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Real Estate Services – Purchase Guide

Prepared Especially for You!

Prepared by:

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I am proud to be a Dave Ramsey Endorsed Local Provider!



The McNamara Group

We work together as a team to offer you the best client service & representation possible!

Hello,

In our experience, a home isn't a dream home because of its room dimensions. It's about how you feel when you walk through the front door, and the way you can instantly envision your life unfolding there.

This is about more than real estate – it's about your life and your dreams.

We understand you are looking for a new home, and we want to be the real estate professional to help you. We work with each of our clients individually, taking the time to understand their unique needs and lifestyle, and we want to do the same for you.

It's incredibly fulfilling to know we are helping our clients open a new chapter of their lives. That's why we work so hard to not only find that perfect home, but also to handle every last detail of the purchase process, from negotiating the terms of sale to recommending moving companies.

This package contains helpful information for home buyers, including an overview of the entire purchase process, answers to frequently asked questions, and fact sheets to help us discover the home and neighborhood characteristics most important to you.

After you've had the chance to review this information, we'll meet to go over the entire process and get started on finding your new home. We'll prepare an in-depth, customized package of homes for you to review, highlighting properties that meet your criteria in neighborhoods that suit your lifestyle.

We are so excited to get started on finding you the perfect home.

Very truly yours,

Connie McNamara &
The McNamara Group

Your Home Search

We love helping buyers find their dream home. That's why we 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 us.

When you work with us, you get:

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

We have the systems in place to streamline the home-buying process for you. As part of our service, we 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 web
- Advising you of other homes that have sold and for how much
- Working with you until we find the home of your dreams

Getting Started

Basic Information

Name
Phone
Email

Name
Phone
Email

Who is the primary contact and what is the best time and way to reach that individual?

What is prompting your move?

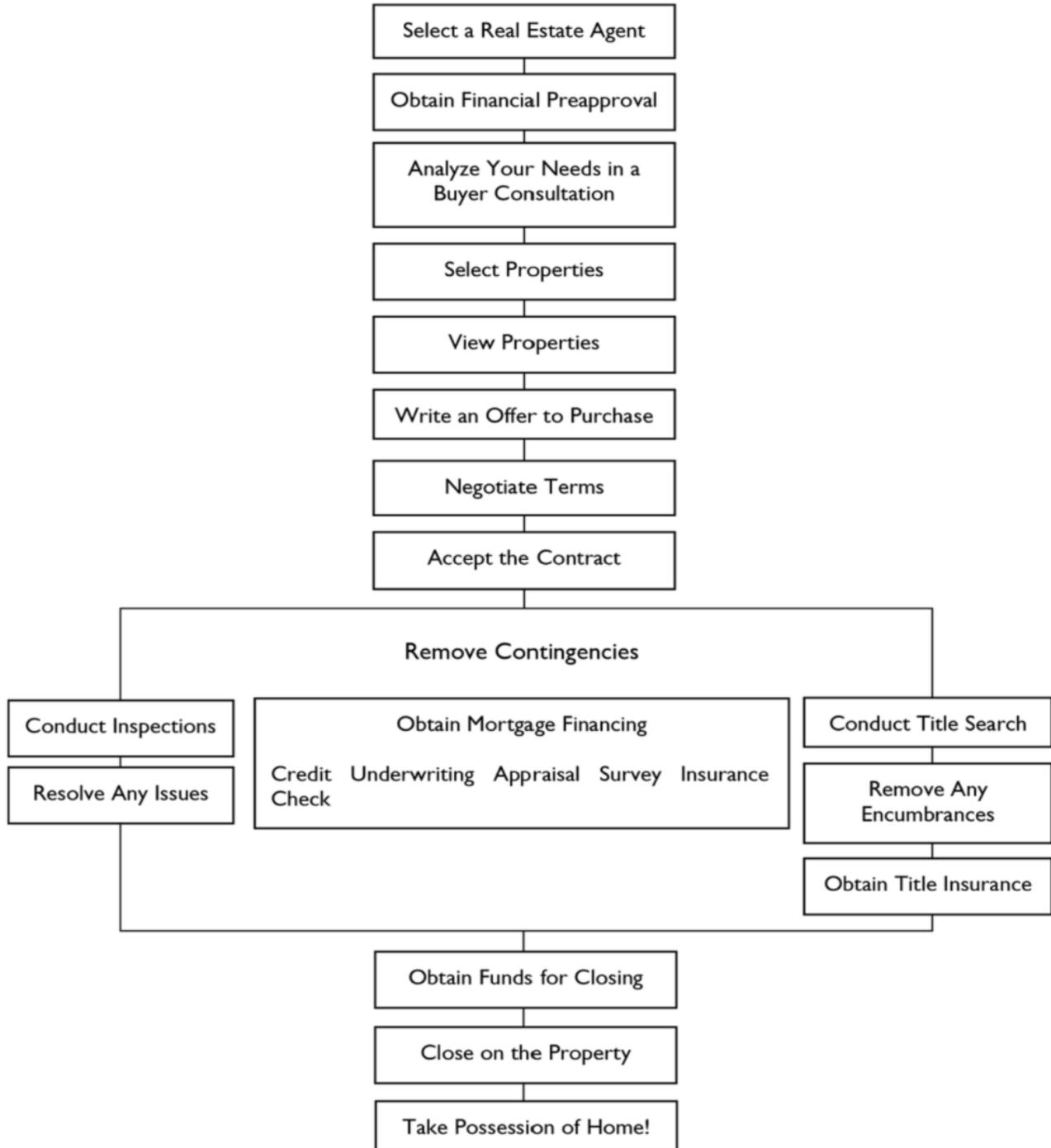
When do you need to be in your new home?

Are you pre-approved for a mortgage?

What is your price range?

If we found a home today that meets all of your needs and as many of your wants as possible, would you make an offer?

The Home-Buying Process



The Mortgage and Loan Process

Funding Your Home Purchase

1. Financial pre-qualification or pre-approval

Application and 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.

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 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 low offer just to see if the seller accepts, 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 offer 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 counteroffer. In these cases, our experience and negotiating skills become powerful in representing your best interests. When a counteroffer is presented, we will work together to review each specific area of it, 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.

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 the title company.
- 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 buyer's 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.

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. We constantly check the *New on Market* list so we can be on the lookout for our clients. We will get you this information right away, the way that is most convenient for you; by phone and/or email.

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

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

Can you help me find new construction homes?

Yes, we can work with most builders and get you the information you need to make a decision. On your first visit with the builder, we will accompany you. By using my services with a new construction home purchase, you will receive the services we 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 advantage of our services, let us 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. We will provide you with a moving checklist to help you remember all the details. We work with the Lender & Title Company to provide you a Good Faith Estimate and Closing Disclosure, which will indicate the amount you will need to bring to closing.

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 and Fitness
- _____ Country Club
- _____ Hairstylist

Insurance Companies:

- _____ Accidental
- _____ Auto
- _____ Health
- _____ Home
- _____ Life
- _____ Renters

Business Accounts:

- _____ Banks
- _____ Cellular Phones
- _____ Department Stores
- _____ Finance Companies/Credit Cards

Subscriptions:

- _____ Magazines
- _____ Newspapers

Miscellaneous:

- _____ Business Associates
- _____ House of Worship
- _____ Drugstore
- _____ Dry Cleaner

Home Finders' Profile

What Are Your Requirements For Your Home Purchase?

Desired Area(s): _____ New or Existing: _____
Acceptable Style(s): _____ Square Feet: _____
Price Range: _____ Lot Size: _____
Bedrooms: _____ Features Required: _____
Bathrooms: _____ Features Required: _____
Other Requirements: _____

Current Housing Information:

Address: _____ Phone: _____
E-mail address: _____
Approximate Value: _____ Estimated Equity: _____
Down Payment Available: _____ Progress of Sale: _____

Family Information:

Children: _____
Employer: _____ Phone: _____
Address: _____ Commute Time: _____
Employer: _____ Phone: _____
Address: _____ Commute Time: _____

Put an Experienced Buyer Specialist to Work for You

- **Property Search**

Your buyer specialist will appraise your particular criteria for a house and neighborhood, then search for properties that fit those specifications. Your buyer specialist will set appointments for showings and monitor the market as new listings become available.

- **Market Data**

Market value is determined by many factors, including the availability of similar properties at competitive prices, location, condition, and most of all the price that a knowledgeable buyer is willing to pay. Your buyer specialist will provide market data to help you establish an offering price.

- **Purchase Offer**

There may be other considerations besides price that are equally important in structuring a purchase offer. The terms and conditions of the offer, amount of deposit and possession date are likely to be factors when an offer is made. Your buyer specialist will help in your preparation of a purchase offer.

- **Negotiating**

When a purchase offer is made, the sellers may be concerned with certain aspects including the ability of the purchasers to fulfill their agreement, the terms and conditions of the offer, the breakdown of closing costs between buyer and seller and even the motivations and lifestyle of the prospective new owners! Your buyer specialist will help structure a negotiating strategy that will create the desired result, a new home.

- **Handling Details**

A lot happens between signing the purchase offer and moving into a new house. Your buyer specialist will attend to the details and keep you in touch with the transaction each step of the way.

Sellers list their homes with real estate agents to ensure professional representation throughout the home selling process. As a buyer, you deserve the same service!