

# BUYER BLUEPRINT

THE ULTIMATE ROADMAP TO BUYING A HOME



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REALTOR® | WASHINGTON & OREGON



YOU BEGIN WITH A VISION,  
WE FACILITATE THE DREAM

Buying a home can often be seen as both complex and intimidating, with confusing jargon and a multitude of intricate stages that might seem overwhelming even to the most seasoned of buyers.

Nevertheless, the longing to settle into a home and transform it into your personal haven is an immensely powerful motivator.

You deserve a transparent and effective process. By simplifying the home buying journey into easily digestible steps, we can ensure that your home buying experience will be marked by smooth transitions, minimal stress, and an experience you can genuinely enjoy!

The key to success is to partner with the right professional for the job.



## Experience Working for You

Service, education, market knowledge and Experience are key in helping you obtain your real estate goals. I strive to make the process of buying or selling real estate as enjoyable and stress free as possible. I specialize in residential sales and have experience in new construction, bare land, and commercial sales

## Committed to My Clients

As a full-time Realtor, my clients are my top priority. I am available to answer questions and continually update clients throughout the transaction process. I believe it is important to stay up to date on the local market trends and statistics to best serve my clients.

## Experience and Qualifications

Since becoming a realtor in 1998, I have faced a variety of challenges. I try to solve problems with diplomacy and with the interest of my clients continually on the forefront. Continuing education is of vital importance in my business. I regularly attend additional training and continuing education classes to stay on top of new procedures and trends.

## A Little Bit of History

I have lived in the Walla Walla Valley since 1990 and have fallen in love with the town, the people, and the countryside. I also enjoy the activities that our valley provides.

I am a member of the Walla Walla Association of Realtors, have served on the education, and Care and Share Committee, the MLS committee, and have been a voting board member.

I have a broad knowledge of the building trade as learned through work experience, my own building projects, and my husband has been in the building trade as a general contractor for 20 years.

### Education and Career Accomplishments

Windermere Greg and Vanessa Professional Service Award 2006

Walla Walla Realtor Achievement Award 2000

Strong rapport with customers, resulting in numerous referrals and repeat business

“Home is the most popular, and will be the most enduring of all earthly establishments”  
Channing Pollock



## **STEP 1:**

# Intake

In our initial meeting, whether it's face-to-face or conducted virtually, we will dedicate the time to get to know you and what your ideal home looks like. If you find it challenging to visualize, don't worry – our approach encompasses a brainstorming session where we will dive deep into your wants, needs, must-haves, and non-negotiables. Armed with a crystal-clear picture of what your ideal home may look like, we will craft a personalized action plan to guide you on the path to achieving your goals.

## **STEP 2:**

# Financing

Reviewing your loan options and securing a loan prior to touring homes is critical. This not only helps define your search criteria, but it also sends a strong signal to sellers that you're committed and well-prepared to embark on your home-buying journey. If you're still in the process of finding a lender, we'd be delighted to connect you with a group of trusted lenders we have a strong working relationship with. In any case, we recommend selecting a local mortgage lender who comes highly recommended by someone you trust. Having an experienced financial advocate by your side ensures a smooth and worry-free transaction every step of the way.

## **STEP 3:**

# Education Day

Now, the fun begins! Utilizing the insights we gathered during our Intake session, we'll curate a thoughtfully crafted list of homes for us to tour together. This list will encompass properties that could be strong contenders, some potential options, and even a few that might not have crossed your mind before. Throughout our tour, we'll be asking plenty of questions to gain insights into your preferences, so don't hesitate to be open and honest – we genuinely want to understand what captivates you and what doesn't. By the end of our tour, we'll have a clearer vision of what constitutes your perfect home.





**STEP 4:**

## The Offer

Once we've found "the one," we'll work closely together to craft a compelling offer. To start we'll furnish you with a comprehensive market analysis of the property, helping us arrive at a fair and well-informed offer price. Then we'll take you through the contract, reviewing the various contingencies available to you. Our primary objectives during the offer writing process are to ensure you have a thorough grasp of the contract language and your responsibilities as a buyer, strategize for the most favorable price and terms, and put in place safeguards to protect your earnest money.



**STEP 5:**

## Mutual Acceptance

Our ultimate goal is to achieve mutual acceptance, the point at which all terms are not only agreed upon but also formally documented. Upon reaching this mutual acceptance milestone, we'll furnish you with a detailed Buyer Transaction Summary. This summary will map out our closing timeline as well as tasks and deadlines that must be completed before each contingency expiration.



**STEP 6:**

## Inspection

To carry out the home inspection, you'll enlist the services of a skilled home inspector who will meticulously assess the property, uncovering any potential concerns. The resulting report will categorize findings into different levels of importance, spanning from items requiring immediate attention to those necessitating ongoing monitoring. Armed with this valuable information, we can explore the possibility of revisiting the seller to discuss funding for essential repairs or, in some cases, consider bringing in specialists to dive deeper into issues that warrant further investigation. This step ensures that you make informed decisions and feel confident in the condition of your future home.

# The Buyer 10 Commandments:

Throughout the home purchase journey, your lender will be diligently overseeing your financial activity for any potential red flags that might impact your loan approval. To ensure a smooth and successful transaction, it's imperative to exercise conservative financial behavior until the day after closing. Participating in any of the activities outlined below could potentially jeopardize both your home purchase and loan approval. Therefore, it's crucial to refrain from taking on new debt, opening or closing credit accounts, making significant purchases, or transferring substantial sums of money without first consulting with your lender. This proactive approach will help safeguard your investment and ensure a trouble-free closing process.

## **THOU SHALT NOT:**

- Change jobs, become self-employed or quit your job.
- Buy a new car, truck, van or boat.
- Spend money you have set aside for closing.
- Omit debts or liabilities from your loan application.
- Use credit cards excessively or let current accounts fall behind.
- Buy furniture on credit.
- Originate any inquiries into your credit.
- Change bank accounts.
- Co-sign a loan for anyone.
- Make large deposits without checking with your loan officer.

## **STEP 7:**

# Escrow

An escrow officer serves as a neutral third-party with a pivotal role in overseeing your transaction. Their primary responsibility is to ensure that all parties involved adhere to their financial commitments as outlined in the contract. They also play a central role in receiving and disbursing funds, as well as handling the essential documents required to transfer ownership of your new home. Once your loan documents are sent to escrow, you can anticipate a meeting with the escrow officer a few days before closing to complete the necessary signings. On the actual day of closing, we will receive confirmation that the ownership documents, known as the deed, have been officially recorded. This significant milestone marks the moment when we can hand over the keys to your new home, completing the exciting journey to home ownership.

## **STEP 8:**


# Moving Day

When the day you've been waiting for finally arrives, we're here to assist you in orchestrating a successful transition. Typically, you can move begin moving into your new home the day after closing. Whether you're considering some updates before settling in or simply need a reliable mover recommendation, we are well-equipped with valuable resources to support you throughout the entire process. Your seamless move and the enjoyment of your new home are our top priorities.

## **BONUS STEP:**

# Resource for life

Keep in mind, our partnership doesn't end at closing. As dedicated real estate professionals, we recognize that home ownership is a continuous endeavor. That's why we will continue to be your go-to resource for all things home. Whether it's an electrician, landscaper or a handyman, we maintain a handpicked roster of talented professionals who are readily accessible to support you.



## What you need to know about choosing a lender:

To empower you in making the most competitive offer, it's essential to obtain pre-approval from a lender before embarking on your property search. This crucial step will offer you a clear understanding of your financial capabilities, allowing for well-informed planning including estimating your monthly payments. If you haven't established a relationship with a lender yet, don't hesitate to reach out – we'd be delighted to connect you with a qualified mortgage professional.

### ➔ **SHOP AROUND:**

It's worth noting that not all lenders are created equal. They offer various loan products and vary on their fee structures. Therefore, it's important to understand and compare the services they provide. This approach will empower you to make an informed choice and select a lender that best aligns with your unique financial situation.


### ➔ **SHOP LOCAL:**

Don't assume that just because a loan officer works with a bank you've used for years that they are the best option. In fact, smaller, local lenders are often known for their exceptional customer service and dedication to keeping their promises. They can also offer a more personalized and tailored experience compared to larger institutions. Make sure to weigh all of your options and not solely rely on convenience when selecting a lender that meets your specific needs.

### ➔ **SHOP BANKS vs. MORTGAGE BROKERS:**

Banks may offer lower closing costs but potentially higher interest rates, while mortgage brokers may offer lower interest rates but charge higher fees at closing. Thus, doing some thorough comparison shopping is key to determining what aligns best with your individual unique goals.





# Understanding title and escrow services

Title insurance serves as a crucial safeguard, benefiting both homeowners and lenders by offering protection against legitimate or false claims made by previous property owners or lien holders. While many issues, referred to as "defects," are typically resolved before closing, title insurance offers an additional layer of security for unforeseen challenges that may arise post-closing. Alongside this, escrow services play a pivotal role in ensuring the secure transfer of funds and accurate ownership transfer during the closing process.

## ➔ **WHAT IS TITLE INSURANCE?**


Title insurance is essentially a contractual agreement that provides insurance coverage for the ownership, or interest of the insured, in a specific property.

## ➔ **WHAT IS ESCROW?**

Escrow serves as a vital neutral third party that handles contract documents and funds from buyers, sellers, and lenders, ensuring the seamless closing of a real estate transaction.

## ➔ **SIGNING DAY:**

As your closing date approaches and the documents are finalized, your dedicated escrow officer will be in touch to arrange a signing appointment and furnish you with clear instructions regarding the delivery of any remaining funds required for escrow. Please note that these funds should be delivered 24 hours in advance of the scheduled closing.



The ache for home  
lives in all of us,  
the safe place where  
we can go as  
we are and not be  
questioned.

**MAYA ANGELOU**

## UNDERSTANDING

# What does it cost to purchase a home?

As you navigate the journey of purchasing a new home, you'll come to understand that the expenses involved extend beyond the down payment and mortgage. In fact, as you approach the closing phase of your purchase, your dedicated escrow officer will provide you with a comprehensive settlement statement for your review. This statement will detail an itemized list of various fees, accompanied by their respective amounts that you'll be responsible for. Rest assured, we will review this statement as well to ensure complete transparency and eliminate any unexpected surprises before the closing date.

EXPENSE:	AMOUNT:	WHEN TO PAY:
Earnest money	Typically 1 - 3% of purchase price	1-3 days after mutual acceptance
Home inspection	\$500 - \$850	On inspection day
Appraisal	\$800 - \$1200	Within 1st week of mutual acceptance
Credit report	\$30 - \$50	Paid at closing
Loan origination (points)	Typically 0.50 - 1.5% of loan amount	Paid at closing
Down payment	Typically 3-20% of purchase price	24 hours prior to closing
Title insurance	\$1400 - \$3000	Paid at closing
Escrow fee	\$1500 - \$1800	Paid at closing
Loan processing fee	Variable	Paid at closing
Underwriting fee	Variable	Paid at closing
Recording fee	\$400 - \$700	Paid at closing
Courier & notary fees	\$50 - \$250	Paid at closing
Flood certification fee	\$8 - \$10	Paid at closing
Broker compensation**	Variable	Paid at closing
Property taxes	Pro-rated based on closing date	Paid at closing
Prepaid interest	Pro-rated based on closing date	Paid at closing
Homeowner's insurance	Pro-rated based on closing date	Paid at closing
Propane/oil fuel tank	Pro-rated based on closing date	Paid at closing

Rates and fees quoted are estimated and are variable dependent upon purchase price and loan amount.

\*\*Buyer broker compensation is typically paid by the seller at closing. However, if the rate of compensation is less than what is agreed to in the Buyer Agency Agreement, buyer may be asked to pay the balance of the compensation rate due to buyer broker at closing.



# Meet the team

Dana Vanwood - Broker



As a full-time Realtor, my clients are my top priority. I am available to answer questions and continually update clients throughout the transaction process. I believe it is important to stay up to date on the local market trends and statistics to best serve my clients. Whether you're a buyer or a seller, I'm here to help. From listing or showing to coordinating the closing, I will be with you every step of the way. I specialize in residential sales and have experience in new construction, bare land, and commercial sales.



## **Brandi Hays - Real Estate Assistant**

Brandi has been working as my assistant since October 2017. She helps keep things organized here at the office, so I am free to show and sell homes. She makes sure our files are complete and deadlines are met. She follows up on showings, sets up inspections, designs flyers and videos for marketing, creates social media posts to reach the maximum amount of buyers, and helps assure everything stays on track. You can expect to hear from her via email or phone as we work through contracts.



## **Megan Golden - Marketing & Office Administrator**

Megan is the face of our Windermere office. She will be the one to greet you when you walk in the front door. She creates the weekly ads that go in the newspaper and helps the office keep up to date on the newest marketing tools. She also inputs new listings, coordinates sign installation, collects earnest money and distributes it to the appropriate title company, and audits the listing files to be sure we have the required documents.