



# BUYER'S *Resource Guide*

THE COMPLETE GUIDE TO FINDING YOUR DREAM HOME

PREPARED FOR DOWNLOAD

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# ABBREVIATED CONSULTATION



Monument

**Sotheby's**  
INTERNATIONAL REALTY

COMPLIMENTS OF:



*Henry Jaffe*

Realtor® & Senior Vice President

☎ 302.296.6646

✉ [henry@jaffeassoc.com](mailto:henry@jaffeassoc.com)

🌐 [www.ExceptionalCoastalHomes.com](http://www.ExceptionalCoastalHomes.com)





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# **PREFERENCES** *of your dream home*

# YOUR NEEDS COME FIRST

Your needs drive how and when we find your next home. From this day forward, everything I do will be motivated by your goals and how you imagine your life taking place in your new home.

Once I get an understanding of where you see yourself, finding your dream home will move quickly, and with minimal interruption to your daily life.



# VISUALIZE *Your Dream Scenario*

What's the one thing that has to happen to make that dream scenario a reality?

How can I make that happen for you?

Why is that important to you?

If we could add just one more thing to make this process even better, what would it be?

Why is that important to you?



## THE BASICS

- Who is the main contact?
- What timeline would you like to strive for?
- Have you looked into getting pre-approved for a home loan?
- What price range are you comfortable with?
- If I found a home today that checked off all of your boxes, could you see yourself making a move?



## YOUR COMMUNICATION PROFILE

What is your favorite way to receive information or updates?

Select all that apply.

- Email       Call       Text

What is the best time to reach you?

Select all that apply.

- Morning       Afternoon       Anytime  
 Noon       Evening

As updates arise, how often do you prefer to be notified?

Select your preference.

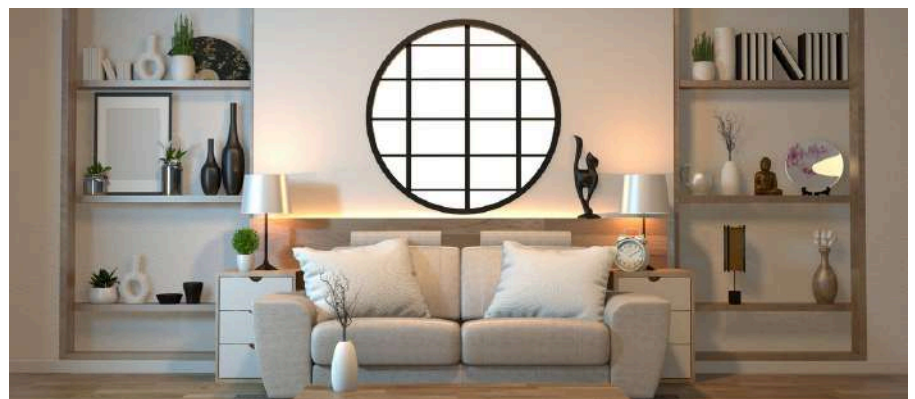
- ASAP       That day  
 In a few hours       Every few days

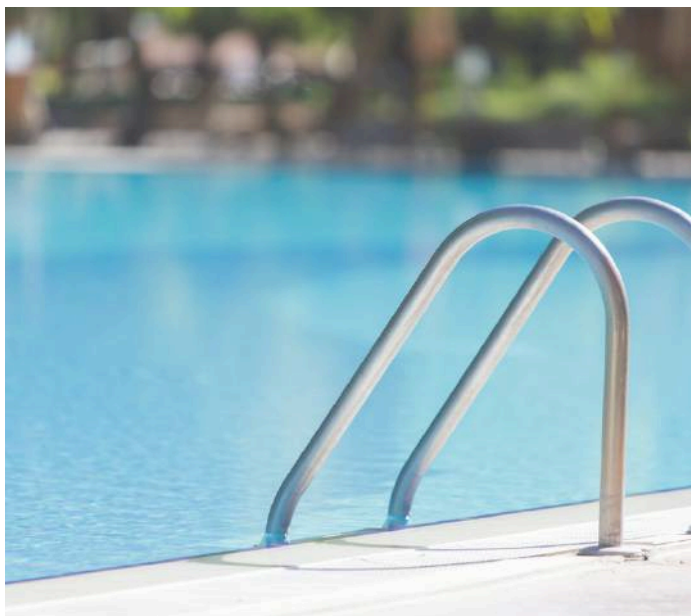


# YOUR NEW HOME WISH LIST



- Who will be living in this home?  
Let's list adults, children, and pets that will inhabit the space.
- What are the non-negotiables for your home?
- If you had to name your top five non-negotiables, what would they be?
- Beyond your top five needs, what is something you really want?
- Do you have a preference for the year the house was built?
- Do you want a house in move-in condition or are you willing to do some work on it?
- Are there any specific features that would make your next house feel instantly like home?
- Will you require any accessibility options?





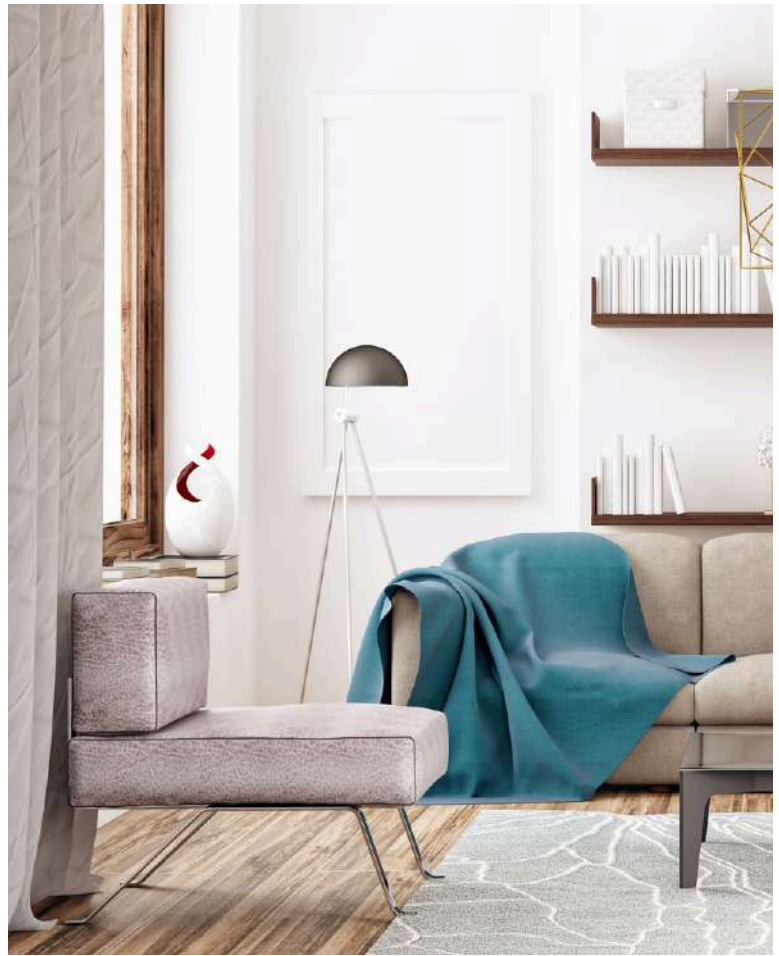
# EXTERIOR

- What type of home are you looking for (e.g., single-family, condo, town house, etc.)?
- Approximately what square footage would adequately cover your living space?
- How many stories would you prefer?
- What lot size are you looking for?
- What architectural styles are you drawn to?
- What type of exterior siding appeals to you?
- Do you want a porch, deck, or both?
- What are you looking for in terms of a garage (e.g., attached, carport, etc.)?
- What type of driveway or vehicle entrance/exit will you require?
- Do you want a swimming pool or a hot tub?
- Are you looking for any structures such as a greenhouse or shed?
- Do you need special outdoor arrangements for pets? (e.g., a dog run, fenced-in yard, etc.)
- What other exterior features are important to you?



# INTERIOR

- What style do you envision for the interior of your home (e.g., formal, casual, cozy, traditional, minimalist, modern, etc.)?
- What kind of floor plan do you prefer (e.g., open vs. walls or divided living spaces)?
- In general, what are your preferences for the interior?



# KITCHEN

- What are your general preferences for the kitchen?
- What features must your kitchen have (e.g., breakfast nook, types of appliances, etc.)?
- What finishes do you like (e.g., countertops, flooring, cupboards, sink, appliances, etc.)?
- Will your kitchen need to accommodate anything with custom measurements (beverage cooler, island, farmhouse sink, butcher block countertop)?

# BATH

- How many bathrooms do you need?
- What are your needs for each of the bathrooms?
- Will any bathroom need to serve a specific purpose (powder room, swimming pool access, fit for small children, accessibility specifications)?



# BEDROOM

- How many bedrooms do you need?
- How will each of those rooms be used?
- What are your preferences for the master bedroom?





# LIVING ROOM

- What are your general preferences for your living and family room(s)?
- What size room(s) do you have in mind?
- Do you prefer your living and family room(s) to be separate and intended for different purposes?
- What else do you see for living areas?
- Do you want a fireplace?
- What other living areas are you looking for? [e.g., playroom for children, studio, mud room]



# DINING ROOM

- Would you like the dining room to be part of the kitchen configuration?
- What about the living room - how should it be situated with regard to the dining room?
- What size dining room table do you have?
- Is there other dining room furniture I should take into account?



# NEIGHBORHOOD

*Preferences & Insights*







# NEIGHBORHOOD PREFERENCE

- What neighborhoods or areas would you enjoy living in?
- Are there any specific streets or characteristics in these neighborhoods you're drawn to?
- If applicable, what school districts do you prefer? Where do you work?
- Where are your favorite places to shop?
- What other conveniences would you like nearby? What do you like to do for fun?
- Are there any recreational facilities that you enjoy?
- Any other considerations I should be aware of as we find your ideal neighborhood?



## When is the best time to buy?

There's only one right answer:

*When you find a home that you love.*

Inventory and the economy will wax and wane, but when you find a house you can see yourself in, the timing is just right.

Below, take a comparative look at neighborhoods with inventory that fits your preferences.



# THE PROCESS

*to buy your home*





# THE PROCESS

## *to Buy Your Home*

### 1 PARTNER WITH AN AGENT

By entering our partnership, you will receive local insight and I will provide information about your neighborhood's inventory. You will instantly have access to off-market properties and market averages.

### 2 GET PRE-APPROVED

By getting pre-approved, you can understand what you can afford and determine your mortgage payment. You'll need to start preparing for escrow and to obtain a pre-approval letter.

### 3 FIND YOUR NEW HOME

Begin by comparing home and neighborhood to start narrowing down the neighborhood you desire. From there, you can narrow down your favorites and we begin our home tours and inspections to find your dream home!

### 4 MAKE OFFER & NEGOTIATE

After using comparative analysis strategies, we will determine the best price to offer for the home. In a competitive market, you may not be the one bidding and will want to stand out. I will help you to negotiate where we can to get the best price for your home.

### 5 UNDER CONTRACT

Once we are under contract, we will move into getting home inspections, appraisals, securing your loan, move-in dates, and preparing for closing day.

### 6 BEFORE YOU CLOSE

Get organized before the big closing day. You'll want to transfer funds, reserve a moving company for your move in date, set up utilities and more.

### 7 CLOSING DAY: TO BRING

Your buyer will hire an inspector to check your home and is likely to recommend repairs and/or upgrades. We will negotiate on your behalf.

### 8 CLOSING DAY

Your buyer will hire an inspector to check your home and is likely to recommend repairs and/or upgrades. We will negotiate on your behalf.



# HOME BUYING

## Checklist

### 1 PARTNER WITH AN AGENT

- Get local insight
- Get to know neighborhood inventory
- See what's about to hit the market
- Gain access to off-market properties
- Review market averages
- Complete needs assessment

### 2 GET PRE-APPROVED

- Understand what you can afford
- Determine your monthly mortgage payment
- Understand your debt ratio
- Prepare for escrow
- Obtain a pre-approval letter

### 3 FIND YOUR NEW HOME

- Compare home and neighborhood averages, narrow down neighborhoods you want
- Favorite homes
- Nix homes that don't meet the mark
- Schedule home tours and plan an itinerary with your agent
- Decide on your dream home

### 4 MAKE OFFER & NEGOTIATE

- Review contract terms and time limit for offer
- Negotiate purchase price
- Choose a title company
- Shop home insurance options
- Prepare for down payment, earnest money
- Choose a target closing date
- Sign the offer
- Deliver escrow check
- Stay in close contact with your agent

### 5 UNDER CONTRACT

- Secure a home loan
- Acquire home insurance and send proof to your lender.
- Request list of what conveys with the property
- Schedule home inspection/negotiate repairs
- Acquire a property disclosure from the seller
- Order an appraisal
- Neutralize contingencies. Input any contingencies that may be specific to your area
- Conduct a title search
- Choose your title company
- Schedule your closing
- Solidify both contract effective and allowable move-in dates
- Certify funds for closing
- Stay in close contact with your agent, lender, and title company

### 6 BEFORE YOU CLOSE

- Transfer funds for closing
- Reserve a moving company set a moving date
- Change your address through USPS, your bank, and other instances
- Set up your utilities to be activated or transferred
- Confirm that all contingencies are resolved
- Schedule the final property walk-through
- Designate a safe, dedicated space to save your final paperwork
- Stay in close contact with your agent, lender, and title company

### 7 CLOSING DAY: WHAT TO BRING

- Connect with your lender to wire down payment funds. You'll need to cover the cost of closing and the down payment.
- Bring a printed confirmation of your wire transfer
- Government-issued Photo ID(s)
- Social Security numbers
- Home addresses from the last 10 years
- Proof of homeowner's insurance
- Your copy of the contract
- Your checkbook

### 8 CLOSING DAY

- Sign closing disclosure, promissory note, and all other documentation
- Title transfer
- Deed delivery
- Save your paperwork in your pre-designated spot
- Get your keys - congrats, it's all yours!



# FINANCING

*Guide*





# FINANCING

*Your Home*

## HOME LOANS AT A GLANCE



### 1. PRE-APPROVAL

Get pre-approved for your loan



### 2. APPRAISAL

Get your home appraised to determine value



### 3. MORTGAGE APP

Apply for a mortgage



### 4. LOAN PROCESSING

Your loan will begin processing



### 5. UNDERWRITING

Your loan goes through underwriting



### 5. APPROVED

You're cleared to close!

## HAVE ON HAND

- A month's worth of your recent pay stubs
- Copies of your federal tax returns and W-2's from the last two years
- The names and addresses of your employers over the last two years
- Last three months of bank statements
- A copy of your real estate agreement
- The names and addresses of your landlords over the past two years
- Divorce/separation decree & BChild support papers
- Bankruptcy, discharge of bankruptcy papers

### ✓ DO

- ✓ Notify your lender of any address change, whether it's your home address or another listed on your application
  - ✓ Notify your lender of any salary or wage changes
- ✓ Be prepared to provide proof of significant bank deposits
- ✓ Acquire homeowner's insurance immediately after going under contract
- ✓ Keep all forms of debt paid and in check

### ✗ DO NOT

- ✗ Make large purchases using existing credit without first talking to your lender
  - ✗ Apply for or acquire any additional lines of credit
  - ✗ Pay off, transfer, or close credit balances unless your lender instructs you to do so
  - ✗ Change jobs without first talking to your lender
  - ✗ Co-sign for another person seeking to obtain a line of credit or to make a purchase
  - ✗ Pay off collections before conferring with your lender

# FINANCIAL

## Checklist

Use this financial checklist to help keep your budget in check.



### **CLOSING COSTS**

Closing fees include things like the attorney's fee, survey fees, and document preparation fees.



### **DOWN PAYMENT**

Your down payment is the money you pay at closing. It's the difference between your mortgage amount and your purchase price of your home.



### **EARNEST MONEY**

Earnest money is an upfront deposit that gets applied to your down payment or closing costs.



### **APPLIANCES/FURNISHINGS**

When budgeting for your new home, remember to set money aside for appliances and furnishes that you will want to purchase upon closing.



### **INSURANCE**

Depending on your loan program and down payment amount, you may pay mortgage insurance. Homeowners insurance is also required.



### **MAINTENANCE**

It's suggested that homeowners put aside money to cover maintenance from lawn equipment to household tools.



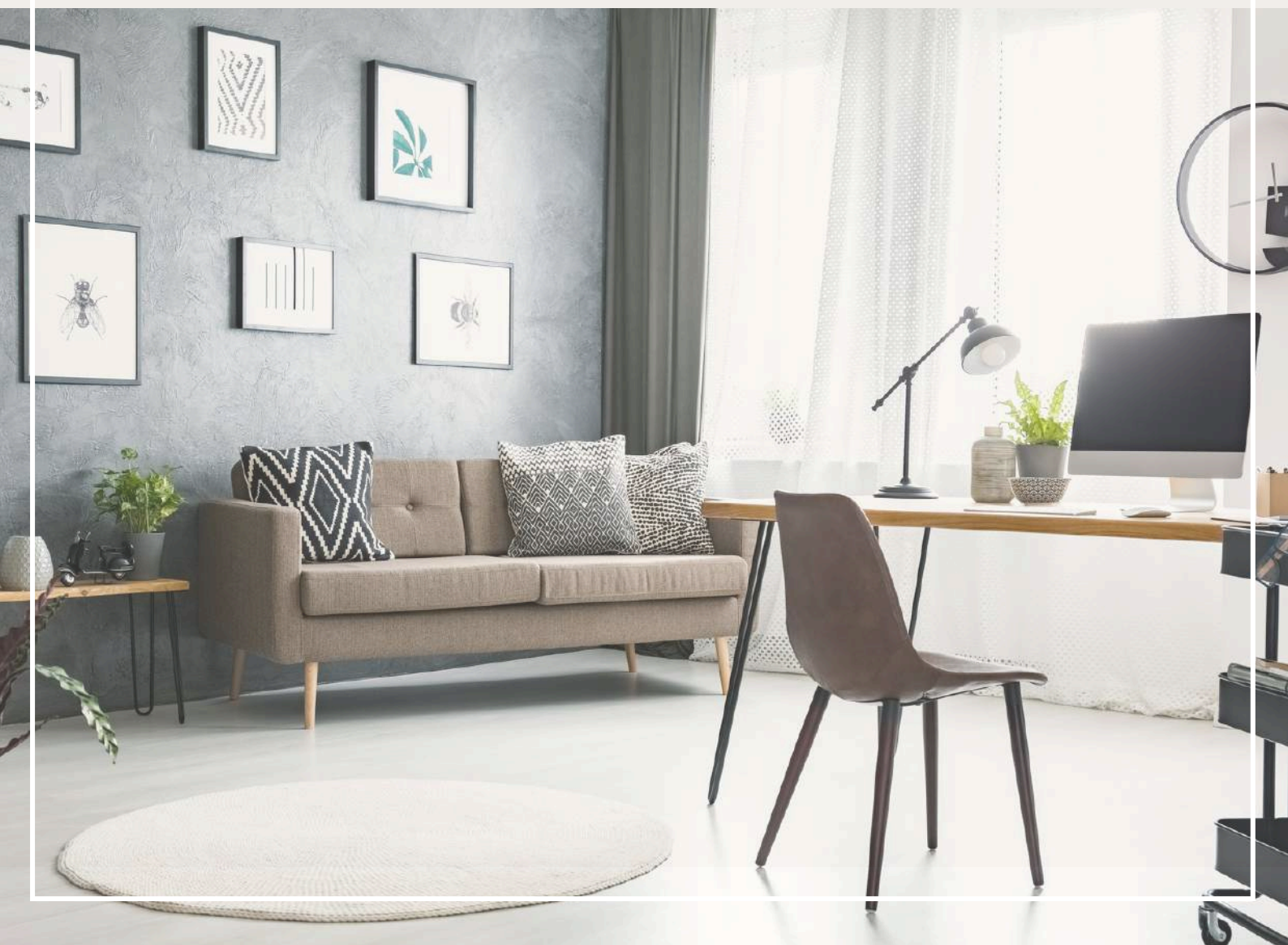
### **PROPERTY TAX**

This varies depending on the state you reside.



# MY PROMISE

*To You*







# MY PROMISE TO YOU

To serve the community as a leader in the real estate industry and as a friend and neighbor  
To always do the right thing, even if it isn't what is easiest

To take care of your needs at the highest level through unparalleled professionalism and attention to detail. No request is too small

To serve as a trusted local expert and adviser by your side

To consistently and clearly communicate with you in the manner and frequency that you prefer

To treat you and your family with straightforwardness, integrity, and respect at all times

To answer your questions, ease your concerns, reduce your stress, and expertly handle the entire real estate transaction

To hold myself accountable to finding the perfect home for you - after all, that is what my business is built on

From the day you partner with me, and even past the day you step foot in your new home, consider me your dedicated real estate adviser.

Whatever you need, I have the resources and expertise to guide your decisions. Throughout your transaction, you can come to me for both the little things and the important steps, like comprehensive home insurance and competitive financing - I have the inside edge on both.

After your purchase, ask me to recommend fully vetted service specialists or about how you can care for your home. Further down the road, should you ever want to sell, I'll be your trusted point person.

You'll always have my number, and I'll always be ready to spring into action; just say the word!

Signature

*Henry Jaffe*



*Henry Jaffe*  
**Realtor® & Senior Vice President**

Henry Jaffe & Associates includes experienced and talented professionals in strategy, marketing, creative design, and technology. Our team is made up of talented real estate agents, business-minded entrepreneurs, creatives, designers, and likable personalities. Our dedicated professionals each have a specific and vital role to play in selling your home.

Henry has become a leading expert in luxury beach properties and is proud to have helped sellers and buyers complete over \$300 million in real estate transactions. Henry has received the prestigious Delaware Today Five Star Real Estate Agent Award for outstanding client service for the past nine consecutive years. He offers clients a unique background, not only as a top-producing real estate professional, but an award-winning creative lead for numerous Fortune 500 companies. In addition, serving as a member of a Zoning Hearing Board for over four years has given Henry valuable insight into land use ordinances and variance request procedures associated with property rights issues.

As a descendent of a four-generation family-run commercial office and residential high-rise construction company in Bethesda, Maryland, Henry has a keen understanding of the dynamics of real estate, which enables him to provide clients with the support needed to make the process enjoyable and rewarding for all parties. He received his Bachelor's Degree from Kutztown University and was awarded the Dianne V. Dockery Award for Outstanding University Graduate in Advertising. Henry is currently a member of the National Association of REALTORS® and licensed in Delaware, Maryland, Pennsylvania, and New Jersey.

**CREDENTIALS**

25 years of experience.

Over \$300 million in real estate transactions.

Delaware Today Five Star Real Estate Agent Award for outstanding client service for the past nine consecutive years.

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**LESS TIME**

My professional skills, resources and contacts will help you to find your dream home fast.

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**EASY PROCESS**

While I navigate through the complexities of the real estate transaction, you can enjoy a seamless experience.

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**BEST DEAL OR NO DEAL**

Through our home buying process, if you're not happy with the deal there is no deal. Period.

**25**

Years In Business

**215**

Clients Served

**144**

Repeat Clients

**30**

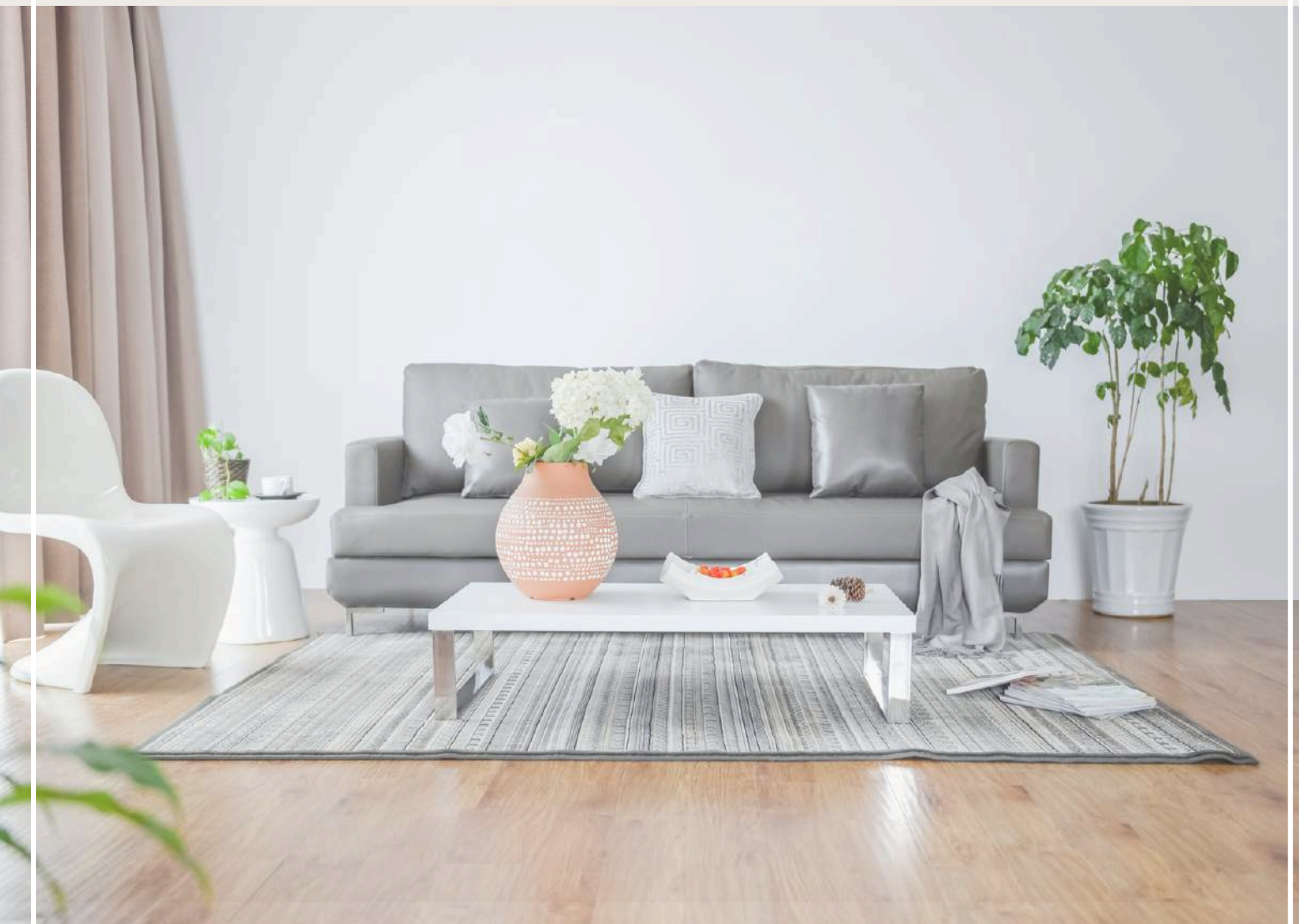
Clients Served in 2023

*Connect With Me*

Direct phone: 302-296-6646 Email: [henry@jaffeassoc.com](mailto:henry@jaffeassoc.com)

[www.ExceptionalCoastalHomes.com](http://www.ExceptionalCoastalHomes.com)

# CLIENT *Reviews*





# CLIENT TESTIMONIAL

## Reviews

DAVID DRAGER



"Henry is a real pro! He sold my house quickly and at list price. Henry follows up quickly on any request or question. He was a pleasure to work with."

JOHN SMITH



"Henry assisted in both the sale of our existing home and the purchase of a new home. From the beginning, he was available to answer questions and provide advice. Henry's efforts in staging the home, listing it, negotiating the sale, and following up on a variety of issues prior to settlement were invaluable. He offered the same type of professionalism in the purchase of the new home. I recommend him highly."

STEVE GERHARD

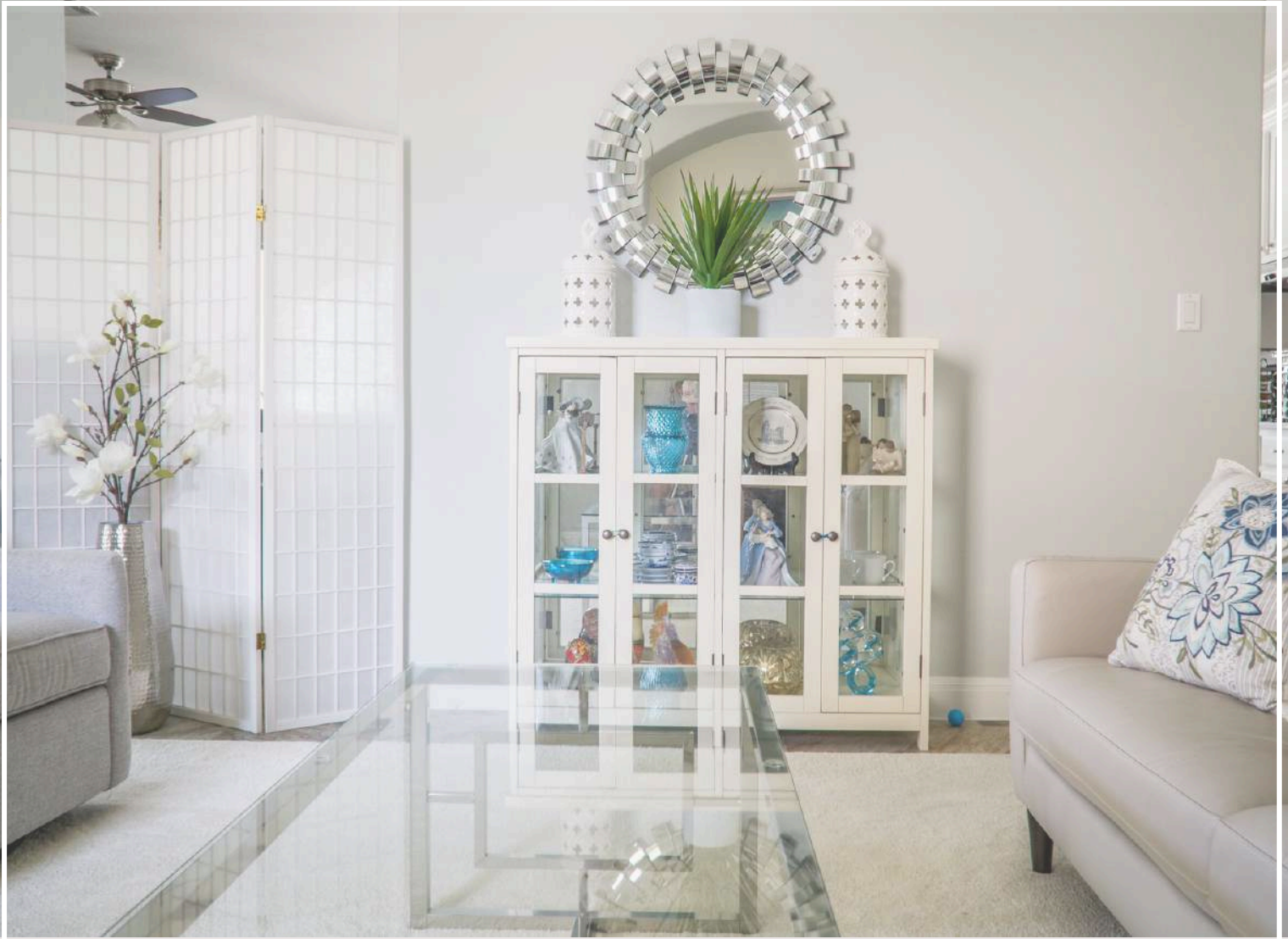


"I had a great experience with Henry and his team. They exceeded expectations and went above and beyond both during and after the sale. I highly recommend Henry and would use him again."

BOB SCHARNUS



"We planned a strategy with Henry to sell our home. That included a price, timeline and a very proactive showing plan. Staging, with Henry's direction and participation, was paramount to reaching our goal. We have had much experience with realtors and Henry was the best."



BUYING YOUR HOME

# RESOURCES

*For You*

# REAL ESTATE TERMS

*to know*

Here is a list of the real estate terms that you may hear. Read over these so you are familiar and always in the know when discussions are being held with other parties and professionals.

## ANNUAL HOUSEHOLD INCOME

Collective income from everyone in your household before taxes or other deductions are taken, investment income or dividends, Social Security benefits, alimony, and retirement fund withdrawals.

## APPRAISAL

A written justification of the price paid for a property, primarily based on an analysis of comparable sales of similar homes nearby.

## APPRAISED VALUE

An opinion of a property's fair market value, based on an appraiser's knowledge, experience, and analysis of the property. Since an appraisal is based primarily on comparable sales, and the most recent sale is the one on the property in question, the appraisal usually com

## APR

APR refers to the annual percentage rate, which is the interest rate you'll pay expressed as a yearly rate averaged over the full term of the loan. APR includes lender fees in the rate, so it's usually higher than your mortgage interest rate.

## CLOSING COSTS

Generally 2 to 5 percent of the purchase price include lender fees, recording fees, transfer taxes, third-party fees such as title insurance, and prepaids and escrows such as homeowner's insurance, property taxes, and HOA fees..

## CLOSING DISCLOSURE

A document that provides an itemized listing of the funds that were paid or disbursed at closing.

## DEED

The legal document conveying title to a property.

## DOWN PAYMENT

A cash payment of a percentage of the sales price of the home that buyers pay at closing. Different lenders and loan programs require various down payment amounts such as 3 percent, 5 percent, or 20 percent of the purchase price.

## EARNEST MONEY DEPOSIT

Also known as an escrow deposit, earnest money is a dollar amount buyers put into an escrow account after a seller accepts their offer. Buyers do this to show the seller that they're entering a real estate transaction in good faith.

## ENCUMBRANCE

Anything that affects or limits the fee simple title to a property, such as mortgages, leases, easements, or restrictions.

## EQUITY

A homeowner's financial interest in a property. Equity is the difference between the fair market value of the property and the amount still owed on its mortgage and other liens.

## ESCROW

Putting something of value, like a deed or money, in the custody of a neutral third party until certain conditions are met.

## HOMEOWNERS ASSOCIATION FEE (HOA)

A fee required when you buy a home located within a community with an HOA that typically pays for maintenance and improvements of common areas and may include the use of amenities.



## HOMEOWNER'S INSURANCE

Insurance that provides you with property and liability protection for your property and family from damages from a natural disaster or accident. Lenders usually require borrowers to buy homeowner's insurance.

## HOME WARRANTY

A contract between a homeowner and a home warranty company that provides for discounted repair and replacement service on a home's major components, such as the furnace, air conditioning, plumbing, and electrical systems.

## LENDER FEES

Part of the closing costs of a home purchase and may include an application fee, attorney fees, and recording fees. The lender's underwriting or origination fee is usually 1 percent of the loan amount.

## LOAN TYPES

Mortgages have different terms ranging from 10 to 30 years and are available with fixed or adjustable interest rates. Your lender can discuss down payment, insurance, credit requirements, and other specifics of various loan types.

## MONTHLY DEBT

The minimum payment on credit card debt; auto, student, and personal loan payments; and alimony or child support. Rent or mortgage for a property that you will pay after your home purchase must also be included.

## PROPERTY TAXES

Typically imposed by local governments on real property including residential real estate. The tax rate can change annually, and the assessed value of your property is usually recalculated annually.

## MORTGAGE

A loan from a bank, credit union, or other financial institution that relies on real estate for collateral. The bank provides money to buy the property, and the borrower agrees to monthly payments until the loan is fully repaid.

## MORTGAGE INSURANCE

Insurance that protects the lender and repays part of the loan if the borrower defaults and the loan can't be fully repaid by a foreclosure sale. Usually required on loans with less than a 20 percent down payment.

## PREPAIDS

Prepays are expenses paid at the closing for bills that are not technically due yet, such as property taxes, homeowner's insurance, mortgage insurance, and HOA fees.

## THIRD PARTY FEES

Any closing costs charged by someone other than your lender, typically including fees for an appraisal, a property survey, a title search, owner's and lender's title insurance, and sometimes an attorney.



# GET IN TOUCH

*Contact Info*



302.296.6646



[www.ExceptionalCoastalHomes.com](http://www.ExceptionalCoastalHomes.com)



[henry@jaffeassoc.com](mailto:henry@jaffeassoc.com)



## **Monument | Sotheby's International Realty**

18949 Coastal Highway | Rehoboth Beach, DE 19971

26 N. Pennsylvania Avenue | Bethany Beach, DE 19930

102 Savannah Rd, Suite A | Lewes, DE 19958