

WestUSA  
REALTY



# BUYING A HOME IN ARIZONA

A STEP BY STEP PROCESS

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**Team Minik**

(623) 777-5810 | [homesales@teamminik.com](mailto:homesales@teamminik.com)

2920 N Litchfield Rd. STE 100 Goodyear, AZ 85395

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## MANAGING PARTNER

MICHELLE MINIK



Michelle Minik, founding partner of Team Minik, based in Goodyear, Arizona, a multi-million-dollar producer since the beginning of her career in real estate and has sold over 10.9 million each year for the past 22 years in a row. She has represented over 1107 clients in a wide array of real estate transactions.

Michelle strives for client success by continuing her education, holding designations for Accredited Buyer Representative (ABR), Certified Short Sale Negotiator (CSSN), Online Marketing (ePro), Graduate of the Realtor Institute (GRI), Master of Real Estate (MRE), Short Sale & Foreclosure Resource Network (SFR), and Master Certified Negotiation Expert (MCNE).

She has been recognized for the President's Circle every year since 2010, West USA Top 25 Agent of the month year in year, West USA Top 1%, Office Top Producer (Units & Volume) Goodyear, 236 5 - Star reviews on Zillow and 8 5 – Star reviews on Google, was voted 100 most influential real estate agents in 2016 and Michelle is recognized as West USA Top 50 Women Real Estate Entrepreneur this year 2022.

Michelle has several out-of-state partners and clients that can attest to her knowledge and experience. Personal referral and repeat business clientele prove her immaculate work ethic and character. She understands that buying a home can be a stressful time for her clients, which is why she has carefully hand-picked her team to ensure her clients are provided a stress-free experience with seamless transactions. Michelle is available for her clients both day and night. In her spare time (which may not be very often), she enjoys hitting the green at the Wigwam, hiking the White Tanks, and of course, spending time with her husband and two boys.



# AWARDS AND STATISTICS

## 2022

### **Real Estate Numbers:**

Michelle and her team have successfully sold 1289 homes for her clients equaling a staggering 273 million dollars in gross sales volume.

### **Client Reviews:**

Michelle and her team have achieved and sustained a total of 236 Five Star Reviews on Zillow and 76 4.7-star reviews on Google for her dedication to her clients and her commitment to customer service.

### **West USA's Award of Excellence:**

Michelle and her team continue to be the Top Company Team and The Top Office Producer in both sales volume and units for the last 9 consecutive years for West USA Realty. West USA Realty is currently ranked #42 RisMedia Top 1000 Power Broker in the Nation, #1 In Average Overall Agent Production, and #1 In Average Transaction per Agent as of 2021. Michelle is also recognized as West USA Top 50 Women Real Estate Entrepreneurs this year 2022.

### **West USA Top 25 Agent Award:**

West USA Realty has approximately 3200 licensed real estate agents and Michelle has been awarded the prestigious TOP 25 Agents and Top 10 of the Month 88 times since 2013 with West USA Realty.

### **Bad Debt Crisis:**

During the Phoenix real estate crash Michelle has completed over 83 short sales and helped her clients eliminate more the 17 million dollars in bad debt.

### **Nationally and locally recognized by the following Real Estate Entities:**

The Today Show with Barbara Corcoran for "Best on Market", Fox 10 News "Cool Houses" with Syleste Rodriquez, Phoenix Association of Realtors - Elite Top Producer & Most Influential Agent of the Year, The Best of Trulia - Top Agent Award, Zillow - Arizona Highest Top Ranked Agent, AZ School of Business nominated for the "Real Estate Team of Year".

### **President's Circle and Multi-Million Dollar Producer Award:**

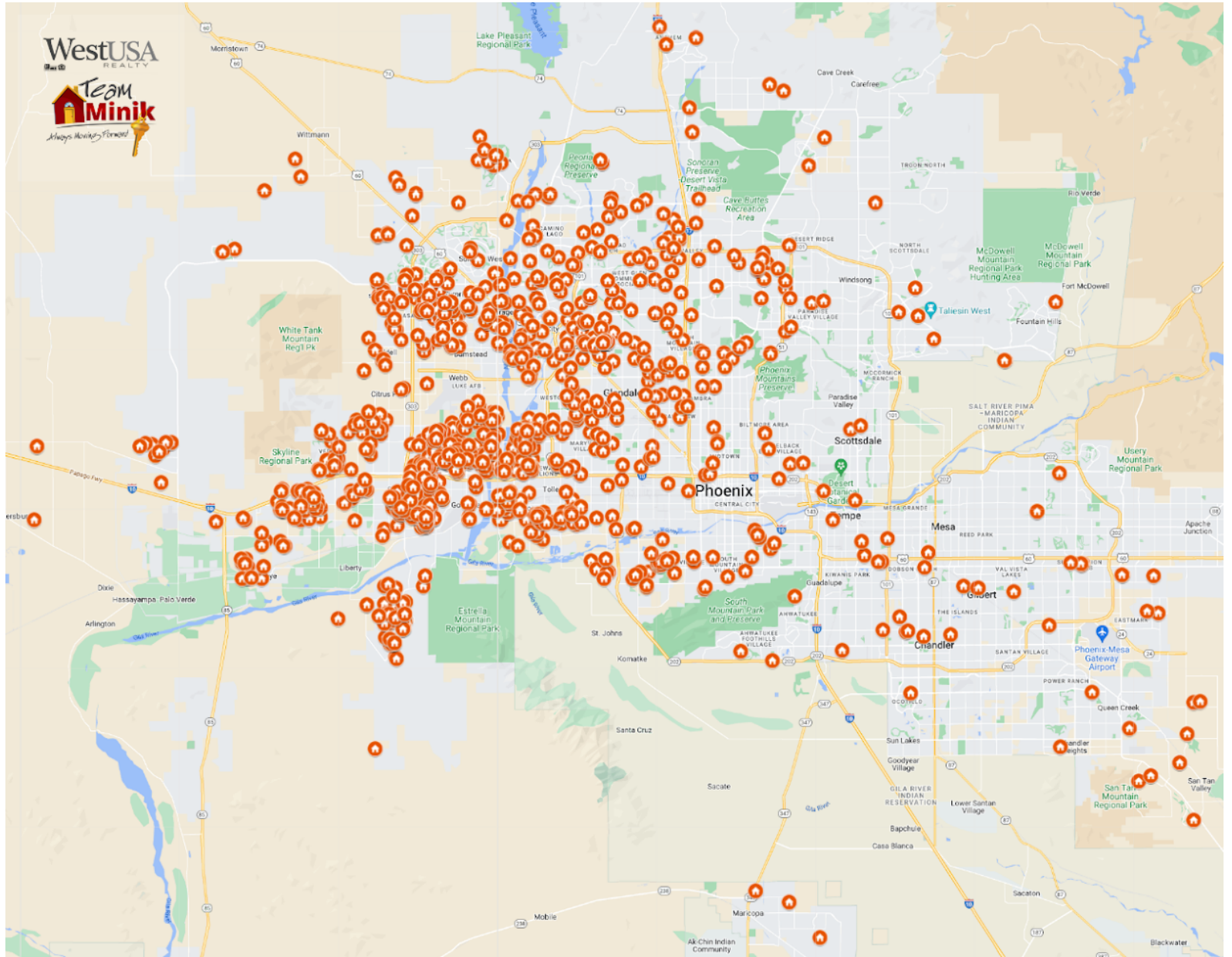
Michelle and her team have been awarded the prestigious Presidents Circle and the Multi-Million Dollar producer award every single year since 2010.

### **We hold the following Real Estate Designations:**

(ABR) Accredited Buyers Representative, (CSSN) Certified Short Sale Negotiator, (CRPM) Certified Residential Property Manager (ePro) Online Marketing, (GRI) Graduate Realtor Institute, (MRE) Master of Real Estate, (MCNE) Master Certified Negotiation Expert, (SFR) Short Sale & Foreclosure Resource Network, TOP5 Network.



# MAP OF ALL CLIENTS TEAM MINIK THRU 2022



# 10 STEPS IN BUYING YOUR HOME



1

## **FIND YOUR AGENT**

MOST IMPORTANT IN TRANSACTION



2

## **LENDER PRE-APPROVAL**

REQUIRED WHEN OFFERING ON A PROPERTY



3

## **FIND YOUR HOME**

PROVIDE YOUR AGENT WITH HOME CRITERIA



4

## **MAKE OFFER**

NEGOTIATE THE DEAL



5

## **DEPOSIT EARNEST MONEY**

PICKED UP, DROPPED OFF, OR WIRED



6

## **INSPECTION**

TYPICALLY 10 DAYS. HOUSE, NEIGHBORHOOD, POOL, TERMITES



7

## **APPRAISAL**

OPINION OF VALUE BY A THIRD PARTY



8

## **CLOSING DOCS**

LENDER PROVIDES TO ALL PARTIES ONCE REVIEWED AND AGREED, SIGNING IS SET UP. BUYER TO BRING FUNDS TO TITLE INCLUDING DP AND CC



9

## **RECORDING**

DEED IS RECORDED IN THE NEW BUYER'S NAME WITH THE COUNTY



10

## **MOVE-IN**

NOW THE REAL FUN BEGINS

5

# BENEFITS OF WORKING WITH TEAM MINIK

**THE TERM “REALTOR®” IDENTIFIES A REAL ESTATE PROFESSIONAL WHO IS A MEMBER OF THE NATIONAL ASSOCIATION OF REALTORS® AND ABIDES BY ITS STRICT CODE OF ETHICS. THEY WILL DIRECT, GUIDE AND REPRESENT YOU THROUGH THE HOME-SELLING PROCESS INCLUDING:**

- Assist you in preparing your home to sell
- Offer recommendations for home improvement and, if necessary, suggest preferred vendors
- Provide current and historical sales and listing data to help in determining fair pricing
- Prepare the Listing Agreement according to your terms and ensure all documents are legally correct
- Enter your home into the Multiple Listing Service (MLS) and market your home to potential buyers and other agents within the real estate community. Only Real Estate Agents have access to the Multiple Listing Service (MLS) which is a database of properties listed for sale by REALTORS®. This database is the primary source for Buyer’s agents who are looking for homes to present to their clients
- Accompany potential buyers and/or agents when viewing your home
- Review all offers, and negotiate when necessary on your behalf
- Prepare any counter offers or purchase acceptance agreements
- Open Escrow
- Oversee all inspections and confirm any counter offer stipulations are met
- Handle any problems which may arise and recommend attorney services if necessary
- Keep you fully informed of all activities that lead to the closing

# BENEFITS OF GETTING PREQUALIFIED FOR A HOME LOAN

**KNOWING AHEAD OF TIME THE AMOUNT OF LOAN YOU QUALIFY FOR CAN TAKE MUCH OF THE MYSTERY AND GUESSWORK OUT OF THE HOME-BUYING PROCESS AND MAY STRENGTHEN YOUR BARGAINING POSITION WITH A SELLER.**

## **Payment**

A prequalification will show you the monthly payment including principal and interest. It may also show you the amount you'll have to pay toward mortgage insurance, hazard insurance and property taxes, which in most cases are added to the monthly mortgage payment. Knowing these figures in advance gives you a precise idea of the future costs of home ownership.

## **Preparations**

The first step is to provide the lender with your basic financial information including:

- Gross income before taxes and deductions, savings and other liquid assets
- Debts, including installment payments on outstanding loans, school loans, credit card debt, personal loans and other home loans
- Credit history

## **Calculation**

In the pre-qualifying process, lenders consider the interest rate and term of the mortgage to determine the amount of the loan. The higher the interest rate, the higher your monthly payments assuming all terms and principal are equal.

## **Results**

Prequalification results reveal the maximum loan amount for which you would qualify. The lender will tell you how much you'll need for a down payment on the type of loan you're applying for, and estimate the closing costs.

## **Considerations**

Most lender guidelines require homeowners to pay no more than about 30 percent of their monthly income toward mortgage payments. Guidelines are calibrated to your credit rating, so those with good credit can generally qualify for a higher mortgage at a lower interest rate and conversely, borrowers with poor credit may find it difficult to find a good rate, or to prequalify for the size of loan they want.



# SEARCHING FOR THE IDEAL HOME

IN ADDITION TO YOUR REALTOR® SEARCHING HOMES FOR YOU, OVER 90% OF HOME BUYERS BEGIN THEIR HOME SEARCH ONLINE. YOU CAN VIEW SEVERAL PROPERTIES IN A FRACTION OF THE TIME IT TAKES TO VIEW THEM IN PERSON. THERE ARE NUMEROUS WEBSITES THAT LIST HOMES FOR SALE AND ALLOW YOU TO SORT BY LOCATION, PRICE, SCHOOL DISTRICTS, BEDROOMS AND MORE. MULTIPLE PHOTOS OR VIRTUAL TOURS ARE TYPICALLY AVAILABLE ON THESE WEBSITES AS WELL.

JUST A FEW OF HOME VIEWING WEBSITES INCLUDE:

- teamminik.com and individual agent website
- Your REALTOR® or their Brokerage website

**Team Minik is your preferred home search option, we have the technology and up to date direct access to**

1. **Set up an individualized search engine**
2. **Have it created totally with your wants and needs specifically.**
3. **Detailed further than any 3rd party general web viewer site**
4. **Leading premier partner with 3rd party platforms, with further information than the public.**

Team Minik has professional account accesses to over thousands real estate search sites. Team Minik has the full Atlas ARMLS platform search abilities. We have a high-level CRM with built in Home Search engines. Reach out to Team Minik, to define your requirements and an auto search of thousands of homes will occur and updates daily if so desired.

# MAKING AN OFFER

WHEN YOU HAVE FOUND A HOME YOU WANT TO BUY, THE OFFER PROCESS BEGINS.

IT WILL LIKELY INCLUDE THE FOLLOWING:

**Purchase Contract Prepared** - With the help of your agent a purchase contract will be prepared for presentation to the seller. This agreement will include your terms of the purchase including how much you are offering for the home and any contingencies, such as home inspections or lender appraisal. Earnest money may also be included.

**Offer is Presented** - Upon completion of the Purchase Contract, your agent will contact the seller's agent and electronically transfer the offer, or make an appointment to present the offer in person.

**Offer is Accepted or Countered** - The seller will evaluate the offer then accept the terms or prepare a counter offer.

**Closing Process Begins** - If the seller accepts, the closing process will begin. If the seller counters, the ball is back in the buyer's court and the buyer must decide if they will accept, reject, or counter the counter offer.

**Be Readily Available** - The offer process typically moves quickly. It's important to be readily available.

# THE HOME INSPECTION & APPRAISAL PROCESS

## HOME INSPECTION

A standard home inspection is typically ordered by the buyer after an offer is accepted and is a visual examination of the physical structure and major interior systems. It is not to be interpreted as a guarantee of any kind or an insurance policy on the condition of the property. A home inspection is not to be confused with an appraisal, a building code inspection, or a guarantee of any kind and/or an insurance policy on the property.

The inspector will review the easily-accessible exposed portions of the structure of the home including the roof, attic, walls, ceilings, floors, windows, doors, and foundation, as well as the heating/air conditioning systems, interior plumbing and electrical systems. Potential problems will be noted. Home inspections are not intended to point out every small problem or any invisible or latent defects in a home.

## SELECTING A HOME INSPECTOR

Your agent, representing you as a buyer, is a good referral for a home inspector. You may also research Home Inspectors online. The home inspector that is retained should welcome your presence during the home inspection and address all your questions and provide a full verbal and written report.

## OTHER INSPECTIONS & TESTS TO CONSIDER

- Lead Paint
- Termite
- Air Quality
- Fungi, mold and allergens
- Urea Formaldehyde Insulation

## HOME APPRAISALS

The worth, or appraised value of the property, will determine how much a lender is willing to loan to buy that particular piece of real estate.

A real estate appraisal is simply that—the expert opinion of a certified, state-licensed professional who determines the value of a piece of property. A home appraisal protects the bank from getting stuck with property that's worth less than they've invested. And it protects you, the buyer, from paying too much for a house.

# SECURING FINANCING

## COMMON TYPES OF LOANS

Contacting your bank early in the home buying process can benefit you not only by helping you determine how much home you can afford, but by providing you with pre-approval confirmation. This confirmation proves to sellers that you are financially qualified to purchase the home, and it can be an influencing factor in negotiations.

When it comes to actually securing financing for your home, your banker can assist you in determining a loan type that best fits your financial situation. A loan type will influence interest rates, payoff rates, the loan period, etc.

**Adjustable Rate Loan:** Adjustable or variable rate refers to the fluctuating interest rate you'll pay over the life of the loan. The rate is adjusted periodically to coincide with the changes in the index on which the rate is based. The minimum and maximum amounts of adjustment, as well as the frequency of adjustment are specified in the loan terms. An adjustable rate mortgage may allow you to qualify for a higher loan amount but maximums, caps and time frames should be considered before deciding on this type of loan.

**Balloon Payment Loan:** A balloon loan is amortized over a long period of time but the balance is due and payable earlier in the life of the loan. (Example: Loan is amortized over 30 years but the payment is due after 5 years. The loan also may be extendable or it may roll into a different type. This could be an option if you expect to refinance before the loan is due or you plan to sell the home before the balloon date.)

**Conventional Loan:** A mortgage loan program where the interest rate does not change for the life of the loan. Also called Fixed Rate Mortgage.

**Conforming Loan:** A mortgage program for up to and including \$647,200 in the continental United States.

**Interest Only Loan:** A non-amortized loan in which interest is due at regular intervals until maturity, when the full principal on the loan is due.

**Jumbo Loan:** A mortgage loan program for \$647,200 or more in the continental United States. These limits are set by the Federal National Mortgage Association and the Federal Home Loan Mortgage Corporation. Because Jumbo Loans cannot be funded by these two agencies, they usually carry a higher interest rate.

**Second Mortgage:** A mortgage on real estate which has already been pledged as collateral for an earlier mortgage. The second mortgage carries rights which are subordinate to those of the first.

**Two Step Mortgage:** An adjustable rate mortgage which has one interest rate for the first part of the mortgage (usually five or seven years), and a different interest rate for the remainder of the mortgage.

# THE LOAN APPLICATION

BELOW IS INFORMATION TYPICALLY REQUESTED BY A LENDER WHEN APPLYING FOR A HOME LOAN.

IT IS RECOMMENDED THAT YOU HAVE THESE DOCUMENTS AVAILABLE PRIOR TO APPLYING FOR YOUR LOAN:

- Picture ID with proof of social security number
- Residence address (past 2 years)
- Names and addresses of each employer (past 2 years)
- Gross monthly salary (base only—overtime & bonus list separately)
- Names, addresses, account numbers & balances of all checking and savings accounts (last 2 months of bank statements)
- Names, addresses, account numbers, balances and monthly payments of all open loans
- Names, account numbers, balances and monthly payments of all credit cards
- Addresses of other real estate owned
- Loan information on other real estate owned
- Estimated value of furniture and personal property
- Certificate of eligibility and DD214s (V.A. only)
- Money for credit report and appraisal
- W2s (2 years) and current check stub
- Full divorce decree, if applicable

## TIPS ON CREDIT TO HELP BUYERS

- Avoid making large credit purchases until after you have closed escrow and the transaction has been recorded. This includes the purchase of cars, boats, furniture, etc. The large payment obligation may PRECLUDE you from QUALIFYING for your home loan.
- Always be aware of your credit balances.
- Do not skip payments. If you cannot make payments consistently, seek professional assistance to help you get on track.
- If you have a problem, contact your creditors immediately.
- Save money on a regular basis. It is wise to have at least three to six months income put away in case of a financial emergency.



# UNDERSTANDING THE ESCROW PROCESS

THE FOLLOWING EXPLAINS THE SEQUENCE OF EVENTS INVOLVED IN AN ESCROW/CLOSING PROCESS AND WHAT PARTY INVOLVED IS RESPONSIBLE. YOUR ESCROW OFFICER IS A "NEUTRAL THIRD PARTY." HER/HIS JOB IS TO GATHER ALL THE DOCUMENTS AND INFORMATION FROM ALL INVOLVED PARTIES TO PREPARE FOR THE TRANSFER OF THE PROPERTY.

Step 1	Escrow Officer	Receives Purchase Contract with earnest money check, opens escrow and orders title commitment
Step 2	Buyer	Has all inspections completed
Step 3	Lender	Begins processing: Orders credit report, appraisal, deposits and verification of employment
Step 4	Escrow Officer	Receives Title Commitment for review and distributes to all parties
Step 5	Escrow Officer	Orders any statements for items requiring payoff per Title Commitment
Step 6	Lender	Receives loan approval and orders loan documents to be sent to Escrow
Step 7	Escrow Officer	Prepares a preliminary settlement statement for review by parties
Step 8	Seller	Signs deed and other related sale documents
Step 9	Buyer	Signs loan documents and deposits funds required
Step 10	Escrow Officer	Returns signed loan documents to Lender
Step 11	Escrow Officer	Receives loan funds from Lender
Step 12	Escrow Officer	Orders recording of Deed and Deed of Trust
Step 13	Escrow Officer	Completes the file by paying the Seller, agents, and all bills in escrow, and sends the final documents to all parties
Step 14	Title Company	Issues title policies to Owner and Lender

# WHAT IS TITLE INSURANCE? WHY IS IT NEEDED?

## **Title Insurance Offers Protection**

The buyer's lender must insure that the quality of the title to the property being purchased, and which the buyer will pledge as security for the loan, is satisfactory. The lender does this by obtaining a lender's policy of Title insurance, often referred to as the ALTA policy.

The lender's policy protects the lender against loss due to unknown Title defects at the time of the sale and in the future. This policy only protects the lender's interest. It does not protect the buyer. That's why the buyer needs an Owner's Policy, which will be issued at the same time as the lender's policy for a one-time fee.

## **How can there be a Title defect if the Title has been searched and a loan policy issued?**

Title insurance is issued after a careful examination of copies of the public records. Even the most thorough search cannot absolutely assure that no Title hazards are present, despite the knowledge and experience of professional Title examiners. In addition to matters shown by public records, other Title problems may exist that cannot be disclosed in a search.

## **What Title Insurance Protects against?**

Here are just a few of the most common hidden risks that can cause a loss of Title or create an encumbrance on Title:

- False impersonation of the true owner of the property
- Forged deeds, releases of wills
- Undisclosed or missing heirs
- Mistakes in recording legal documents
- Deeds by persons of unsound mind
- Deeds by minors
- Deeds by persons supposedly single, but in fact married
- Liens for unpaid inheritance, income of gift taxes
- Fraud

## **What protection does Title Insurance provide against defects and hidden risks?**

Title insurance will pay for defending against lawsuits attacking your Title as insured, and will clear up Title problems or pay the losses. By combining expertise in risk elimination at the time of issuing a policy, and protection against hidden risks as long as the policy remains in effect, your Title insurance protects against Title loss.

# WAYS TO TAKE TITLE IN ARIZONA

## **COMMUNITY PROPERTY**

Arizona is a Community Property State. There is a statutory presumption that all property acquired by husband and wife is community property. Community property is a method of co-ownership for married persons only. Upon death of one of the spouses, the deceased spouse's interest will pass by either a will or intestate succession.

## **COMMUNITY PROPERTY WITH RIGHT OF SURVIVORSHIP (CPWRS)**

This is a method of ownership for a husband and wife that vests title in the surviving spouse upon the death of one of the spouses. The married couple must specifically accept the right of survivorship to avoid the presumption of community property.

## **JOINT TENANCY WITH RIGHT OF SURVIVORSHIP (JTWS)**

Joint Tenancy is a method of co-ownership that gives title to the real property to the last survivor. Title to real property can be acquired by two or more individuals. If a married couple acquires title as joint tenants with right of survivorship, they must specifically accept the joint tenancy to avoid the presumption of community property.

## **TENANCY IN COMMON**

A method of co-ownership where parties do not have survivorship rights and each owns a specific undivided interest in the entire title. If not specified, the interest held is presumed to be equal. Upon death of one of the owners, the deceased's interest will pass by either will or intestate succession.

## **SOLE AND SEPARATE**

Real property owned by a married person that was acquired before marriage, or an interest in real property acquired after marriage by gift, descent or specific intent is sole and separate from the spouse. If a married person acquires title as sole and separate property, his/her spouse must execute a disclaimer deed at the time title is acquired. Title acquired by one individual who is not married, is owned solely by that individual.

## **TRUST**

There are many different types of trusts that can be created through which one or more individuals or investors may take title, provided that the trust is validly formed under a trust agreement as provided under law in the state in which the trust was formed. A trust in itself, however, cannot hold title. A trustee must be named, who would hold title and authority for the trust, as set forth in a trust agreement.

## **CORPORATION**

Title may be taken in the name of a corporation provided that the corporation is duly formed and in good standing in the state of its incorporation.

## **GENERAL PARTNERSHIP**

Title may be taken in the name of a general partnership duly formed under the laws of the state of formation of the partnership. A partnership is defined as a voluntary association of two or more persons as co-owners in a business for profit.

## **LIMITED PARTNERSHIP**

A partnership formed by two or more persons under the laws of Arizona or another state and having one or more general partners and one or more limited partners.

## **LIMITED LIABILITY COMPANY**

A company formed by one or more members under the laws of Arizona or another state, having a member manager or a manager (who is not a member). The LLC is a type of hybrid business structure that is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership.

## **EVIDENCE OF FORMATION AND AUTHORITY**

When title is taken in the name of a legally formed entity, there will be additional title requirements for the appropriate organizational documents for the entity, as well as evidence that the entity has been properly formed and filed in its state of origin. Those documents must also indicate who has been granted authority to sign on behalf of and bind the entity.

Taking title to real property can result in legal and tax obligations and consequences, especially upon the death of an individual owner. You should consult with a qualified attorney or accountant prior to taking title to determine what is best for you.

# ESTIMATING YOUR CLOSING COSTS

## **Appraisal**

This is a one-time fee that pays for an appraisal. The appraisal is made by an independent fee appraiser.

## **Credit Report**

A fee that covers the cost of the credit report.

## **Document Preparation**

There may be a separate fee that covers the preparation of the final legal papers.

## **Loan Discount**

A fee used to adjust the yield on the loan to what market conditions demand. It is often called “points.”

## **Loan Origination**

The lender’s administrative costs in processing the loan. This fee covers the loan.

## **Title Charges**

The Title Company charges fees for a title search, title examination, recording fees, endorsement fees, a settlement or closing fee and notary fees.

## **Prepaid Interest**

Depending on the time of the month your loan closes this per diem charge may vary from a full month’s interest to that of a few days. If your loan closes at the end of the month, you will have to pay interest only for a few days or so.

## **Taxes & Insurance**

You may be required to reimburse the Seller for property taxes, depending on the month in which you close. You will also need to pay a year’s hazard insurance premium up front. Also, you might be required to put a certain amount for taxes and insurance into a special reserve account held by the lender.





# WestUSA

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YOUR TOP TEAM  
2022

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