



ULTIMATE HOME BUYERS GUIDE

**HOW WE WILL HELP YOU
BUY YOUR DREAM HOME**

Exceptional Real Estate Services
www.keithandsheila.com

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*THESE ARE DOCUMENTS ARE PAGES YOU CAN PRINT OUT TO USE AND THEY WILL HELP YOU FIND YOUR PERFECT DREAM HOME.

ABOUT KEITH & SHEILA

We are a husband and wife real estate team with 25+ year's experience in real estate. Our life and career experiences are very different, and we believe that we complement each other. When you hire Keith and Sheila to purchase, sell, or perform any real estate transaction, you will be served by an honest, experienced, hardworking, knowledgeable, dedicated, professional, and Exceptional Real Estate Team.

- You will get honest answers about the home buying and selling process.
- Expert marketing and innovative home selling strategies to reach maximum market exposure.
- We are committed to serving your best interest above us making a commission check.
- Professionalism, promptness, resilience, experience, dedication, and passion are the traits that enable us to better serve you with exceptional real estate service.
- We are experienced at negotiating the best deal possible for your family!
- As a veteran serving our Military/Veteran clients with extra training Keith has the [MRP, CMR, CMRS, and CPE Certifications and Designations](#). We understand how the PCSing process works and we are ready to serve you excellence which is why we are Veteran Advocates.
- Exceptional Support during the process and after the closing. We are always ready to serve you!

We will always work hard for you and serve your needs & interests above "making a commission".

Whether you are buying, selling, or renting a property, we want to be your real estate advocates. Our goal is simple, we desire that your real estate experience be the best it can be! We are here to serve you and your family.

Keith D. Campbell has lived in the San Antonio metro area for much of his life. Keith is honored to be a veteran of the U.S. Army, having served in the 25th Infantry Division and the 9th Infantry Division. Keith has always had an entrepreneur's heart and after spending almost 20 years in the turf irrigation industry, Keith started and sold several business ventures including a wholesale irrigation supply company and an aftermarket auto performance company.

Keith has been an active full time REALTOR® for over 11 years as well as a FORMER Professional Home Inspector for over 13 years and inspected over 3,500 homes in that time. Keith is also an experienced IRC licensed general contractor (Campbell Custom Builders, LLC.) which has renovated/remodeled 100+ houses and historical apartment buildings. Keith is an active bi-vocational Pastor/Ordained Minister and has served as children's, youth, associate minister, lead pastor, and as a church planter.

Sheila M. Campbell is a life time resident of the San Antonio metro area. Her dad is a retired United States Air Force senior NCO. Sheila understands the nuances of growing up in a military family. Sheila graduated from Our Lady of The Lake University with a degree in Speech Pathology in 2002. Sheila spent 11 year teaching elementary grade students before starting her real estate career in 2012. Her attention to detail and teaching gift is a great benefit and service to all our clients.

Our faith, family, friends, and clients are our purpose. We are a blended family and we have four children ranging from 28 to 23 years old and we know God has blessed us abundantly with His mercy, compassion, provision, grace, love, and HE has called us to love and serve others.

OUR MISSION

As real estate agent professionals we aren't selling a product. No, we are serving, educating and empowering individuals and families to establish their own sanctuary and build wealth. We are not just looking to make a commission check, but rather serve our client's best interest! To be a successful real estate agent, it takes hard work, experience, perseverance, expertise, and determination. To be a professional real estate professional, it takes love, passion, experience, tenacity, and constant education and industry evolution. We obtain our goal of exceptional real estate service and results by making sure we never settle for just a job well done or a pat on the back. We strive to be the most up-to-date professional advocates for our clients by utilizing technology, trends, and market changes.

We are your Advisors and Advocates for all real estate needs. As a Professional REALTOR® husband and wife Team, we take our responsibility as seriously as we would if we were buying a home for our family. We know your home is probably the largest asset you will own. We know it will play a paramount role in your future financially and relationally and it should only be placed in the hands of the most competent experts available. We take that responsibility and fiduciary duty profoundly serious! We always try to treat our clients the way we want to be treated. We will always put your families' best interest above making money. That is our promise to you and your family!

OUR PROMISE

- **Be Your Advocates** - We will always put your best interest before making a commission.
- **Serve You with Professionalism** – We will always be a professional
- **Communicate Well**– We will always keep you informed of the progress of your transaction.
- **Integrity** – We will serve you with integrity “We Treat Others the Way We Want To Be Treated”
- **Knowledge** – We will be experts in our industry, or we will find the expert to help us
- **Exceptionalism** – We will do our best to serve you with exceptional service.
- **Work Ethic**– We will work hard and smart to help you meet your real estate goals.
- **Honesty** – We will tell you the truth no matter what.
- **Confidential** – Whatever you tell us, stays with us no matter what.
- **To serve you** with Exceptional Real Estate Service and To LISTEN to you.
- **To fight** tooth and nail to get you the biggest return on your investment.
- **To tell you what you NEED to hear**, not necessarily what you want to hear.
- **To never force you into a deal** - but please take our professional opinion seriously as we have your best interest in mind.
- **To return your call quickly**. You will always get a return call as soon as we are available.
- **To be with you** through every step of the transaction.
- **To give you our full attention** during our meetings with you. (i.e. not taking phone calls, etc.)
- **To not abandon you** after the sale is complete. We are your lifelong real estate professionals.

THE BUYING PROCESS

Many people think real estate goes something like this...

Before doing anything, get a mortgage Pre-Approval! This way you know what your budget actually is and eliminate any guess work!

Step 1: Search online for houses in your desired area

Step 2: Set up a showing to see a few homes and find a home quickly.

Step 3: Make an offer, which is immediately accepted.

Step 4: Close the deal.

Step 5: MOVE IN

Buying and selling real estate can be a complex matter. We are here to walk you through the process!

No two properties or transactions, regardless of how identical they are on paper, are alike. In this maze of forms, financing, inspections, marketing, pricing and negotiating, it makes sense to work with professionals who actively know the community and its market. WE ARE THOSE PROFESSIONALS.

Whether you are a first-time home buyer or entering the marketplace as a repeat buyer, real estate transactions can be a stressful and confusing process because of the constantly changing laws and market.

We strive to make the process as simple and enjoyable as possible. To make our goals a successful reality we must provide you with as much information and assistance as possible while also learning precisely what you want out of this real estate transaction.

This packet will provide you, as the buyer, with the answers to the real estate who, what, when, where, and why.

LENDERS & MORTGAGES (1)

Most people do not have the money to pay cash for a home! According to the National Association of Realtors nearly 9 of 10 buyers finance their purchase of a home.

Purchasing a home and financing are closely intertwined. (Financing is the difference between the purchase price and your down payment.)

The good news is, new and innovative loan programs are available that require as little as a 3.5% to 5% down payment.

A few specialized loan programs like the VA (for Active-Duty Military & Veterans) and USDA (Rural homes) can get a loan that requires NOTHING down!

Once you have determined a loan will be needed, it is time to hire a mortgage lender. We urge our clients to talk to a few mortgage lenders as soon as they decide that they are interested in purchasing a home.

This is advised because people may need to spend time saving more money, increasing their incomes, paying down some debts, or cleaning up their credit before they are eligible to purchase a property. We want you to have these issues handled before you fall in love with a home and then have to watch it be sold to someone else because we weren't prepared to buy.

This process also helps everyone involved define the appropriate price range to pursue. Once a lender is selected, they will request permission to run your credit report and ask you for information regarding your work/residence history, income, down payment and assets.

Always ask the lender to provide you with PRE-APPROVAL, which is a much stronger buyer position than getting a PRE-QUALIFICATION LETTER. A pre-approval requires the lender to run your application through automated underwriting or a underwriter has looked at your file and is confident that you are qualified to buy that home.

Assuming the information provided is satisfactory, the lender will then be able to tell you how much you can afford to borrow. Regardless of this amount, please make sure the monthly payments for this particular loan will also meet your comfort level.

Documents You Will Need to Provide To Lender

1. Tax returns

Mortgage lenders want to get the full story of your financial situation. You'll probably need to sign a Form 4506-T, which allows the lender to request a copy of your certified copy of tax returns from the IRS.

Lenders generally want to see two years' worth of tax returns. This is to make sure your annual income is consistent with your reported earnings through pay stubs and there aren't huge fluctuations from year to year.

LENDERS & MORTGAGES (2)

2. Pay stubs, W-2s or other proof of income

Lenders will ask to see your pay stubs from the past month or so. Your tax returns help give them a clear idea of your overall financial health, while pay stubs help them gauge your current earnings. If you're self-employed or have other sources of income (such as child support), you may need to show your lender proof through 1099 forms, direct deposits or other means.

3. Bank statements and other assets

When assessing your risk profile, lenders may want to look at your bank statements and other assets. This can include your investment assets as well as your insurance, such as life insurance.

4. Credit history

In order to assess you as a borrower, lenders often pull your credit report — with your verbal or written permission. You should be prepared to write a statement that explains the negative items on your credit report. This helps a lender evaluate what kind of risk you are. Lenders may look at one-time unavoidable circumstances differently from habitual delinquency.

5. Gift letters

Your family might help you buy a house by giving you money. If that's the case, you'll need to provide a written confirmation that the money is indeed a gift from a family member and not a loan. The documentation should list their relationship to you as well as the amount of the gift.

6. Photo ID

You'll likely need to provide a photo ID, such as a driver's license. This is simply to prove you are who you're claiming to be.

We recommend you ask your lender what specific documentation you will need to provide. Being well prepared upfront will help the loan process run smoothly and potentially avoid any unwelcome surprises.

Once an appropriate figure has been determined, your lender will be in a position to forward a pre-approval or pre-qualification letter to us, your realtors, so it can be presented to a listing agent when we write a purchase offer for the home you want.

This letter confirms your financial strength and demonstrates you have the ability to be approved for a specific type of mortgage financing.

This information is crucial to owners as they will be reluctant to accept an offer from.

ALWAYS KEEP COPIES OF EVERY DOCUMENT YOU SEND THE LENDER; MANY TIMES DIFFERENT DEPARTMENTS (PROCESSOR & UNDERWRITER) WILL ASK FOR THE SAME DOCUMENT.

MLS's & CERTIFICATIONS

Millions of new and existing homes are sold each year. There's no shortage of housing options, so our challenge isn't finding a home, it's finding the right one. A home is more than just a collection of bedrooms and bathrooms. Several properties -- each with four bedrooms, three baths, and the same price -- may represent radically different designs, commuting distances, lot sizes, tax costs, interior dimensions, and finishes.

With so many choices it is easy to become overwhelmed about the home finding experience. In an attempt to eradicate all apprehension, we have provided you with our needs analysis questionnaire (see last pages of this document) before our first formal meeting. This will get you thinking about your options before we sit down and decide where we should begin our search.

San Antonio & Central Texas MLS's

MLS – We pay to be members of both the San Antonio (SABOR) MLS, Central Texas MLS, Texas Association of Realtors, and the national association of realtors. We pay extra to maximize your search of homes in the area.



SYNDICATED REAL ESTATE WEBSITES – We pay to be on syndicated on real estate websites like, Realtor.com, Zillow, Trulia, Hot Pads, Yahoo Homes, Redfin, and more.



MILITARY & VETERAN CERTIFICATIONS - **We are veteran Advocates:** Keith is one of a very few REALTORS® who has all three military/veteran expert certifications in the area. Keith is an Army veteran and it is our honor to serve our Active Duty Military, Retired Military & Veterans. **We love to serve those who have served us!**



CLOSING COST

One major concern people have when purchasing a home with a mortgage is how much CASH they will need to fork out upfront. While we cannot give you an exact number, we thought a breakdown of average cost(s) would help you visualize your monetary outcome after the sale.

Closing Cost is the combined amount of cash you will need to spend from start to final closing to get the deal closed. Your down payment (if required) is usually the largest cash output by most buyers.

Earnest money deposit is the money put down on the house you want to buy. It's used to show sellers that you are very serious about purchasing their home. Assuming all goes well, and you buy the property, the earnest money goes toward your down payment and closing costs. You will write a check to be deposited into escrow as your earnest money deposit after your offer on a home has been accepted and you sign the purchase agreement. **Your money is held in an escrow account owned by a licensed title company.**

Option Fee (usually 3-7 days) from the seller for \$10.00-\$250.00 a day that gives you the irrevocable privilege to back out of the sales contract for any reason, and still receive your earnest money back. (During this time, the Seller cannot back out of the contract...only the Buyer has that right.) This gives you **time to have the home thoroughly inspected** and find any defects that you cannot live with. It also allows time to negotiate repairs with the Seller.

Home Inspection (See How to Hire a Home Inspector a few pages further into this guide)

Residential Service Contract is very beneficial when purchasing a home as you will be covered on appliances and other expensive items like the central air conditioning system for at least a year after the sale is final. Some sellers will offer a home warranty upfront (in a sellers' market no home service contract is offered), while others will pay for it if added into the contract. If the seller refuses to pay for it we still advise our clients to purchase one to protect themselves and their investment.

Below is a breakdown of closing cost

- **Earnest Money** is usually 1%-3% of purchase price – 1% EM on a \$300,000 home would be \$3,000 This cash amount is put into the title company's escrow account and is credited at closing towards your down payment or other closing cost when you close on the transaction.
- **Option Fee** this is a unrestricted right to terminate during the specified time for an agreed to fee of (\$10.00-\$250.00 a day and is usually 3-7 days). If you close, the fee is credited at closing, if you terminate, the seller keeps the option fee.
- **Down Payment** Depending on the type of loan can be 0% to 5% or more of the contract sales price. When putting less than 20% down on FHA or Conventional loans, you will pay Private Mortgage Insurance (PMI), this fee is for the lenders benefit and can cost you an additional fee every month.
- **Private Mortgage Insurance (PMI)** typically costs 0.5 – 1% of your loan amount per year. If you buy a \$300,000 home, you would be paying anywhere between \$1,500 – \$3,000 per year in mortgage insurance. This cost is broken into monthly installments to make it more affordable. In this example, you're looking at paying \$125 – \$250 per month.

CLOSING COST (Continued)

The Items below are Closing Cost outside of your down payment. This is usually around 2%-4% of Purchase Price!

- **Appraisal Fee** (\$500-\$1200) is the fee the lender charges you to have the property appraised by a licensed appraiser. If you are putting 20% or more down payment, sometimes the lender will waive the appraisal.
- **Home Inspection** \$250-\$1,000
- **Residential Service Contract** \$400-\$700

- **Property Tax & Home Insurance Reserves** – This can be from 2-12 months of property tax payments and up to 1 year of home insurance payment held by lender as a reserve in an escrow account for your behalf. This can be a small or large amount depending on the lender's requirements, your credit worthiness, property taxes amount, etc...

Ultimately when all is said and done, you will have a **CASH TO CLOSE** amount you will need to bring to closing. Some of the closing costs are paid out prior to closing, such as earnest money, option fee, home inspection, home appraisal, etc.

New lending laws that went into effect a few years ago have created a requirement where the lender must give you the buyer an estimated CASH TO CLOSE amount at the beginning of the loan process.

The final CASH TO CLOSE AMOUNT MUST NOT EXCEED THE ESTIMATED AMOUNT THE LENDER GAVE YOU, SO LENDERS ALWAYS GIVE YOU A HIGH ESTIMATED CASH TO CLOSE to avoid creating a “cooling down” period which delays the loan closing for a period of time.

The lender you choose to work with is huge in how smooth your closing will go ☺

MAKING AN OFFER

Now that you have found the home you would like to purchase, we will need to make an offer.

As your real estate advisors, we will do a comparative market analysis (CMA) to determine what prices for similar homes have actually sold for in the past 6-12 months. Remember, the market shifts from sellers' market to buyers market pretty often.

We will sit down with you to come up with a price that you feel comfortable offering. Ultimately it is up to you to have the final say on the price and terms of the offer. We will give our input based on our knowledge of the market, the current market conditions, etc...

We will normally prepare the contract, go over it in person, and have you sign then. Depending on circumstances though, we may send you the contract via email where you electronically sign it.

The contract will state, among other things:

- Purchase price & the type of loan you are using, loan term length, along with your down payment amount & interest rate.
- What other financial terms you seek to obtain from the seller (closing cost, home warranty, etc...)
- Closing date, time frame for acceptance, counter, or denial
- Your amount of earnest money, the title company, and the escrow officer who will close the sale.
- Option Fee and Time frame for the Option Period. Your option period is the number of days you will have as an unrestricted right to terminate the contract. This could be because of inspection issues that are too serious to move forward or that you just changed your mind. Option periods are usually between 3-7 days and generally you pay the seller \$10.00 - \$250.00 a day for this right to terminate.
- Possible Temporary seller or buyer lease.
- Settlement & Closing Date

THE NEGOTIATING PROCESS

Once we have prepared the contract and you have signed on the dotted line, we will then send the contract to the listing agent and begin negotiations.

Negotiations can be a very messy and tooth-grinding process that is dealt with behind the scenes, allowing you as the buyer to simply come in at the end for the final decision.

One of our biggest assets as a real estate team is our ability to present our clients' offers in the best light possible and negotiate to get you the best price for the house of your dreams.

If the seller counters your offer, then you have the option to re-counter, accept, or walk away.

This vacillating process will persist until one accepts the others' offer and terms or the deal falls apart and the parties move on.

If both parties agree, then an Executed contract is presented to you once all parties have signed and initialed all required pages of the contract.

We will send the executed contract to your mortgage lender and the title company. Your lender will then be in contact with you to set up an appointment to collect any remaining documentation, review disclosures relating to your specific loan program, discuss locking in on a specific mortgage rate, and let you know what to expect throughout the loan process.

FREQUENTLY ASKED QUESTIONS

Q: We love a house that is priced at \$300,000 but our limit is \$275,000. Should we even bother writing a contract offer?

A: Many factors play a role in what a house will sell for. The house could be overpriced, the market could have shifted, the sellers may be desperate, etc. What a seller wants and what a seller gets are two different things. Do not let the listing price sway you from making a reasonable offer. THE MARKET DETERMINES WHAT A HOUSE IS REALLY WORTH AT ANY GIVEN TIME.

Q: How long do the sellers have to accept, counter, or deny our offer?

A: This is something we will decide together and will be written into the contract. The deadline is typically set for around 24 hours.

Q: I loved the curtains in the living room, could I ask for those in the sale?

A: Yes, there is a section of the contract in which we put the items you would like to remain in the home at the conclusion of the sale. We can add the curtains to that list, but remember they do not have to accept all terms of the contract, as long as the final outcome has your approval.

Q: We want to place an offer on a house but cannot afford the house until we sell ours. Can we still make an offer?

A: Yes, we will make an offer called a “Contingent Offer,” where we will provide the terms to buying their house, i.e. the sale of yours. The seller will have the ability to still market the property but would have to disclose to any other offer to you. If another buyer makes an offer you will have the opportunity to either remove the contingency and buy the property or remove your offer all together.

Q: We do not have the funds to pay for closing cost. Can we ask the seller to provide that money?

A: In this current sellers’ market. Most sellers do not need to pay any of the buyers’ closing cost. The markets do shift from sellers to buyer’s markets. Please do remember though, this is decreasing the final amount the seller is walking away with, so you may need to bid more on the home to have them pay closing. ANYTHING AND EVERYTHING is negotiable.

Q: We are purchasing an 8-acre property and do not have the equipment to maintain it. I saw the owner has a tractor and would love to have it. Can we put that into the contract?

A: While we will not be placing the sale of the tractor into the actual contract, we can write a separate NON-REALTY ITEMS ADDENDUM which will be enforced with the contract

THE HOME INSPECTION

The home inspection is set up by you, in the time designated in the contract option period. The average time delegated for a home inspection to be conducted is 5-10 days after the ratification of the contract, but you need time to evaluate the report and decide on repairs you may want performed by the seller. The sooner the inspection is performed the better. Home Inspections range from \$225.00 to \$550.00 on houses that are 1000-3500 Sq. Ft.

It is common for both the buying realtor, us, and the buyer, you, to be present during the home inspection so you can ask any questions necessary, and you understand the issues at hand.

Before hiring a home inspector, we would recommend you ask some important questions (See how to hire a home inspector on the next page)

Once the home inspection is complete, the inspectors will send you (and us) the report, whereby we will talk through the report with you and determine what we should ask, if anything, the seller repair.

The repairs will be placed in an amendment. Remember, the seller does not have to fix anything that isn't structurally unsafe so please do not be too picky or else the contract may fall through, and you could lose the house.

We always seek to get funds back at closing instead of asking the seller to repair because sellers are not going to care as much as you about your new home. Sometimes the lender requires repairs before they close and that requires the seller to make repair the repairs.

Once you sign the repair amendment it will be sent to the seller to sign.

See great questions to ask any home inspectors you call on the next page of the buyer's guide.

Questions To Ask A Home Inspector

By Keith D. Campbell, REALTOR®, MRP, CMR®, CMRS & Professional Inspector #10107

1. What Type of Inspector Are You? There are three different types of licensed inspectors.

*** Apprentice Inspectors** (Must be sponsored by a Professional Inspector and they have no education and have not taken a state inspection exam) These are the least experienced and educated inspectors there are!

*** Real Estate Inspector** (Sponsored by a licensed professional inspector who is eligible to sponsor, they have Satisfied the TREC's requirements for honesty, integrity and trustworthiness (Background Investigation through DPS), they have completed 90 hours of class room education and they Must be sponsored by a licensed Professional Inspector who must provide indirect supervision for all inspections performed by the Real Estate Inspector , and they must have passed the Texas Inspector's Test with at least a 80% grade.

*** Professional Inspector** (No Sponsor Needed, They are sponsors) A professional inspector must have Satisfied the TREC's requirements for honesty, integrity and trustworthiness (Background Investigation through DPS), and have completed Must have been actively licensed as a Real Estate Inspector for at least 12 months during the 24 month period prior to filing the Professional Inspector application AND must have completed 175 inspections under indirect supervision while licensed as a Real Estate Inspector or complete 430 hours of class room education, field testing and have tested deep understanding of home construction and inspection process. **YOU ALWAYS WANT TO HIRE AN INSPECTOR WHO IS A TEACHER. THEY WILL SPEND THE TIME TO EXPLAIN THE HOUSE TO YOU IN EASY TO UNDERSTAND TERMS AND GIVE YOU BOTH AN EDUCATION AND PEACE OF MIND!**

2. What does your inspection cover? The inspector should ensure that their inspection and inspection report will meet all Texas Real Estate Commission (TREC) laws. You should look at the TREC website at <http://www.trec.state.tx.us/inspector/default.asp> and see the Texas SOP inspection minimums. Look at these SOP's and ask the inspector about what he inspects. If there are any areas you want to make sure are inspected, be sure to identify them in front of you.

3. How long have you been practicing in the home inspection profession and how many inspections have you completed? The inspector should be able to provide his or her history in the profession and perhaps even a few

names as referrals. Newer inspectors can be very qualified, and many work with a partner or have access to more experienced inspectors to assist them in the inspection. You want a Professional Inspector with at least 200 inspections.

4. Do you offer to do repairs or improvements based on the inspection? In Texas it is illegal for an inspector to inspect a property and then perform repair work on it. It is a conflict of interest for a inspector to work on a property they have inspected.

5. How long will the inspection take? The average on-site inspection time for a single inspector is two to three hours for a typical single-family house; anything significantly less may not be enough time to perform a thorough inspection. Additional inspectors may be brought in for very large properties and buildings.

6. How much will it cost? Costs vary dramatically, depending on the size and age of the house, scope of services and other factors. A typical range might be \$250-\$1000, but consider the value of the home inspection in terms of the investment being made. Cost does not necessarily reflect quality.

7. What type of inspection report do you provide and how long will it take to receive the report? Ask to see samples and determine whether or not you can understand the inspector's reporting style. Are there lots of pictures with clear and easy to understand descriptions? Most inspectors provide their full report same day or within 24 hours of the inspection. Inspectors who do not take pictures or who will not send you a sample inspection report are a RED Flag!

8. Will I be able to attend the inspection? This is a valuable educational opportunity, and an inspector's refusal to allow this should raise a red flag. Never pass up this opportunity to see your prospective home through the eyes of an expert, and always ask questions if you do not understand something.

OUR HOME IS THE LARGEST INVESTMENTS MOST OF US WILL EVER MAKE! TAKE THE TIME AND HIRE AN INSPECTOR WHO WILL GIVE YOU THEIR BEST EFFORT, WHO IS EXPERIENCED, WHO WILL EDUCATE YOU AS THEY EXPLAIN THE SYSTEMS AND CONDITIONS OF THE PROPERTY. DO NOT LET THE PRICE DICTATE YOUR CHOICE. THERE ARE BAD INSPECTORS WHO OVERCHARGE AND THERE ARE GREAT INSPECTORS WHO DON'T CHARGE AS MUCH, ASK QUESTIONS.

Go to <http://www.trec.state.tx.us/inspector/default.asp> to check if the inspector has any complaints or verify their license. ***THIS DOCUMENT IS PROPRIETARY, PERMISSION IS REQUIRED TO COPY, DISTRIBUTE OR USE.***

HOMEOWNERS INSURANCE

You take good care of your property exterior and interior, but you also need to take care of your home when something happens to it. It is your family's biggest financial investment, and it is also your home.

Of course, there are plenty of threats to your home that no amount of care can prevent. So finding a homeowner's insurance policy to protect your most valuable possession is a task you take seriously.

If you need homeowner's insurance, always talk to an experienced agent who will help you find the coverage that satisfies your lender's requirements, meets your unique needs, and fits your budget.

Quality homeowners Insurance will help eliminate stress when the unexpected happens like a storm in the weather report, vandals or thieves in the neighborhood, a shifting foundation underfoot, a leaky water heater in the attic. A quality policy will cover these and many other perils.

Are you unsure about what coverage your current homeowner's insurance provides? You're not alone. Find an insurance agent that truly takes the time to explain the ins and outs of a policy with you. Get answers to all of your questions, make sure they carefully explain your risks and options, then work to find every discount available to you.

Make sure you get a REPLACEMENT COST policy and not a CASH VALUE DEPRECIATION Policy!

We have valued insurance partners who we can recommend who will walk you through the entire process, get you a great quote and answer all your questions!

THE HOME APPRAISAL

The type of appraisal completed on the property will be determined by the type of loan program selected.

For your protection, we instruct the lender to wait until you have reviewed, and are comfortable with, the home inspection prior to ordering the appraisal. This is done to eliminate the possibility of paying for an unnecessary appraisal should undesirable items reveal themselves on the inspection report.

Though it is a rare occurrence, we would not want you paying for an appraisal and a home inspection if a "deal killing" item is discovered that causes you to no longer want to purchase the house.

Unlike the home inspection, you will not be required to be present at the appraisal inspection. While the primary purpose of the inspection is to determine the condition of the house, the primary objective of the appraisal is to ascertain its current market value.

Once the appraisal is concluded the lender will then send all information to be underwriting to insure the timeliness of closing.

FINAL WALK-THROUGH

Assuming that everything has run smoothly, or at least everything is in the process of being fixed, the next step is to prepare for the move and wait for the final walk-through.

We will continue to work behind the scenes with your mortgage lender and the title company who will be performing your closing. We will make sure all items are in order to insure proper transfer or title. The last and final step before closing is the walkthrough.

The final walk-through is the time when we all go through the house and make sure everything is clean and in working order.

We will make sure that:

- Repairs you have requested have been provided.
- Obtain copies of paid bills and warranties.
- There is no damage and there have been no major changes to the property since you last viewed it.
- All items that were included in the sale price — TV mounts, lighting fixtures, etc. are still there.
- Screens and storm windows are in place or stored.

- All appliances are operating, such as the dishwasher, water softener, oven, etc.
- Doorbell, alarm, security system, etc... are operational.
- The hot water heater is working.
- No plants or shrubs have been removed from the yard.
- Heating and air conditioning system is working.
- Garage door opener is functional.
- All personal items of the sellers and all debris have been removed. Check the attic, and every room, closet, storage buildings, and crawlspace (if pier & beam home).

HOMEOWNERS ASSOCIATIONS

PROS

- Maintains and pays for the upkeep of common areas such as swimming pools, tennis courts, playgrounds, public gardens, golf courses and club houses. Without an HOA you may not have a community with these amenities within your neighborhood.
- May provide services such as driveway snow removal or lawn cutting for each residence, ensuring a clean, well-kept look throughout the neighborhood at all times.
- Mediates disputes between residents. Problems are brought to the HOA which acts as a miniature government for resolving problems.
- Helps maintain and/or raise property values by regulating things that help keep a neighborhood looking its best, such as keeping garage doors closed, no outdoor clothes lines, no colored outdoor lights.
- Hosts annual parties, such as block parties and family nights, which helps build camaraderie in the neighborhood.

CONS

- It feels as if “Big Brother” is always watching you to see if your grass is mowed at the right level, if you planted the right types of flowers in your yard, etc.

- Homeowners looking to rent out or sell their residences may need to have the new potential occupant screened and approved by the HOA board.

- Dues you owe are another added expense for you to consider when factoring how much you can afford when purchasing your new home.

- An HOA can put a lien on your home or force a foreclosure on your property if you do not pay your dues within a set time frame. And if you fight them in court and lose, more than likely you will have to also cover the HOA’s legal bill.

- Some HOAs are poorly managed, in part because board members tend to be volunteers, with a paying day job or other personal obligations, and there is only so much time they can dedicate to overseeing matters.

HOA’s are not all the same. Some are very relaxed while others may have a number of rules to follow. The type of HOA a home has is an important factor to consider when purchasing a property.

CLOSING DAY

It is finally here! The day of closing!

We will meet you at the title company office to perform the final acts of the deed transfer and closing.

You will be handed a large number of papers to sign, but do not worry, the title officer will go over everything you are signing to insure you walk away with knowledge of your actions.

Once everything is signed and the mortgage company has funded the deal to the title company, it is time for our favorite part...handing over the keys to your new home!

Congratulations, you are the proud new owner of a good house that will soon become a great home.

It was our esteemed pleasure to have worked with you through this process, and are ecstatic we could find you the home to build your future in.

Please let us know if we could ever be of assistance in the future, for you or anyone you know.

Items to bring to closing or have completed for closing.

- **Valid ID or Passport or Military ID for every signer**
- **Cashier’s Check or Wire Funds “Cash to Close” to title company**

MAKE SURE ANYONE WHO IS ON THE LOAN OR WHO WILL BE ON THE TITLE ARE PRESENT THAT DAY AT THE TITLE COMPANY FOR THE CLOSING AND THAT EVERYONE HAS A VALID DRIVERS LICENSE, STATE ID, MILITARY ID, OR PASSPORT.

YOUR MOVEIN CHECKLIST

1. CHANGE THE EXTERIOR DOOR LOCKS ASAP. **YOU DO NOT KNOW WHO HAS A KEY?**
2. GET YOUR ELECTRICITY TURNED ON IN YOUR NAME
3. GET THE NATURAL GAS TURNED ON IN YOUR NAME
4. GET THE WATER & SEWER TURNED ON IN YOUR NAME
5. CONTACT YOUR LOCAL POST OFFICE AND OBTAIN A CHANGE OF ADDRESS FORM: **WITHIN 30 DAYS**
6. GIVE A CHANGE OF ADDRESS TO THE FOLLOWING: **BANKS, FAMILY & FRIENDS, INSURANCE COMPANIES, VETERANS ADMINISTRATION, CELL PHONE COMPANY, CREDIT CARD COMPANIES, ETC...**



Keith & Sheila Campbell - REALTOR®, MRP, CMR, CMRS, CPE
Keith - 830.837.1071 Sheila 830.221.7944
keithcampbellrealtor@gmail.com
www.keithandsheila.com / www.militarycityrealtors.com



Client Information Questionnaire

Client Name(S): _____

Address: _____ City _____ State _____ Zip _____

Phone number(s): _____ Email address: _____

Currently - Own / Rent / Must Sell to Purchase Ideal Price Range \$ _____ Ideal Payment \$ _____

Preapproval? Yes / No If yes, with whom? _____ Phone # _____

How much would you like to put down out of pocket? _____ How Much Closing Funds do you have? _____

Areas interested in _____

Min. # bedrooms _____ Min. #baths _____ Garage _____ Lot Size _____ Schools _____

Outside requirements (ie. Waterfront, Large lot, pool, Etc...) _____

Interior requirements (ie. Fireplace, Office, High ceilings, etc...) _____

How long have you been looking for a home? _____ How have you been doing that? _____

Have any real estate agents shown you homes? _____ What relationship did you have with them? _____

What did you sign with them (if anything)? _____ Did you see anything you liked? _____

What kept you from buying it? _____

Are there any items that are 'deal breakers'? _____

What would you consider compromising on? _____

Other considerations/requirements? _____

Comments: _____



Features & Drawbacks

What features are Must Haves on this home?

1.

2.

3.

4.

5.

What are Deal Killers on a home for you?

1.

2.

3.

4.

5.



Home Search Comparison Chart (Rate 1-10)

<u>FEATURES</u>	<u>Description</u>	<u>HOME #1</u>	<u>HOME #2</u>	<u>Home #3</u>
-----------------	--------------------	----------------	----------------	----------------

Sub-Division				
Price				
Sq. Footage				
Curb Appeal				
Bedrooms				
Baths				
Floor Plan				
Kitchen				
Bathrooms				
Home Condition				
Curb Appeal				
Outdoor Space				
Storage				
Traffic Issues				
Schools				
Rating				

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 (830)837-1071

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