Offer flexibility with your closing date.** Convey through your agent that you are willing adjust the closing date to suit the seller's needs.
- **Include a personal letter with a family photo or video.** Let the seller know who you are, what you like about the home, and that you intend to take good care of their former residence. Let them know what it is about the home that has already made it special to you.
- **Offer an additional earnest money deposit after the inspection period.** This is another way to let the seller know you are serious about the house and not just trying to get it off the market while you make up your mind or look further.
- **Consider an escalation clause.** Let the seller know your offer isn't the highest you will go by including a clause stating that you will increase your offer, up to a set price, if the seller shows you a higher offer from another buyer.
- **Be diplomatic with negotiations after your contract is signed.** Remember that the seller has other interested parties to fall back on. If you turn ugly after the contract is signed, making additional demands or not following through with your promises, the seller may hand you back your deposit and work with someone else.

ONCE WE GET THE HOME UNDER CONTRACT, FILL IN THE INFORMATION ON THE FOLLOWING PAGE

WE'RE UNDER CONTRACT - NOW WHAT?

IMPORTANT DATES

PROPERTY ADDRESS:

PURCHASE PRICE

TITLE COMPANY:

EARNEST MONEY DEPOSIT

EXECUTED CONTRACT DATE:

INSPECTION PERIOD BEGINS:

EARNEST MONEY DUE:

LOAN APPLICATION DUE:

END OF INSPECTION PERIOD:

BINDING CONTRACT DATE:

INSPECTION/ DUE DILIGENCE:
this is a negotiable item

ESTIMATED CLOSING DATE:

NOTES:



EXECUTED CONTRACT

CONGRATULATIONS! We are officially under contract. Please mark these deadlines in your calendar and read these next steps to ensure a smooth closing.



SCHEDULE INSPECTIONS

The last date to renegotiate or cancel contract due to anything that comes up in inspections is _____ so I recommend scheduling any inspections *immediately*



OBTAIN INSURANCE

Start contacting Insurance companies for quotes immediately, we will need to make sure the home is insurable before the end of the inspection period (_____)



EARNEST MONEY DUE

You must send earnest money deposit of _____ via check or wire to _____.
IMPORTANT: Be very careful when wiring any funds. *Never* trust wiring instructions sent via email.



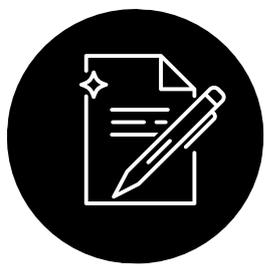
LOAN APPLICATION

Your loan application needs to be started within 5 days from the executed contract date. During your loan processing it is **VERY IMPORTANT** not to make any major job changes, major purchases, or open new credit cards or lines of credit, as any of these activities could alter your qualifications.



BINDING CONTRACT DATE

Everything in the contract date goes by the binding date, this is the date it is executed, signed, and sent.



INSPECTION PERIOD

TIP: SCHEDULE ALL INSPECTIONS IMMEDIATELY, SO IF WE NEED TO NEGOTIATE ANY REPAIRS WE CAN BEFORE THE INSPECTION PERIOD ENDS.

During the inspection period, the buyer has the right to hire a professional to inspect the condition of the home. The inspection will uncover any issues in the home that would have otherwise been unknown.

The standard home inspector's report will cover the condition of the home's heating system; central air conditioning system; interior plumbing and electrical systems; the roof, attic and visible insulations; walls, ceilings, floors, windows and doors; the foundation, basement and structural components. You will receive a written report of the inspection. You may be present for the inspection if you would like to ask the inspector any questions.

ADDITIONAL INSPECTIONS YOU MAY NEED:

Four-Point Inspection may be required by your homeowner's insurance if the home is more than 30 years old

WDO Inspection Ask your lender if your loan requires any certain inspections such as a Wood Destroying Organism (WDO) inspection.

Lead-Based Paint Inspection If the home was built prior to 1978, a lead-based paint inspection is recommended



MY RECOMMENDED INSPECTORS

**CHRIS CURL AND
ASSOCIATES
404-797-4123**

**RAY SAMPLE
FAMILY DWELLINGS
404-663-2020**

**SOUTHERN HOME
INSPECTIONS JODY
770-335-9754**



FINANCING PERIOD

APPRAISAL:

An appraisal is an estimate of the value of the property by a licensed professional appraiser. Once any problems during the inspection are solved, the appraisal will be ordered by the lender and paid for by you. The goal of the appraisal is to verify the value of the property for the lender and to protect you from overpaying. The contract is contingent upon whether the appraisal comes in at or above the purchase price. If the appraisal comes back short, we will be back to the negotiating table.

OBTAINING A MORTGAGE:

You have 5 days from the date of contract execution to begin the mortgage loan application. During the 30-45 days before closing, the lender will be finalizing your mortgage.

Date: _____ Date: _____ Date: _____

HOME INSURANCE:

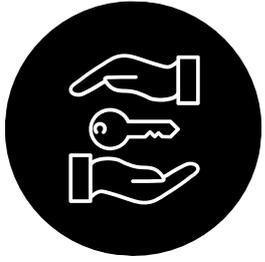
Your lender will require you to obtain a homeowner's insurance policy. You will need to get the lender this information before closing. Feel free to call my recommendations below for quotes.

TIP: IT IS VERY IMPORTANT NOT TO MAKE ANY MAJOR JOB CHANGES, MAJOR PURCHASES, OR OPEN NEW CREDIT CARDS OR LINES OF CREDIT, AS ANY OF THESE ACTIVITIES COULD ALTER YOUR QUALIFICATIONS FOR A LOAN.

RECOMMENDED INSURANCE:

STEVEN | 770-766-7409
FARMERS INSURANCE
OFFICE: 770-858-5360
WWW.FARMERS.COM/HOME/
KIRK MARTIN | (404) 843-9545
ALLSTATE
325 HAMMOND DR STE 100,
ATLANTA, GA 30328
JENMANAHAN | 678-468-6002
LAWRENCE & MONAGHAN
INSURANCE BROKERS
JENM@CONCIERGEIG.COM
WWW.CONCIERGEINSURANCEGROUP.COM





PREPARING TO CLOSE!



SURVEY:

Survey is not required in the state of Georgia, but if you want a fence, then that would require a survey. This is usually paid outside of closing. The title company or I will order this for you. The survey is a sketch showing a map of the property lines/boundaries among other things. The survey will show if there are any encroachments on the property.

LENDER AND OWNERS:

The title company will conduct a title search to ensure the property is legitimate and find if there are any outstanding mortgage liens, judgements, restrictions, easements, leases, unpaid taxes, or any other restrictions that would impact your ownership associated with the property. Once the title is found to be valid, the title company will issue a title insurance policy which protects lenders or owners against claims or legal fees that may arise over ownership of the property. This will also be a part of your closing costs.



CLEAR TO CLOSE:

The magic words! It means the mortgage underwriter has officially approved all documentation required to fund the loan. All that remains is the actual closing process.

WIRE FRAUD DISCLOSURE:

Caution: Account info must be verified with the source. Never trust wiring instructions sent via email. You must always confirm wiring instructions in person or by calling me. Never wire money without double-checking that the wiring instructions are correct.



SMOOTH CLOSING CHECKLIST

- Make sure you've obtained homeowner's insurance and provide the lender with the information
- Review the closing settlement statement a few days before closing to ensure you have the funds for closing costs
- Final walk-through
- Wire funds to closing company
- Bring your driver's license or passport to closing table
- Take your keys and move in!

AFTER CLOSING CHECKLIST

- Make copies of all of the closing documents and store them in a safe place.
- Change the locks
- Update any keypads
- Start a home maintenance list
- Update your address on all of the following:
 - Friends and family
 - Work
 - Banks / financial institutions
 - All bills
 - Insurance companies
 - Driver's license / Identification cards
 - Schools
 - Medical offices
 - Subscriptions
- Meet the neighbors!

ABOUT YOUR REALTOR®



I am married to my wonderful husband Lee since 1986 and we have one son Zander who attends Berklee College of Music. I have been in real estate since 2003 and I love helping people buy and sell homes. I give a very personal touch to all of my clients serving them before, during, and after the sale. I would love to help you and your referrals navigate through the flowing tides of buying and selling. Buying or selling a home can be a very daunting and frustrating experience, I've been there. It all started when I had a terrible home buying experience myself. The agent kept trying to get me to buy houses that I was not interested in at all. I thought to myself, the home buying/selling journey has got to be better than this. So that is why 2003 I got my license, to make it better. Listening to people's wants and needs, looking to their interests instead of serving my own turned out to be a winning scenario for everyone. My unique pricing strategy, commitment to serve, negotiating skills, and expertise will prove to be a benefit to you during your home buying or selling experience.

ABOUT RE/MAX CENTER

RE/MAX Center is home to Metro-Atlanta's Top Producing REALTORS®. Our Duluth office is no exception. Serving Duluth, Lilburn, Norcross, Suwanee, Lawrenceville, Grason, Snellville, Buford, Sugar Hill and many more areas of Metro Atlanta.



WHAT OUR CLIENTS SAY

"Stacy helped me sell my first house and made it so easy. She gave me expert advice on how to prep the house, walked me through the process and kept me up to date on everything. Our house sold quickly and for the price we expected. I would highly recommend her! She's just an amazing person."



"When my husband and I started out looking to buy a home we used a different realtor and the whole process was a major headache. Then Stacy was recommended to me. She listened to what we wanted and found us our perfect first home. It didn't take her long to get us our house. And it was such a smooth process. She's very helpful every step of the way. Even now 8 years later she still comes by and has different events for her clients to participate in. I can't wait to work with her again."



"Stacy was an amazing realtor. She put her full attention on our needs and wants, finding us the perfect home. Even on move in day, she came by and brought pizzas and even apple pie on Thanksgiving. I have to say she is definitely the kind of person you want on your side finding home. When the time comes, I'll definitely use her over and over again because of her professionalism and her eye for a wonderful home for a growing family. She was also very helpful with negotiating a price that worked in favor for both parties."



THANK YOU!

Thank you for trusting me with the purchase of your property. I am honored to represent you and guide you through the process.

My goal is to ensure that you are comfortable every step of the way. Please don't hesitate to call, text or email with any questions or concerns.



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