



THANK YOU FOR YOUR BUSINESS & TRUST!

We, at Intown Focus Realty, pride ourselves on sharing our expertise with our clients. This empowers you to have confidence in your decision-making. And in turn, we hope you will REFER everyone you know in Metro Atlanta to us and provide exceptional testimonials for our use on social media.

Here is some information to help set your expectations for your buying experience:

- I. **Get pre-qualified.** Hopefully with one of our preferred lenders. We do not receive any referral fees or incentives. These lenders are great communicators and our prior clients have had great experiences with them. From competitive rates and programs, to smooth closings. It is about creating a network of professionals to support your real estate experience.

- II. **Consultation.** Through our consultation with you, we pinpoint your goals, desires, and time frame to purchase. We also learn about your previous experiences and even any hesitations you may have. By having an open and honest dialogue, we can better serve your needs.



www.intownfocus.com

p. 404.585.5975 f. 404.348.0166

office@intownfocus.com

673 North Central Avenue, Atlanta, GA 30354



- III. **Property Search.** You may be looking at hundreds of properties online, and that is exactly where you should do that! Whether you have pinpointed your search area, or are still refining your desired area, both you and your trusted professional will search online for properties that best match your criteria. Your Intown Focus Realty Professional will email you properties s/he has narrowed down from a larger pool of search results. Your feedback is paramount. You are also welcome to send us what you see on whatever search portal you use. Just know that Zillow and many others are not the most up-to-date or accurate. So please trust your Realtor to send you up-to-date listings.
- IV. **Be Available.** Though we like to plan and pinpoint multiple properties to see, in this competitive market, we often have to go out within 24 hours of a property being listed to see it in person. Be prepared to decide to submit an offer. And be prepared to make your offer competitive.
- V. **Ask Questions.** Be confident that your Intown Focus Realty Professional is representing your best interests. Part of that, is answering questions about any part of the process or terms of an offer/contract that you may not understand. **THIS IS YOUR PURCHASE.** We will explain the contract to you and keep you abreast of important deadlines for decisions to be made. If you don't understand, we will do our best to explain it another way that you will understand. *When you sign a contract, you are signing that you have read it, understand it, and accept it.*





- VI. Congratulations on your offer Acceptance!** The next steps will differ from property to property. But this brief outline will give you an idea what to expect.
- A. Binding Date** is the date both parties agree and the last party receives notice of offer acceptance
 - B. Due Diligence** – your contract most likely allows for a due diligence period. This is the time frame to do your inspections of the property and surrounding area. During this time, you can terminate for any reason and receive your earnest money returned in full.
 - C. Financing Contingency** – Please cooperate with your lender to submit all requested documents in a timely manner. During this period your lender works toward getting loan approval.
 - D. Appraisal Contingency** – The contract is contingent upon an appraisal coming in at least the sale price. Appraisal is ordered by your lender.

Things to keep in mind

- a. If a home is occupied, please be considerate of the owner and request any visits with at least 24 hrs notice.
- b. The closing attorney will automatically add a Title Insurance Policy to the closing. Ask your agent about this.





E. Loan Processing. You must be sure your lender gets a copy of the contract and you make full loan application. Your lender will ask you for documents over the course of the next 30 days or so, until they are issued final loan approval. Then 3 days before closing, you will receive a package via email of **Closing Disclosures**. You must read and sign these asap. Only then, will your loan package go to the closing department for preparation to be sent to the closing attorney. Now, you will also receive the final amount you will need to wire to the closing attorney. Please obtain wire instructions, and send wire at least 1 day before closing. By now we will have scheduled a time on the contracted day to attend closing and complete your purchase.

- F. Closing.** This is when all parties meet at the closing attorney's office to sign the documents to finalize the sale. You bring 2 forms of ID to closing, 1 with a photo.
1. You will do a final walk thru of the property prior to going to closing, to be sure it is in substantially the same condition as when you submitted the contract.
 2. We review the HUD1/closing statement which details the financial aspect of the transaction and shows the funds you need to close, which you would have wired already.
 3. Closing attorney retains your forwarding address and reports whether you will occupy the house.
 4. You re-sign your loan application, many disclosures.
 5. The loan is funded, you get the keys!

CONGRATULATIONS!!





G. Post Closing

Transfer utilities into your name! Some of this can be scheduled prior to closing.

Retain a copy of the HUD1/Closing Statement for tax purposes. Ask your tax preparer what line items can be written as expenses on your taxes.

Transaction Summary: (your Intown Focus Realtor will send you most of this once under contract. Your lender will tell you how much you need to wire to the closing attorney to complete the sale)

Binding Agreement Date:

End of Due Diligence Period:

End of Financing Contingency Period:

End of Appraisal Contingency Period:

Sale Price:

Seller Contribution toward buyer closing costs:

Est Buyer Funds for Closing:



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