



BUYER'S TRANSACTION PROCESS

- Buyer(s) to meet with Lender or other mortgage professional
 - Obtains pre-approval letter
 - Discuss steps to improve credit to lower interest rate
 - Reviews loan programs (any programs for first-time home buyers?)
 - Lender provides the **Loan Estimate** document which details all buyer costs, including deposit money, appraisal cost, application fee, pre-paid taxes, insurance, origination fees, etc.
- This is a good time in the early stages for the buyer to research and choose an attorney and home inspector. Check fee structure.
- Your buyer agent will set up a home search on MLSPIN based on your criteria.
(number of bedrooms, bathrooms, acreage, style, living area, towns...etc.)
- Review the available homes, consider drive by's before requesting showings with your agent.

Once you find a home your agent will:

- Determine an appropriate offer amount based on comparable properties and market conditions.
- Write up the '**Offer to Purchase**' on behalf of buyer after reviewing with buyer all details, concessions, terms, deadlines, etc.
- Present the 'Offer to Purchase' and the initial deposit check (Buyer's personal check) to Listing Agent/Broker.

*****Negotiations Begin*****

The Buyer's Agent:

- Conducts negotiations with Listing Agent/Broker

The three responses from Seller will be to either:

1. accept
2. reject
3. counteroffer (negotiations may go back and forth several times)

Once both seller and buyer agree there is a meeting of the minds and seller and buyer *come to terms*.

Buyer's Rights/Obligations

- Buyer chooses a home inspector to perform a **home inspection** at buyer's cost within 10 days of signed acceptance of Offer to Purchase
 - Other inspections may include Radon, Pest, Lead Paint, Mold, (private sewerage and/or private well if applicable), etc.
 - Buyer and Buyer's Agent typically attend the Home Inspection
 - The Home Inspector will provide buyer a written inspection report (within 24 hours of inspection)
- Buyer and Buyer's Agent will discuss any concerns outlined in the home inspection report, and **within 2 days of date of home inspection, Buyer's Agent must bring forth in writing to the seller's agent** any defects found from the home inspection if buyer is seeking any concessions or repairs from the seller. This period may be longer for Radon testing or other additional testing that buyer indicated in the Offer to Purchase. If the buyer does not wish to proceed with the purchase due to defects found in the home inspection, the buyer must communicate this to the seller in writing. All deposit monies should be returned to the buyer promptly.
(The Buyer's Agent will present a copy of the home inspection report detailing any defect(s) found along with the buyer's written wishes to the Seller's Agent.)
- Seller agrees/disagrees to Buyer's conditions to *repair, and/or compensate* Buyer for issues found from Home Inspection.

If both parties again reach agreement,

- the seller's attorney draws up the **Purchase and Sales Agreement (P&S)** and presents it to the Buyer's attorney for the Buyer's review/approval or for any necessary changes. This is generally completed over the phone or via email between attorneys. Once both parties mutually agree, the Buyer meets with their attorney to sign the Purchase and Sales Agreement and **delivers P&S deposit money** at this time. (Check with attorney in advance for acceptable payment method. Could be a banker's check or a personal check.)

The Purchase and Sales Agreement is then delivered to the Seller's attorney for the Seller's signature. Once this is signed by the Seller, the Purchase and Sales Agreement is executed and supersedes the Offer to Purchase.

IMPORTANT REMINDERS

- Buyer must adhere to all conditions and deadlines put forth on Offer to Purchase.
This is a binding document. Seek attorney for clarification if desired.
- The Buyer's agent remains in contact with all parties to ensure procedures and paperwork are completed in a timely manner.

UPCOMING CLOSING

- Approximately one month prior to closing the buyer will select an insurance company who will issue an Insurance Binder for the property which is required at closings.
- Approximately one week prior to closing the buyer will contact the utility companies to transfer billing ownership.
 - Please check with your attorney on what is needed at closing. A few items you may need to bring are:
 - valid photo ID (driver's license is ok)
 - lender will provide closing document with all fees charges and amounts regarding the transaction (closing costs)
 - the day before or morning of lender will provide what you need to bring for funds to closing if any, finalize anything required
 - personal check and/or bank check
 - closing will typically take an hour or so signing paperwork
 - deed is recorded at the Registry of Deed and the home is yours, keys are provided at that time