

**Let's Find Your New Home!**



*What happens when you team up with a knowledgeable, caring **REALTOR**<sup>®</sup> to find your dream home?*

*That dream becomes a reality.*



*If that IS what you're looking for, you've come to the **RIGHT PLACE!***



**The Orlando Avenue Top Team**

Keller Williams<sup>®</sup> Realty at the Lakes/Celebration

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# Let's Find Your New Home!



## Table of Contents

	Page(s)
Introduction .....	3-4
Meet the Team! .....	5-10
Establishing Common Goals .....	11-15
The A Through Z of Finding Your Home .....	16-20
Buying—The Risks You Face and How to Avoid Them .....	21-22
How to Prepare for the Financing Process .....	23-26
Quick Tips to Make Finding Your Home Easier .....	27-28
What's Important to Know About Home Inspections.....	29-31
Commonly Asked Buyer Questions .....	32-36
Our Clients Say It Best .....	37-39
Checklist for a Hassle-Free Move .....	40-47
Glossary of Terms .....	48-57
Your Home Shopping Scorecards .....	58-60
The Orlando Avenue Top Team .....	61



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# Let's Find Your New Home!



## Introduction

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“Are you tired of making someone else’s mortgage payment?”

“Will you go another year with little or no tax write-offs?”

“Did you know there are over 50 ways you can buy a home?”

“Would you like to build equity in your financial future?”

“Why should I work with a REALTOR®?”

*You need to know the facts.*

**Continue reading  
to find out the facts  
about owning a home  
and how it will become a  
reality, not just a dream!**

# Let's Find Your New Home!



## Introduction

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First, Are You *READY* To Buy?

### Four Big Questions

If you answer yes to the following questions, you are probably ready to buy a home:

1. *Do you have a steady, reliable income?*

In other words, have you been employed on a regular basis for the last two years and do you expect to maintain your employment?

2. *Do you have a good record of paying your bills?*

Have you made regular, on-time payments? If not, read on; there is still hope.

3. *Do you have money saved up for a down payment and closing costs?*

Many home buyers think that a down payment of 20 percent is needed. It's not. Many loans exist today that allow buyers to put down 10 percent to as little as 3 percent on the purchase of a home. So don't give up just because you can't come up with a 20 percent down payment.

4. *Do you have the ability each month to pay the mortgage as well as additional costs that go along with homeownership, such as taxes, insurance, and maintenance?*

### Golden Nugget

In real estate, the motto is...  
**IF YOU SNOOZE... YOU LOSE!**

The finer right-priced properties do not last!  
When looking for a home, remember,  
Tuesdays, Wednesdays, and Thursdays are best!

Weekends are worst! Most buyers look for homes on the weekends.  
This is the time you will most likely find yourself in multiple-offer situations competing with other buyers, and when you compete, you'll always pay more to get the house!

***Let's Find Your New Home!***



# **Meet the Team!**



# Let's Find Your New Home!



## Meet the Team

### CONGRATULATIONS!

You have made a wise decision!

You chose to interview one of the best real estate service teams in the country. The Orlando Avenue Top Team is nationally recognized for the high-quality service that we offer our clients. You have the opportunity to experience that service. Our top-notch team has streamlined and systemized every detail of the home-buying and -selling process to make the entire experience enjoyable and stress-free for you. We handle everything with the utmost care and concern. We don't just say the word, "service." We live it and do it!

Teri Isner of The Orlando Avenue Top Team has put together a team of dedicated professional specialists who are backed up by the power of Keller Williams® Realty at the Lakes/Celebration. We go above and beyond the normal activities required to buy a property. Our goal is to satisfy clients' wants and needs so well that they will be happy to refer other prospects to us. We work diligently and fervently to help you buy your new home at the best price in the shortest amount of time so that you can fulfill your vision and get on with your life. Of course, we require your total cooperation to accomplish that goal.

The purpose of this presentation is to provide the information you need to help you select the best person and company that will best represent you in buying your home. We hope after reviewing this material that you have a clearer understanding of how important you and your business are to us.

We appreciate the opportunity to show you our superior marketing and ultimate service. Please take the time to check the comments from some of our past clients in the section titled "Our Clients Say It Best," and find out why most of The Orlando Avenue Top Team's business comes from referrals. A referral is the highest compliment we can receive. We love referrals! That is why we perform outstanding, exceptional work during each and every transaction to earn them.

Working *TOGETHER* with you, we will achieve your goal and ours! We truly appreciate the opportunity to interview for the position of your REALTOR®. We consider it an honor and take it very seriously. This is our career, not a part-time hobby! We will strive to serve you beyond your expectations. We look forward to working with you.

**Teri Isner**  
**The Orlando Avenue Top Team**



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# Let's Find Your New Home!



## The Orlando Avenue Top Team

Our team adheres to a *Standard of Excellence* that guides our customer service and is the criteria for all team members. Each member of the team strives to ensure that every transaction is “hassle-free.”

### ☞ Teri Isner, Team Leader, Buyer/Listing Specialist ☞

Teri is licensed in the State of Florida as a Broker and has been in Real Estate Sales for over 15 years, helping hundreds of families find their homes in the Orlando area. She is a Certified International Property Specialist and lived in England for over 18 years. She has talked nationally on industry technology with the Allen Hainge Cyberstars and believes in the high tech...high touch approach to providing the best service. Email: [teri@orlandoavenue.com](mailto:teri@orlandoavenue.com)

### ☞ Tricia Schneider and Colleen Kulikowski are our Buyer and Listing Specialists ☞

Tricia and Colleen also help out our team. When working with buyers, they promise never to try and “Sell” you a home, but will help you “Buy” the home that fits your needs.

### ☞ Shawn Harris, Technology Specialist ☞

Shawn is our “Team Techie.” He helps us with the hardware and the software of our business. Shawn keeps us up to date with the latest in technology.

### ☞ Tyler is our Closing Coordinator ☞

Tyler reviews and tracks transactions from contract to closing. She ensures all the terms of the contract from inspections to surveys are complete!

### ☞ Helena Morrissey, Client Care Specialist and Closing Coordinator ☞

Helena has a customer service background and always goes above and beyond to help our clients. She is the one who will keep in touch and answer your questions along the way!

### ☞ Alice Schultze is our Virtual Assistant ☞

Alice helps with marketing and jobs online including working on our blog!



Teri  
Team Leader



Tricia  
Buyer and Listing Specialists



Colleen



Shawn  
Techie



Tyler  
Closing Coordinator



Helena  
Client Care



Alice  
Virtual Assistant

# Let's Find Your New Home!



## Meet the Team

### *THE ROLE OF YOUR SALES REPRESENTATIVE*

Why hire The Orlando Avenue Top Team?

Buying a new home can be more than just a financial decision. It can be an emotional one as well. That is why it is so important to choose the right real estate representative—one who is not a “salesperson” trying to sell you on something; but someone who wants to help you accomplish what you have decided you want to do. In order to do this successfully, your full-service real estate representative must be:

- ◆ Your Property Specialist
- ◆ Your Transaction Coordinator
- ◆ Your Community Consultant
- ◆ Your Marketing Manager
- ◆ Your Experienced Negotiator
- ◆ Your Trusted Advisor and Consultant
- ◆ Your Real Estate Professional

The lone-agent concept just doesn't get the job done in today's marketplace. The Orlando Avenue Top Team is dedicated to providing the best real estate service and advice. Working as a team, we easily provide full service to our clients. The team approach provides top-dollar value for the same price as a single agent.

We are not a “Jack of all trades, master of none.” We operate under the “Jack of one trade and he has mastered it well” philosophy. We use unity and strength to serve you. We strive to protect you and your home investment. We always watch out for your best interest. We work together to achieve one common goal: **Your complete satisfaction!**

The Orlando Avenue Top Team built this business on determining what people need and



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# Let's Find Your New Home!



## Welcome to the Team

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### WHAT YOU CAN EXPECT FROM The Orlando Avenue Top Team

**The Best Service...** Better than 99% client satisfaction.

**Results...** We find the home perfectly suited to your needs.

**Buyer Counseling...** The most dedicated and experienced advisors to work with you.

**Value-Added...** Caring services from the entire team *and* our vendors.

**Access...** To ALL new and resale homes available.

**Integrity...** See our testimonials and client comments.

**Ethical Standards...** Assured by The Orlando Avenue Top Team. We support and practice the professional standards of the National Association of REALTORS® (NAR), the Florida Association of REALTORS, as well as the local board of REALTORS.

**Experience...** Benefit from more than 20 combined years of successful experience in residential real estate.

### CLIENT SERVICE PHILOSOPHY

We entered the real estate field in 1989 with a strong conviction. Our belief is this:  
“Just take care of the needs of people. Everything else will take care of itself. It is so simple.”

This difference in attitude is founded upon one basic idea. Our job is not to deal with brick, mortar and parcels of land, but with people.

People who sell homes through us.  
People who buy homes through us.



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# Let's Find Your New Home!



## Welcome to the Team

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### ONE-STOP HOME SHOPPING

We offer you *One-Stop Home Shopping*. Simply tell us what you want.

We can show you any property in Orlando and the surrounding Counties, anywhere, anytime!

We can sell your current property too!

We cover all of the possibilities so that you can make the best choice. You don't have to play "phone tag" with different REALTORS® or builders.

#### **The Orlando Avenue Top Team takes care of everything for you.**

- Are you looking for a resale anywhere?
- Is your preference new construction anywhere, by any builder?
- Did you see a yard sign somewhere?
- Was the home you saw listed for sale by another company or builder?
- Was the sign a For Sale By Owner?
- Did you see an ad in the paper, in a magazine, or on TV? Was the ad on a billboard, on a bus bench, or did you hear it on the radio?
- Did you find something that appealed to you on the Internet?
- Do you want to sell or buy in another geographic area?

It would be our pleasure to refer you to a reputable REALTOR anywhere in the U.S.A. to either buy or sell a property. We have built a very efficient national referral network. Just ASK us!

#### **REMEMBER:**

Always call The Orlando Avenue Top Team. "We are here to help!"

***Let's Find Your New Home!***



# **Establishing Common Goals**



# Let's Find Your New Home!



## Establishing Common Goals

### Understanding the Advantages of Homeownership

#### Buying

- \* You will have a great tax write-off.
- \* Your housing expense may never go up.
- \* You can use, decorate, make physical changes to, and enjoy your home as you see fit.
- \* You may increase your equity as your home appreciates in value.
- \* You are not at the mercy of your landlord.
- \* Your house will become "home," not a temporary living situation.

*Versus*

#### Renting

- \* You will have no tax write-off.
- \* Your rent can go up each year, typically four to ten percent.
- \* You must get permission from your landlord to make any changes to your dwelling.
- \* You have no equity build-up. Your money is gone for good.
- \* You can be evicted, lose your security deposit, and more.
- \* Your living situation is always temporary.

*So let's get started on the purchase of your new home!*



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# Let's Find Your New Home!



## Establishing Common Goals

### Communication... The key to a successful home purchase.

Together, we will sit down to discuss the type, size, style, and location of the kind of home you are interested in purchasing. After extensive research on our part, we will preview homes together that fall into that category.

Through constant communication and the benefit of our newest technology, our instant Home Finder Service, we will keep you apprised of any new homes that come on the market in which you might be interested. Once we have found that perfect home, we will negotiate with the sellers to get the best possible price and terms for the home you desire.

You will benefit from our years of experience in the real estate business at no cost to you. As you already know, or commission comes from the seller.

#### Real Estate Consultant

- \* Property Information
- \* Area Information
- \* Financing Sources
- \* Real Estate Skills (Negotiating Agreements, Settlements)

#### Buyer Contribution

- \* Property Requirements
- \* Area Selection
- \* Financial Information
- \* Property Selection

**Successful Purchase**

# Let's Find Your New Home!



## Establishing Common Goals

### **Don't Buy Your Home From Someone Who Won't Guarantee Their Work!**

Historically REALTORS® were not required to work with buyers under a formal buyer agency agreement. Most states now require that all real estate agents disclose agency in the form of a Consumer Notice. A real estate agent can work with a buyer in a variety of agency relationships.

Most agents do not educate their clients. We work with our buyers strictly in a Buyer Agency Relationship. What does this mean to you? This means we are working strictly for you, our buyer, in your best interest!

### **Our Pledge to Buyers**

*We feel so strongly about it, we put it in writing.*

To provide unsurpassed service to help you buy your home at a fair market price, in the shortest time, with the least inconvenience to you, we will:

- Explain real estate agency relationships.
- Maintain communication during the term of the agreement.
- Analyze your property needs and desires.
- Orient you to current market conditions.
- Provide helpful community data.
- Explain local real estate practices and procedures.
- Provide information on lenders and financing alternatives.
- Search the local Multiple Listing Service for suitable properties.
- Coordinate appointments and show all properties of interest, whether the properties are our listings or not.
- Provide relevant market data as to fair market value of homes.
- Disclose all material defects of the property known.
- Explain the offer-presentation process.
- Deliver any state required Property Disclosure form.
- Carefully explain and prepare Offer to Purchase forms.
- Arrange to present all offers to seller in a timely manner.
- Strive to obtain the best possible price and terms for you.
- Explain post-purchase activities and responsibilities.
- Follow up on all post-purchase activities.
- Keep confidential any information that you designate in writing as confidential.

# Let's Find Your New Home!



## Establishing Common Goals

### Buyer's Guarantee

*You'll Love Your New Home*

Purchasing a home is an important decision that affects your life in many ways.

With such a large step, there is bound to be some level of hesitation.

If within 90 days of moving in, you don't love your new home, we will get your home sold and completely waive our listing commission.

1. Guarantee period begins on date of recordation and ends on the same date, 90 days afterward.
2. The Waive Listing Commission does not include any closing costs or other seller's expenses, including but not limited to a sales commission, if applicable.

It takes a strong belief in this kind of stand, but we won't settle for less—and neither should you. We guarantee that you will be happy with our service and your results. It's not enough to simply make empty promises. Business professionals should have consequences for not keeping their promises and commitments. Business professionals should be held accountable for their performance. Our guarantee gives you the control you deserve.

### Your Commitment to Us

We have explained in depth the advantages of working with The Orlando Avenue Top Team as your exclusive buyer's agent. In return we ask you:

- To communicate responsibly and honestly.
- To willingly provide pertinent information as needed.
- To promptly inform The Orlando Avenue Top Team of changes in timing, requirements, or other critical information that will affect your service commitment.
- To submit a loan application and all lender-required information within the time frames of the contract when financing.
- To enter into contracts in good faith and make every effort to adhere to all negotiated contingencies.
- To inform all other real estate agents that you are represented by The Orlando Avenue Top Team.

I agree to work solely with The Orlando Avenue Top Team for the next \_\_\_\_\_ days in a cooperative effort to locate and purchase a new home.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Let's Find Your New Home!***



# **The A Through Z of Finding Your Home**



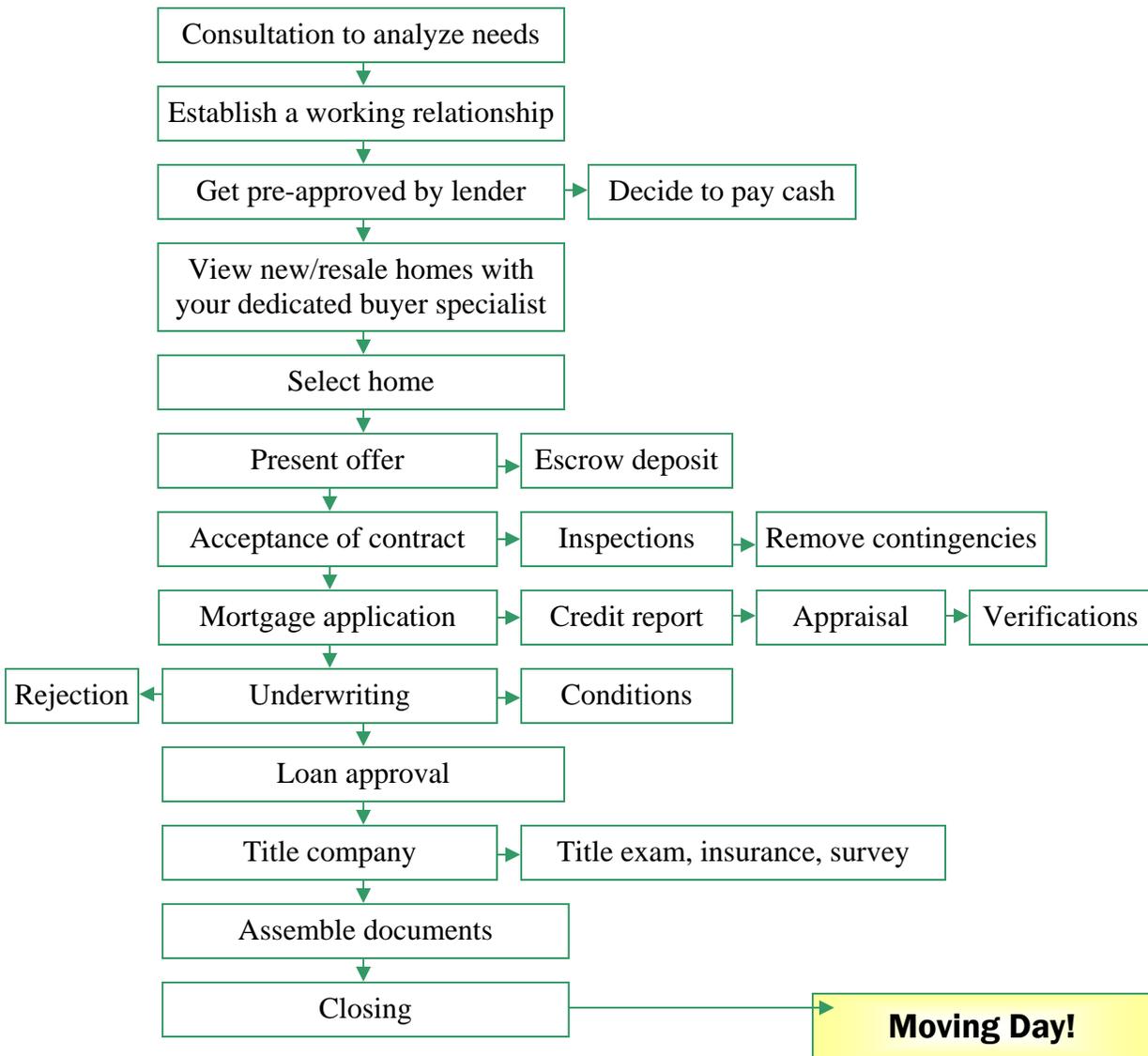
# Let's Find Your New Home!



## The A Through Z of Finding Your Home

### THE HOME-BUYING PROCESS

The Orlando Avenue Top Team designed this book to assist you with the purchase of your home. We understand the many questions and concerns of home buyers and how this information will be helpful throughout the transaction. We assure you that it is our goal to provide the most professional and informative service available. Always call us whenever you have a question. We are here to help!



# Let's Find Your New Home!



## The A Through Z of Finding Your Home

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### *The Step-By-Step Home-Buying Process*

#### **Step One: Be qualified by a lender**

Being pre-approved by a lender before you make an offer on a home can save you thousands of dollars later. When you call us to set up our counseling session, we can recommend a top lender for you to contact before our consultation.

#### **Step Two: Your consultation**

We will quickly go over the basics of buying a home and provide you with the state's Broker Disclosure Form. Next, we'll ask you many important questions to help us get a clear picture of what your needs, wants, and desires are. This takes about 30 to 45 minutes.

#### **Step Three: Choose your system**

At your consultation, you'll be asked to decide which system for finding a home you prefer.

The first is called Window Shopping. With this system, we provide you with all of the photos, addresses, and directions of those homes that match your criteria. This way you can drive by the homes before you tour them. Many people like this system because they get a feel for the home's location and condition without having us present. When a home of interest is found, we are contacted for entrance into the house.

The second system is called Agent Previewing. This is a more traditional system for house hunting. We review all the homes that are available for you and will narrow the selection down to no more than seven "cream of the crop" properties, according to your criteria and our experience. On a predetermined day, we will go out together to find the home you'll buy from the ones we've selected.

At the end of our consultation, you sign a Buyer Agency Agreement, and the search is on!

#### **Step Four: Find your new home**

Once we know all your particulars, we use technology to search the Multiple Listing Service, as well as other resources, for properties that meet your needs. When we go out to see the selected homes, bring your checkbook! Don't be surprised when you fall in love with a home your very first day... most people do!

Over 70% of our buyers buy their new homes after previewing six homes or less.

# Let's Find Your New Home!



## The A Through Z of Finding Your Home

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### Step Five: Draft your purchase agreement

Once we have found your dream home, we'll go back to our office and complete a residential purchase agreement. A sample copy of this is given to you at your consultation.

### Step Six: Write earnest-money check

At this time, you also submit an earnest-money check to go with your offer. This check is usually written for an amount equal to at least one percent of the price of the home. We take the check and the purchase agreement to the seller's agent and negotiate the sale on your behalf. If the seller accepts your offer by signing the sales contract, you will have "mutual acceptance."

PLEASE NOTE: when your contract is accepted by the seller, your earnest-money check *will* be cashed.

### Step Seven: You bought your new home

This point is often the hardest part of the home-buying process. Why? Because buyer's remorse may set in. Although a majority of our buyers are very excited, some still feel a bit of buyer's remorse. This happens because it's time for a decision, commitment, and legal documents. So remember, the butterflies you feel are normal. Rest assured...we haven't lost one yet!

### Step Eight: Formalize your financing

Now that the paperwork is signed, complete a formal loan application if you haven't already done so. Expect to pay for an appraisal and an extensive credit report, which costs about \$375. You'll sign a Verification of Employment form. If you have asked for an inspection to be done on your new home, you'll need to pay the inspector at the time of inspection, usually in the range of \$190 to \$275.

### Step Nine: Prepare to move

Your closing and possession dates will be determined when you write the offer to purchase and are agreed upon by both the buyer and seller. We work hard to make sure that everything runs smoothly and to make it as easy and pleasant for you as possible. We'll coordinate your inspectors, appraisers, and lenders; identify problems; and find solutions.

Please feel free to call us at any time during the process. Although we work hard to make sure that you are informed, there may be information that needs further explanation. You now know more about the "real world" buying process than 90 percent of those who are looking to purchase a home!

# Let's Find Your New Home!



## The A Through Z of Finding Your Home

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### *UNDERSTANDING CLOSING COSTS*

**Application Fee:** Fee charged by the lender to offset fixed costs related to mortgage loan processing such as appraisal, credit report, and underwriting.

**Closing Fee:** The fee charged by the closing agent who prepares the closing documents and closes the loan on behalf of the lender.

**Commitment Fee:** This is often called an origination fee.

**Discount Points:** Each point is equal to one percent of the mortgage amount. The lender uses points to adjust the yield on the mortgage when it is sold to an investor. By paying more points, the borrower can obtain a lower mortgage interest rate.

**Funding Fees:** Normally applicable to VA loans only, equal to one percent of the loan amount. The fee is due at closing or may be added to the loan amount and financed.

**Homeowner's Insurance:** A one-year premium is due in advance at time of closing.

**Mortgage Insurance:** Insurance that is required by the lender when the down payment is less than 20 percent. In the case of loan default, this insurance reduces the lender's loss.

**Pre-Payables:** Adjustments to escrow accounts from the date of closing to the date of the first payment. Interest is paid through the end of the month of closing. Taxes are paid through the end of the month of closing plus the following month. Two months of PMI (Principal Mortgage and Interest) are collected. Two months of homeowner's insurance must be provided along with a receipt showing that the first year's premium is paid.

**Processing Fees:** Fees charged by the escrow processor, either working for the escrow company, title company, or real estate company for administrative services performed from the point of contract through closing.

**Recording Fees:** Fees charged by state or municipal entities for entering the closing documents into the public record.

**Survey Fee:** The title company checks the survey for encroachments from within or from outside the subject property.

**Title Insurance:** Provides protection for lenders and homeowners against financial loss resulting from legal defects in the title.

**Underwriting Fee:** Practices vary from lender to lender. Check the good faith estimate for the amount of the underwriting fee.

***Let's Find Your New Home!***



# **Buying**

## **The Risks You Face and How to Avoid Them**



# Let's Find Your New Home!



## Buying— The Risks You Face and How to Avoid Them

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### Avoiding the Most Common Mistakes Home Buyers Make

*Which are:*

Not understanding a local market and all that is available.

Not screening the masses—trying to see everything, both in their own price range and not.

Not understanding pricing and the value of certain amenities.

Weak negotiating. This mistake alone can cost a buyer thousands of dollars.

Not requiring the proper inspections.

Not understanding all available financing.

Looking for the perfect home.

Not previewing schools, shopping, and other neighborhood amenities.

**By utilizing our exclusive service,  
your home purchase will go smoothly  
and you will avoid these common mistakes.**

***Let's Find Your New Home!***



# **How to Prepare for the Financing Process**



# Let's Find Your New Home!



## How to Prepare for the Financing Process

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### *THE BEST ADVICE... GET PRE-APPROVED*

Most real estate agents and lenders highly recommend that you, as a home buyer, get pre-approved with a lender before selecting a home to purchase. This way, you will have the best information about the right price range for your pocketbook.

### **9 GREAT REASONS TO GET PRE-APPROVED**

- 1.** Pre-approval determines which loan program best fits your needs.
- 2.** You won't waste time considering homes you cannot afford.
- 3.** You are ready to write and present an offer on the home you really want when you find it.
- 4.** Your buyer specialist can give the seller a pre-approval letter for you.
- 5.** In today's market, with multiple offers on properties, pre-approval puts you in a much better negotiating position.
- 6.** You will know the amount needed for down payment and closing costs.
- 7.** If you are a first-time buyer, you may be able to qualify for a special first-time buyer program that may allow you to afford more home for your money.
- 8.** If you feel you would like and can afford a higher mortgage payment, other options may be available.
- 9.** Peace of mind.

# Let's Find Your New Home!



## How to Prepare for the Financing Process

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### *Loan Application Checklist*

When it comes to getting pre-approved for your loan, your lender will ask you for the following items. To expedite the process, have the following information ready when you apply:

#### Borrower Information:

- Full name
- Marital status
- Age
- Address
- Previous address (if less than 2 years at current address)
- Landlord (past 2 years)
- Phone number
- Place of employment (past 24 months)
- Length of employment
- Previous employer (if less than 2 years at current employer)
- Social Security number
- Name and age of dependents

#### Income:

- Base pay (pay stubs for 1 month)
- Overtime
- Bonuses
- Real estate income
- Interest income
- Alimony/child support (Copy of Divorce Decree) (Need not be disclosed, if you choose.)
- Other regular income (Social Security, retirement accounts, etc.)
- Last 2 years' W2s and federal tax returns
- Bank statements (past 3 months)

# Let's Find Your New Home!



## How to Prepare for the Financing Process

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### *Loan Application Checklist, continued*

#### Assets:

- Names and addresses for these accounts will be required along with account numbers
- Cash (savings, checking, money market)
- Securities (stock, mutual funds)
- Value of real estate
- Proceeds from sale of current home
- Cash value of life insurance
- Automobiles
- Personal property

#### Liabilities:

You will need the total due, monthly payments, and amount of payments remaining. Names, addresses, and account numbers will also be required.

- Automobile loan
- Bank loan
- Real estate mortgage
- Personal loan
- Notes payable
- Credit cards
- Alimony/child support
- Outstanding judgments
- Miscellaneous debt
- Bankruptcy and discharge of bankruptcy

***Let's Find Your New Home!***



# **Quick Tips to Make Finding Your Home Easier**



# Let's Find Your New Home!



## Quick Tips to Make Finding Your Home Easier

### What Are Your Concerns?

Please review and rank your concerns on the scale from *No Concern* to *Very Concerned*

Areas of Concern		No Concern	Mildly Concerned	Somewhat Concerned	Concerned	Very Concerned	
C O S T S	Payment Points						
	Closing Costs						
	Inspections						
	Financing						
	Utility Costs						
	Upkeep Costs						
A R E A	Schools						
	Security/Crime						
	Neighbors						
	Sport Center						
H O U S E	Construction						
	Architecture						
	Termites						
	Floor Plan						
	Cleanliness						
	Storage						
	House Color						
	Bedrooms/Baths						
	Kitchen						
	Family Room						
	Guest Suite						
	Office						
	P R O P E R T Y	Yard Size					
		Landscaping					
Patio							
Privacy							
Horse							
Garage							
RV Parking							
Gated							

*Let's Find Your New Home!*



# **What's Important to Know About Home Inspections**



# Let's Find Your New Home!



## What's Important to Know About Home Inspections

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### WHY EVERY BUYER NEEDS A HOME INSPECTION

#### *Why You, as a Buyer, Need a Home Inspection*

A home inspection gives you more detailed information to help you make a wise decision. In a home inspection, a qualified inspector takes an in-depth, unbiased look at your potential new home to:

- ✧ Evaluate the physical condition: structure, construction, and mechanical systems.
- ✧ Identify items that impact the habitability of the home that will need to be repaired or replaced.
- ✧ Estimate the remaining useful life of major systems, equipment, structure, and finishes.

#### *What Goes Into a Home Inspection*

A home inspection gives you an impartial, physical evaluation of the overall condition of the home and items that need to be repaired or replaced. The inspection gives a detailed report on the condition of the structural components, exterior, roofing, plumbing, electrical, heating, insulation and ventilation, air conditioning, and interiors.

#### *Be an Informed Buyer*

It is your responsibility to be an informed buyer. Be sure that what you buy is satisfactory in every aspect. You have the right to carefully examine your potential new home with a qualified home inspector. You may arrange to do so before signing your contract, or may do so after signing the contract as long as your contract states that the sale of the home depends on the inspection.

# Let's Find Your New Home!



## What's Important to Know About Home Inspections

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### *THE HOME INSPECTION*

Most buyers choose to have home inspections done at their expense when purchasing their new homes. In fact, many offers are subject to a home inspection. The home inspection allows you to buy a home with confidence. Some items on your inspection report will include:

#### **Exterior**

Exterior walls, windows, and doors; porches, decks, and balconies; garage.

#### **Roof**

Roof type and material.

#### **Interior Plumbing System**

Hot and cold water system, the waste system and sewage disposal, water pressure and flow, and hot water equipment.

#### **Electrical System**

Type of service, number of circuits, type of protection, outlet grounding, and load balance.

#### **Central Air System**

Energy source, type of cooling equipment, capacity, and distribution.

#### **Interior Walls, Ceilings, Floors, Windows, and Doors**

Walls, floors, ceilings, stairways, cabinets, and countertops.

#### **Attic**

Structural, the trusses, insulation, and ventilation information.

#### **Fireplace**

Notes about the chimney, damper, and masonry.

#### **Garage**

Doors, walls, floor, automatic garage door opener.

#### **Appliances**

Included could be a wide range of built-in and other home appliances listed in the purchase agreement.

#### **Lot and Landscaping**

Ground slopes away from foundation, condition of walks, steps, and driveway.

***Let's Find Your New Home!***



# **Commonly Asked Buyer Questions**



# Let's Find Your New Home!



## Commonly Asked Buyer Questions

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**Q:** I went to an open house, and the listing agent said that he could represent me better and “fairer” than any other agent, so I really didn’t need a buyer agent. Is that true?

**A:** Of course agents try to be fair and nice to the buyer since they want to make the sale. But, because they are bound by Real Estate License Laws, the Law of Agency, and their Code of Ethics, they can only do so much without jeopardizing their license to practice. For instance, the listing agent cannot tell you if a property is overpriced or how to negotiate the best purchase price. Ask yourself...if the seller has representation, shouldn’t you? As your buyer agent, we will always negotiate only in the best interest of you, the buyer.

**Q:** Is there a contract or some other kind of paperwork associated with a buyer agent like there is with a listing agent?

**A:** For years, sellers have been entering into contractual relationships to “list” their properties with real estate brokers. They are called listing agreements. You establish a contractual relationship with us by signing a buyer agency agreement, just as a listing agreement makes the listing agent legally accountable to you and not to any seller. The buyer agency agreement is also a written commitment to you of services that we will provide.

**Q:** Do “listing agents” prevent “buyers agents” from having full access to all the available properties through the Multiple Listing Service?

**A:** No! We belong to the Orlando Regional Realtors Association Listing Service, so we can show you homes listed with any agent. In addition, since we represent you and not sellers, we regularly show homes that are For Sale By Owner and For Sale By Builder that are not listed in the MLS.

**Q:** What if I can’t find a home that I like?

**A:** If you want to put things on hold for a while, don’t worry about being locked into a lengthy contract with us. We can start back up when there are more homes to choose from, when the market picks up, or whenever you wish. If you are just having trouble finding the perfect home, we will help you choose building lots, builders, and custom-built homes. In the process, we can save you time, effort, and money!

# Let's Find Your New Home!



## Commonly Asked Buyer Questions

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**Q:** Isn't the agent who shows me the home representing me?

**A:** If you walk into an open-house, or a new-construction-site model home and any agent tells you that they are the only one who can "write" up the paperwork... don't believe it! Agents who list properties enter into a signed contract with the seller to represent them in the sale of their property. This same contract may permit the listing agent to use "sub-agents" to help secure a sale. Sometimes these sub-agents will place a sign on the lawn that reads "Buyer Agent On Duty." Our advice is that unless you have previously interviewed the agent and have entered into a written Agency Agreement wherein they have promised to represent only your best interest and you trust him/her, walk away. You may find yourself working with an agent who is obligated to act in the best interests of the seller.

**Q:** If you work for the buyer and you negotiate the price down, aren't you also lowering the amount of commission you will make? Isn't that a conflict of interest?

**A:** The difference is minimal. If we save you \$5,000 on the purchase price of your home, we would only earn approximately \$150 less in commission. Your goodwill and word-of-mouth advertising will be worth much more than that. We also have a legal obligation to represent your best interest.

**Q:** I'm moving to another city. Can you find me a buyer agent at my destination?

**A:** Yes. As soon as you find out that you are moving, call us and we will provide you with the name and phone number of an Accredited Buyer Agent® nearest your destination. We will screen agents for you at absolutely no cost whatsoever!

**Q:** If someone from your team is my buyer agent, how is she paid for her services?

**A:** There are several ways that we can earn our fee. It is always your choice. The typical fee paid to us at closing is paid by the seller and is usually divided between the listing broker (the company who has the home listed for sale) and our broker. Unless there are some unusual circumstances, our portion of the commission comes from the seller's proceeds of the transaction.

# Let's Find Your New Home!



## Commonly Asked Buyer Questions

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**Q:** If I sign an Agency Agreement with The Orlando Avenue Top Team], does it really matter? Does it really make a difference?

**A:** Absolutely! Yes! Let's put it this way: If you had to go to court, would you use the other person's attorney? The second you enter into a contract with an agent, he/she has responsibility and accountability duties. Real estate agents who act as seller agents must negotiate in the best interest of their clients (the sellers) and may not withhold information from them and must present their properties only in a favorable manner. Buyer agents negotiate in the best interests of the buyer, do not disclose confidential information about the buyer, and reveal all facts that affect the value of properties to the buyer.

**Q:** Why should I use an agent to buy a builder's new-construction home?

**A:** The advantages are the same as those for purchasing a resale home. Your agent:

- Serves as your personal real estate consultant.
- Guides you through the process with professional representation.
- Provides you with valuable insight into the market.
- Helps you find the perfect home quickly.
- Offers you expertise in contract writing, negotiation, and closing assistance.
- Gives you advice regarding all builder's products.
- Finds the best match for your specific needs.

The builder has a professional real estate representative watching out for his interests, and you need and deserve the same expert representation watching out for yours.

It is extremely important that your interests be professionally represented when you enter into a contract for a semi-custom or a build-to-suit home. These transactions are very complex. The contract details must be exactly in order to protect you and to ensure that you get precisely the home you want.

# Let's Find Your New Home!



## Commonly Asked Buyer Questions

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**Q:** Do I save money if I buy directly from the builder?

**A:** There is absolutely no financial advantage for you to buy directly from the builder. You do NOT save any money! Builders have a “single price” policy, meaning that you are charged the same price whether your interests are represented by a buyer specialist or not. Just as in any resale, the seller pays your agent’s fee. It pays for you to have someone looking out for your personal interests.

Remember, the builder requires that your buyer specialist accompany you on your first visit to the builder’s sales center. Always call our office and request that your buyer specialist show you all builder products that interest you.

If you do go to a builder model/sales center without your buyer specialist, please give the builder’s representative our business card and always tell the builder that you are working with The Orlando Avenue Top Team. Then, be sure to let your buyer specialist know so that he/she can assist you regarding the builder and their product.

*Using a buyer specialist is a definite advantage for you!*



### The Orlando Avenue Top Team

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***Let's Find Your New Home!***



**Our Clients  
Say It Best**



## Let's Find Your New Home!



### Our Clients Say It Best

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“Teri, you are an exceptional real estate professional and we place tremendous value on your advice. We wouldn't think of working with any other Realtor®”

-Chris and Alesia New

“In the summer of 2001, we decided to search for a summer vacation rental investment home. We initially found you through the Internet and immediately connected with your approach. You showed us the entire inventory available in our price range. We ended up buying a lovely home in a fantastic subdivision. Throughout the offer and negotiation process, it seemed like you were reading our minds because your suggestions were almost exactly what we had decided. This convinced us that you were working for us and that buyers' agency really works.”

-Martin Walker, England, UK

“Teri, you represented us when we purchased our retirement dream home in Celebration, and when we were ready you helped us find an investment home and one for other family members. We are so happy we found you on the Internet!”

-Ken and Maryetta Pesola  
Retired U.S. Air Force Colonel

“The best real estate services I've ever received—the whole team was exceptionally helpful. Thank for helping us find that perfect home and sell ours. We felt secure in your advice and assistance, as well as your knowledge of the market. We would definitely refer business to you.”

-Patrick and Stephanie Waldron

“Thanks for recommending Cindy Hall of Mortgage Solutions to me for the creative financing I needed. This allowed me to qualify for more house than I thought I could afford. I appreciate your patience and willingness to work this out with me, it was really a win win for everyone, and I will definitely recommend you to anyone thinking of buying, selling, or relocating.”

-Julia Clark

# Let's Find Your New Home!



## Our Clients Say It Best

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“Teri, we found you on the Internet when searching for a property. You responded quickly to our e-mail for information. When we came to look, you showed us a property we would have missed without you. We feel so fortunate to have found you!”

-Pam and Larry Gossett

“Your multi-million dollar annual sales record proves that you are the REALTOR® of choice - that is why I send my transferring referrals.”

-Jock Barker CRB, CRS

“We really would like to thank you for all your understanding and kindness you showed us in a difficult situation. You knew what a traumatic time it was for my family to be moving from an area we had been in and loved for over twenty years. Thank you for your professionalism, knowledge, honesty, energy and above all else, kindness. Buying and selling with you was easy.”

-Toby and Charlene Wrolson



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***Let's Find Your New Home!***



# **Checklist for a Hassle-Free Move**



# Let's Find Your New Home!



## Checklist for a Hassle-Free Move

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### Moving Timeline and Checklist

#### *One month before your move:*

- Arrange for moving your furniture and personal belongings either by hiring a moving company or renting a truck. Get estimates from several moving companies or truck-rental companies and be sure to obtain a hand truck (appliance dolly) if you're moving yourself.
- Gather moving supplies: boxes, tape, rope, and anything else you might need.
- Plan your travel itinerary and make transportation and lodging reservations in advance if you are driving to your new home. (Leave a copy with a friend or relative.)
- Some moving expenses are tax deductible, so you will want to save your moving-expense receipts (if the move is employment-related) for tax deductions, including meals, lodging, and gasoline. Record expenses incurred during your house-hunting trips.
- Develop a plan for packing, such as packing last the things you use the most. See page 43.
- Notify others of your new address: post office, charge accounts, subscriptions, relatives and friends, national and alumni organizations, church, mail order clubs (books, videos, catalogues), firms with which you have time payments, and your past employer to make sure that you receive W-2 forms and retirement-account information. Save your old address labels to speed up filling out change-of-address forms for your new address.
- Notify federal and state taxing authorities or any governmental agency necessary.

#### *Two weeks before your move:*

- Notify and get refunds from your present utilities: gas, electric, water, cable, and phone. Arrange for services at your new address. Notify long-distance phone company and arrange for service at your new address.
- Have your car serviced if you are driving a long distance to your new home.
- Recruit people to help you on moving day.
- Arrange for someone to take care of your pets and children during the move.
- Confirm moving company or rental-truck arrangements.

#### *One day before your move:*

- Keep moving materials separate so they don't get packed until you are finished.
- Pick up rental truck if you are moving yourself.
- Fill up your car with gas and check oil and tires.

# Let's Find Your New Home!



## Checklist for a Hassle-Free Move

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### Additional Moving-Checklist Items

- Decide what to move and what not to move. Possibly have a garage sale (extra cash and less to move). See “Tips on Having a Garage Sale” on the next page.
- Transfer your bank accounts. Your new bank will be happy to open your account by mail.
- Contact your local credit bureau to find out if they are on the same system that your new home town subscribes to; if not, they will be able to transfer your credit file.
- Request records from doctors and dentists, including eye-glass prescriptions, dental x-rays, and vaccinations.
- Obtain your children’s school records to make for an easier transfer.
- Draw up a floor plan of where your furniture should be placed. This will help avoid confusion for you and your movers.
- Pay existing bills and close out local charge accounts.
- Arrange any special movers, such as may be necessary for an expensive piano or to break down and move a pool table or above-ground swimming pool.
- Cancel or transfer deliveries, newspaper, garbage collection, etc. Coordinate the transfer of gas, electric (water and sewer when not handled by title company) with the next occupant of your old home as well as with the previous owner of your new home, so as to avoid lapses in service and extra re-start expenses.
- Check on personal items that might be at the photo shop, in a safe-deposit box, at a neighbor’s house, on lay-away, or in a repair shop (e.g., shoe repair, jewelry store, small-appliance repair, or dressmaker).
- Make arrangements for transporting your plants and pets.
- Save the phone book from your former city residence for tying up loose ends or for future correspondence.
- Transfer insurance policies or arrange for new policies.
- Gather all valuables, jewelry, important papers (birth certificates, deeds, documents) to take with you personally.
- Pack an arrival kit of necessities just in case you arrive before the mover, if applicable.
- Purchase moving insurance. Your mover’s liability for lost or damaged goods will not equal their replacement cost. Have valuable items appraised.
- Check with your attorney about your will, if crossing state lines.
- Ask for professional referrals if available (e.g., doctor, accountant, etc.).

# Let's Find Your New Home!



## Checklist for a Hassle-Free Move

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### Tips on Having a Garage Sale

1. Allow plenty of time—three or four weeks—to prepare for the sale.
2. Choose a date that will not conflict with holidays.
3. Weekends are more convenient for more people than weekdays.
4. Your sale is likely to attract more people if you join together with neighbors in an effort to have more merchandise. Some homeowners' groups are sponsoring neighborhood sales that are proving popular!
5. Practical household goods are popular items; adult clothing has less appeal.
6. Merchandise your items attractively in neat, clean surroundings.
7. Cluster like items together; place the more desirable items in the back of the garage so browsers are urged to look at other merchandise on their way to the most popular items.
8. All items should be clean, polished, and in good repair.
9. Locate your appliance table near an outlet so customers can try before they buy!
10. Be sure that there is adequate parking space and a place to load large items.
11. Have plenty of bags and boxes for packing and newspapers for wrapping glass items.
12. Place a classified ad in the local paper. Include 3-4 items for sale, directions, and other details.
13. Take advantage of free publicity on bulletin boards in grocery stores and other public places.
14. Provide directional signs to your property.
15. If your home is listed for sale, have flyers about your home available for people to take.
16. Visit other sales to form an idea on how to price things. Be prepared to bargain down your prices.
17. Post a notice that all sales are final and payment must be cash.
18. Have plenty of change in a cash box that is kept in a protected spot. Keep a record of sales, especially when there are several sellers. One recording method that is simple and efficient is to use small white stickers for prices. When an item is purchased, remove the sticker and place it next to the name of the seller on a piece of paper.
19. On a hot day, have ice water or lemonade available so people will stay longer, and on cold days serve hot chocolate.
20. Tell your real estate agent about some of the major items in your sale. She/he may have a client looking for just that thing! One person's trash is another's treasure!

# Let's Find Your New Home!



## Checklist for a Hassle-Free Move

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### Tips on Packing

1. Use strong containers that are in good condition and can be secured tightly with twine or strapping tape. These can usually be purchased from your moving company. Purchase special boxes for dishes, wardrobe, and other special items.
2. Label each box with its contents, which room it should go in, whether it is fragile, and whether it should be loaded last so as to be unloaded first.
3. Don't load more than 50 pounds into any one box, and make sure that the weight is evenly distributed.
4. Cushion contents with newspaper or other packing material to prevent breakage. Use newsprint paper or tissue paper for items that might be soiled by newspaper. Towels and cloth napkins are great for wrapping fragile items.
5. Pack books tightly in small boxes. Alternate bindings and wrap valuable books separately.
6. Have your rugs and draperies cleaned before moving and leave them in their wrappings for easier handling.
7. Remove all breakables and liquids from drawers and pack them separately. Seal medicines and other containers to prevent leaking and pack them in a leak-proof bag or container.
8. Pack linens and clothing in drawers, but don't overload them.

Carry all valuables with you. Do not pack jewelry, documents, coin or stamp collections, or anything that will be difficult to replace. The contents of a safety deposit box can be moved for you by your bank.

# Let's Find Your New Home!



## Checklist for a Hassle-Free Move

### Moving With Children

(Adapted from information at [www.MoversGuide.com](http://www.MoversGuide.com).)

If you think moving is hard on grown-ups, imagine what it's like for kids. They're starting over and trying to meet new friends while getting used to a new home, neighborhood, and school. Think about your children's specific needs before, during, and after the change and you'll make a big difference in how your children feel about the move and how they adjust afterwards.

#### *BEFORE THE MOVE: PREPARING*

- Give your children a chance to talk about their feelings and let them know how you are feeling too.
- Help them make a list of phone numbers and addresses of friends, relatives, and other important people. Knowing they can stay in touch with these people will be reassuring.
- Visit your new home and line up some activities for your child to be part of after the move; a sports team, music lessons, or a scouting troop.

#### *DURING THE MOVE: REMEMBERING WHAT'S IMPORTANT*

- Stay as upbeat and calm as you can. Your own mood will impact your children's moods.
- Involve your children in the packing. Older children can put their own belongings in boxes, and children of all ages will enjoy decorating the boxes containing their things.
- Stick to your routines. Have meals at the same times you normally do.
- Don't pack things that your children treasure. Take special blankets, favorite books, and other prized items in the car or on the plane with you.
- Help your children say goodbye to the important people in their lives. For their friends, a party is a fun way to celebrate the friendship.
- For many families, moving day means a long car trip or a cross-country flight. Prevent backseat blues and airline angst by adding travel fun and games to your plans.
- Allow your child to bring an album with pictures of their old home and friends. This will allow them to express their feelings and give you a chance to reassure them that it is natural to feel loss and initial discomfort with such a big change.

#### *AFTER THE MOVE: GETTING SETTLED*

- To make your new home seem more like home, hang your child's or family portrait in a prominent location or create a tabletop display of family photographs.
- Take pictures of the new home, neighborhood playmates, family members, and school. Start a new family album to show there is fun and family togetherness available at the new home.
- Don't spend too much time unpacking—at least not right away! In the first few days, take time to enjoy your new home with your family. Take walks and check out local restaurants.

Above all, listen. Be there when your children get home after the first day at their new schools, even if it means having to leave work early. Ask often how things are going, and take time to listen.

# Let's Find Your New Home!



## Checklist for a Hassle-Free Move

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### Moving Your Pets

#### *Cats and Dogs*

Cats and dogs can either be shipped by air or taken along in the car. If you are flying to your new destination, your cat or dog can ride in the baggage compartment. Your pet will need a health certificate from your vet. Call the airline in advance to find out about special boxes they may have. If you are going to make a container for your pet, make sure that the container complies with airline regulations. It is a good idea to put a piece of clothing with your scent in the animal's box so he/she feels more at home.

If you aren't flying with your pet but are having it shipped by air, make sure that someone is on the other end to pick your pet up at the airport and take care of him/her until you arrive. The easiest way to care for your pet before your arrival is a kennel. Many kennels can take your pet several days before your move (keeping him/her safe and out of your way). Or you can take your pet to the airport and arrange to have a kennel on the other end pick him/her up and take care of him/her until you arrive.

Think twice about taking your dog or cat with you on a long cross-country trip. Not only can animals get car sick, but being cooped up in a car all day can make them nervous and upset. They must be fed and have plenty to drink (make sure that you take along a water dish), they have to make "rest stops," and they have to be on a leash to keep them from running off anytime the car door is opened.

Some motels and hotels don't allow pets. Others have special facilities for handling travelers' pets. Call in advance and check out the available literature on hotels along your route. National chains usually publish such information.

#### *Smaller Animals*

Hamsters, birds, mice, and such can be transported in the family car fairly easily. Make sure that the animals have enough food and water in their cages and are out of drafts or extreme temperatures. Cover cages with a cloth to keep the pets quiet and restful.

#### *Fish*

It is not practical to move fish in their aquarium. A gallon of water weighs eight pounds. Plan on giving the fish away and restock the aquarium when you arrive at your new home.

Your veterinarian and pet stores are also valuable sources of information.

# Let's Find Your New Home!



## Checklist for a Hassle-Free Move

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### Moving Your House Plants

You can take your plants with you when you move without harming them. Here are some tips:

- ◆ Call your local U.S. Department of Agriculture to check on regulations if moving from one state to another. Many states have restrictions on certain kinds of plants to prevent importing bugs or pests that can destroy valuable cash crops in the state.
- ◆ A couple of weeks before you move, prune plants to facilitate packing. Consult a florist or a plant book for instructions.
- ◆ A week before you move, put your plants in a black plastic bag. Prior to placing your plant in the bag, place a bug/pest strip, conventional flea collar, or bug powder in the bag. Close the bag and place it in a cool area overnight. This will kill any pests on the plant or in the soil.
- ◆ The day before you move, put your plants in cardboard containers. Make sure that they are held in place by dampened newspaper or packing paper. Use paper to cushion the leaves and place a final layer of wet paper on top to keep them moist. Water the plants normally in summer, a little less in winter.
- ◆ On the day of your move, set the boxes aside and mark "DO NOT LOAD" so they won't be taken on the moving van.
- ◆ On the day you leave, close boxes, punch air holes in the top, and load them in your car.
- ◆ When on the road, be careful where you park your car. Look for a shaded area in the summer and a sunny spot in the winter.
- ◆ Unpack the plants as soon as you can after arriving. Remove plants through the bottom of the box in order to avoid breaking their stems. Do not expose the plants to much sunlight at first. Let them get accustomed to more light gradually.
- ◆ If you must leave your plants behind, take cuttings. Put them in plastic bags with wet paper towels around them.

***Let's Find Your New Home!***



# **Glossary of Terms**



# Let's Find Your New Home!



## Glossary of Terms

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### **Abstract of Title**

The summary of the public records relating to the ownership of a particular piece of land. It represents a short legal history of an individual piece of property from the time of the first recorded transfer to present.

### **Acceptance**

Consent to an offer to enter into contract.

### **Adjustable Rate Mortgage (ARM)**

A mortgage in which interest and payment rates vary periodically, based on a specific index, such as 30-year Treasury Bills or the Cost-of-Funds index.

### **Adjustments**

Money credited or debited to either/both buyer and seller at closing, including real estate taxes, association fees, garbage fees, rents, etc.

### **Agency**

A mutual-consent, legal relationship in which a seller or buyer engages a broker-agent in the sale or purchase of property.

### **Agent/REALTOR®**

A licensed person who represents the seller (and/or buyer) and who provides market assessment, offers sales or buying strategy, recommends various services and sources important to the seller or buyer, is a member of the National Association of REALTORS (NAR), and subscribes to NAR's strict Code of Ethics.

### **Amortization**

A method by which monthly mortgage payments are equalized over the life of a loan, despite the fact that the proportion of principal to interest changes.

### **Annual Percentage Rate (APR)**

The total finance charge (interest, loan fees, points) expressed as a percentage of the mortgage amount.

### **Appraisal**

A professional and unbiased written opinion of a property's value that is based on recent, comparable sales; quality of construction and current condition; and style of architecture.

### **Appreciation**

Increase in value to any cause.

### **Asking Price**

The price at which a property has been placed on the market for sale.

### **Assessed Value**

The established value of a property for tax-assessment purposes, which may or may not reflect market value.

### **Assumption of Mortgage**

The taking of title to property by a grantee, wherein he or she assumes liability for payment of an existing note secured by a mortgage or deed of trust against the property, becoming a co-guarantor for the payment of a mortgage or deed for trust note.

# Let's Find Your New Home!



## Glossary of Terms, continued

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### **Balloon Mortgage**

A short-term mortgage, generally at a fixed rate of interest, to be paid back in predetermined, equal monthly payments with a large final payment for the balance of the loan to be paid at the end of the term.

### **Broker**

A person licensed to represent home buyers or sellers for a contracted fee. Brokers manage real estate offices and employ licensed agents to sell properties.

### **Bridge Loan**

A short-term mortgage made until a longer-term loan can be made; it's sometimes used when a person needs money to build or purchase a home before the present one has been sold.

### **Building Codes**

State and local laws that regulate the construction of new property and the rehabilitation of existing property.

### **Cap**

A limit on the total amount an interest rate can be increased in a specified time and over the lifetime of an adjustable-rate mortgage.

### **Capital Gains**

The taxable profit derived from the sale of a capital asset. A gain is the difference between the sale price and the basis of the property, after making appropriate adjustments for closing costs, fix-up expenses, capital improvements, allowable depreciation, etc.

### **Closing**

The final settlement at which time the title is transferred from seller to buyer, accounts are settled, new mortgages are signed, and all fees and expenses are dispersed or satisfied.

### **Closing Costs**

All fees, taxes, charges, commissions, surveys, lender fees, inspection fees, and other costs paid by the buyer and/or seller at the closing.

### **Commission**

A previously agreed upon percentage of the home's sale price paid to the listing and selling agent(s).

### **Comparables**

Similar properties in type, size, price, and amenities that have sold recently, been adjusted, and are used for comparison in the appraisal report.

### **Condominium (Condo)**

Real estate ownership in which a property owner has title to a specific unit but shared interest in common areas.

### **Contingency**

A condition that must be satisfied before a contract is binding.

### **Contract**

An agreement to do or not to do a certain thing.

# Let's Find Your New Home!



## Glossary of Terms, continued

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### **Contract for Deed**

A contract ordinarily used in connection with the sale of a property in cases where the seller does not wish to convey title until all or a certain part of the purchase price is paid by the buyer.

### **Contract of Title**

A summary or digest of the conveyances, transfers, and any other facts relied on as evidence of title together with any other elements or records that may affect the marketability of the title.

### **Conventional Mortgage**

Most popular home financing form not insured by Federal Housing Administration (FHA) or guaranteed by Veteran's Affairs (VA). Available from many lenders at varying rates, terms, and conditions.

### **Conversion Clause**

Clause in an ARM permitting conversion from an adjustable loan to a fixed-rate loan.

### **Counteroffer**

An offer made by a buyer or seller to the other party, responding to the asking price or a subsequent adjustment to that price to complete a purchase of sale.

### **CRV**

Certificate of Reasonable Value. A document of appraisal issued by VA establishing their opinion of the maximum value.

### **Curb Appeal**

A term used by REALTORS® that encompasses all that a buyer sees from the street that may induce the buyer to look more closely at the property.

### **Deed**

A legal "instrument" that conveys the title to a property from seller to buyer.

### **Disclosure Laws**

State and federal regulations that require sellers to disclose such conditions as whether a house is located in a flood plain or if there are any known defects that would affect the value of the property.

### **Discount Points**

Additional charges made by a lender at the time a loan is made. Points are measured as a percent of the loan, with each point equal to one percent. These additional interest charges are paid at the time a loan is closed to increase the rate of return to the lender so as to approximate the market level.

### **Down Payment**

The buyer and lender determine the down payment requirements during the pre-qualification process. The down payment is usually expressed as a percentage of the purchase price: e.g., 0%, 5%, 10%, 20%, 25%, 30%.

### **Earnest Money (Escrow Deposit)**

Money paid by the buyer at the time an official offer to purchase is submitted to the seller, intended to demonstrate the good faith of the buyer to complete the purchase. Earnest money is applied against the purchase price when the sale is finalized. Under certain conditions, the earnest money may be forfeited if the buyer fails to complete the purchase under the terms of the sales contract.

# Let's Find Your New Home!



## Glossary of Terms, continued

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### **Easement**

A right to use the land of another.

### **Encroachment**

A condition that limits the interest in a title to property such as a mortgage, deed restrictions, easements, unpaid taxes, etc.

### **Equity**

The difference between the sale price of a property and the mortgage balance owed on the property.

### **Equity Mortgage**

A mortgage based on the borrower's equity in their home rather than on their credit worthiness.

### **Escrow Account**

A third-party account used to retain funds, including the property owner's real estate taxes, the buyer's earnest money, or hazard insurance premiums.

### **Exchange**

The trading of equity in a piece of property for equity in another property.

### **Fair Market Account**

The highest price an informed buyer will pay, assuming there is no unusual pressure to complete the purchase.

### **Fannie Mae**

The Federal National Mortgage Association (FNMA) is a privately owned corporation created by congress to buy mortgage notes from local lenders and provide guidelines for most lenders to use to qualify borrowers.

### **Fee Appraisal**

The act or process of estimating values of real estate or any interest therein for a fee.

### **FHA-Insured Mortgage**

A loan made by a local lending institution and insured by the Federal Housing Administration, whereas the buyer pays the premium.

### **Firm Commitment**

A lender's agreement to make a loan to a specific borrower on a specific property. An FHA or Private Mortgage Insurance (PMI) agreement to insure a loan on a specific property, with a designed purchaser.

### **Fixed-Rate Mortgage**

A mortgage with a set interest rate for the entire term of the mortgage.

### **FMHA Loan**

A loan insured by the Federal Home Loan Mortgage Corporation (FHLMC), a federally controlled and operated corporation to support the secondary-mortgage market.

### **Foreclosure**

A legal procedure whereby mortgaged property is seized and sold as payment for a debt in the event of default.

# Let's Find Your New Home!



## Glossary of Terms, continued

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### **Freddie Mac**

The nickname for Federal Home Loan Mortgage Corporation (FHLMC), Freddie Mac is a federally controlled and operated corporation to support the secondary-mortgage market. It purchases and sells residential conventional home mortgages.

### **Graduated-Payment Mortgage**

This mortgage offers low initial monthly payments that increase at a predetermined rate and then cap at a final level for the duration of the mortgage.

### **Home Inspection**

A formal survey of a home's structure, mechanical systems, and overall condition, generally performed by an inspector or contractor.

### **Home Warranty**

A policy available to the buyer or seller as insurance against unanticipated home-repair costs.

### **Homeowner's Policy**

A hazard insurance policy covering, at the very least, the appraised value of a house and property.

### **Inspection Contingency**

A written stipulation contained in an "offer to buy" that makes the sales contract predicated upon the findings of a professional home inspector.

### **Installment Debts**

Long-term debts that usually extend for more than one month.

### **Interest**

The predetermined charge or fee paid to a lender by the borrower for the use of monies loaned.

### **Investor**

The holder of a mortgage or the permanent lender. Any person or institution that invests in mortgages.

### **Joint Tenancy**

Joint ownership by two or more persons with right of survivorship; all joint tenants own equal interests and have equal rights in the property.

### **Land Contract**

A contract ordinarily used in connection with the sale of property in cases where the seller does not wish to convey title until all or a certain part of the purchase price is paid by the buyer.

### **Lease Purchase Agreement**

The buyer makes a deposit for the future purchase of property with the right to lease the property in the interim.

### **Lien**

A legal claim against a property that must be paid when the property is sold.

### **Listing**

A contract through which a seller agrees to terms and fees with an agent who will sell the property to a buyer.

# Let's Find Your New Home!



## Glossary of Terms, continued

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### **Loan Commitment**

A written promise by a lender to make a loan under certain terms and conditions. These include interest rate, length of loan, lender fees, annual percentage rate, mortgage and hazard insurance, and other special requirements.

### **Loan-to-Value Ratio**

The relationship between the amount of a home mortgage and the total value of the property.

### **Lock-In Rate**

A commitment made by lenders on a mortgage loan to “lock in” an interest rate pending mortgage approval. Lock-in periods vary.

### **Market Price**

The actual price at which a property is sold.

### **Market Value**

The price that is established for a property by existing economic conditions, property location, size, etc.

### **Marketable Title**

Merchantable title, free and clear of objectionable liens or encumbrances.

### **Mold**

Mold is a superficial and often woolly growth produced on damp or decaying organic matter or on living organisms. See [www.epa.gov/iag/molds/moldguide.html](http://www.epa.gov/iag/molds/moldguide.html) for a guide that provides information and guidance for homeowners and renters on how to clean up residential mold problems.

### **Mortgage**

A legal claim received by the lender on a property as security for the loan made to a buyer.

### **Mortgagee**

The lender of money or the receiver of the mortgage document.

### **Mortgage Broker**

An independent, third-party, licensed broker who arranges loan transactions between lenders and borrowers by facilitating the application and approval process.

### **Mortgage Insurance Premium (MIP)**

The consideration paid by a mortgagor for mortgage insurance either to the FHA or a PMI company. On an FHA loan, the payment is one half of one percent annually on the declined balance of the mortgage. It is a part of the regular monthly payment and is used by the FHA to meet operating expenses and provide loss reserves.

### **Mortgagor**

The borrower of money or the giver of the mortgage document.

# Let's Find Your New Home!



## Glossary of Terms, continued

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### **Multiple Listing Service (MLS)**

A system through which participating brokers agree to share commissions on a predetermined percentage split on the sale of properties listed on the system.

### **Origination Fee**

This fee is a supplemental fee paid buy buyers to lenders, usually stated as a percentage or as points.

### **Personal Property**

Any property which is not real property: e.g., money, savings accounts, appliances, cars, boats, etc.

### **PITI**

Common real estate acronym meaning Principal, Interest, Taxes, Insurance.

### **Point**

A single percent of the loan principal, often charged by the lender in addition to various fees and interest.

### **Prepayment**

When a borrower pays off an entire mortgage before the scheduled payoff date.

### **Prepayment Penalty**

A fee included in the mortgage agreement that is required of the borrower in the event the loan is paid of before the due date. Look for a clause that says, "There shall be no prepayment penalty."

### **Prequalification**

An informal estimate of the "financing potential" of a prospective borrower.

### **Principal**

The amount of money borrowed against which interest and possibly fees will be charged. OR: One of the parties to a contract.

### **Private Mortgage Insurance (PMI)**

Insurance issued to a lender by a private company to protect the lender against loss on a defaulted mortgage loan. Its use is usually limited to loans with high loan-to-value ratios. The borrower pays the premiums.

### **Promissory Note**

A written contract that contains a promise to pay a definite amount of money at a specific time in the future.

### **Pro-ration**

Proportionate division of expenses based on days or time occupied or used by the seller and/or buyer.

### **Purchase Agreement**

A written, legally binding contractual agreement between a buyer and a seller for the purchase of real estate.

### **Qualification**

Ability of a borrower to satisfy a lender's mortgage-approval requirements.

# Let's Find Your New Home!



## Glossary of Terms, continued

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### **Radon**

A colorless, odorless gas formed by the breakdown of uranium in sub-soils. It can enter a house through cracks in the foundation or in water and is considered to be a hazard. Your REALTOR® can supply a radon brochure.

### **Real Property**

Any land and whatever by nature or artificial annexation is a part of it.

### **Referral**

The recommendation by one agent of a potential buyer and/or seller to another agent either locally or long-distance.

### **Refinancing**

The process of applying for a new mortgage to gain better terms or use of equity.

### **Relocation Specialists**

A firm or person specializing in advising buyers or sellers on relocating to different and/or new communities. There are designations for REALTORS that indicate additional educational training. Look for the Certified Relocation Professional (CRP) designation.

### **RESPA Statement**

The Real Estate Settlement Procedures Act requires a precise listing of all closing costs for both sellers and buyers.

### **Return on Investment (ROI)**

The profit gained as the result of money spent on an improvement or addition to a home or property.

### **Settlement Disclosure Statement**

A statement or list providing a complete breakdown of costs involved in finalizing a real estate transaction prepared by the lender's agent prior to closing and reviewed at closing by the buyer and seller.

### **Survey**

The process by which a parcel of land is measured and its area ascertained. Title companies study the survey to check for encroachments.

### **Title**

A legal document that defines the property, right of ownership, and possession.

### **Title Defect**

An outstanding claim or encumbrance on property that affects marketability.

### **Title Insurance**

An insurance policy that protects the buyer against errors, omissions, or any defects in the title.

### **Title Search**

A highly detailed search of the document history of a property title for the purpose of identifying any and all legal encumbrances to the property prior to title transfer to a new owner.

# Let's Find Your New Home!



## Glossary of Terms, continued

### **VA Mortgage**

The Department of Veterans Affairs has made guaranteed mortgages available through banks and other lending institutions to active military personnel, veterans, or spouses of veterans who died of service-related injuries.

### **Variance**

A special suspension of zoning laws to allow the use of property in a manner not in accord with existing laws.

### **Walk-Through Inspection**

The final inspection by the buyers, usually in the company of the buyers' real estate sales agent, to ensure that all conditions noted in the offer to purchase and all seller-related contingencies have been met. This inspection is most often completed immediately prior to the closing and after the seller has vacated the premises.

### **Zoning**

Virtually all local communities have established specific restrictions for land use, new construction, and remodeling activity. These are available to you through a local regulatory department such as the Building Inspector's Department or office or the Planning and Zoning Board.

Anytime you have a real estate question, remember...  
Always Call

**The Orlando Avenue Top Team**  
**407-962-4242**

We are here to help!



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***Let's Find Your New Home!***



# **Your Home-Shopping Scorecards**



# Let's Find Your New Home!



## Your Home-Shopping Scorecards

Property Address: \_\_\_\_\_

What I Liked About This Home: \_\_\_\_\_

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What I Did NOT Like About It: \_\_\_\_\_

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Property Address: \_\_\_\_\_

What I Liked About This Home: \_\_\_\_\_

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# Let's Find Your New Home!



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What I Did NOT Like About It: \_\_\_\_\_

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