**Welcome Aboard ! What Happens Next if I am Buying a Home ?**

Buying or selling your home should be a very pleasant experience. Working with the Compass Group at Keller Williams Realty South ( Pittsburgh ) provides you the power of 10 highly skilled agents, with over six decades of experience.

We'll work hard to provide excellent customer service, which begins by explaining some requirements, sharing the many different steps in the process, and communicating often.

***The first step is to get a mortgage pre-approval.***

Fax a copy to 412.291.3304 Attention Bonnie W.

If you are not already working with a lender, several lenders will be referred.

We recognize many excellent local lenders ( in alphabetical order ):

 AAA Mortgage Money Kathy Marsico info@aaamortgagemoney.com

 Bank of England Maria Hickman mhickman@boemortgage.com

 First Commonwealth Tod Novak tnovak@fcbanking.com

Movement Mortgage Lea Steadman Lea.Steadman@movement.com

RMS Mortgage Quinn Zahorchak Quinn.Zahorchak@rmsmortgage.com

Sail Mortgage Don Tiger II tiger@sailmc.com

Victorian Finance D.J. Hammell dj@victorianfinance.com

 WesBanco Lynda Wargo lwargo@wesbanco.com

These lenders have different specialties so if you are a first time homebuyer, looking for some acreage in a rural area, or employed in these fields: Educator / Law Enforcement / Medical ( including support personnel ) we have recognized lenders that are ready to help you.

***What if I am paying cash?***

Cash is a powerful negotiating tool. All sellers will require a proof of funds to be submitted with an offer. And, if you are selling a home, we will require a proof of funds before showing the home. This protects you and your family, as well as the agent. And, of course, it proves the buyer can pay for the purchase.

Fax a copy of your checking statement, savings, or line of credit. You can black - out / redact your account numbers. A statement from your accountant may also work.

***The second step is to review and sign the Consumer Notice and Buyers Agency Agreement***

If you are considering a foreclosure, you will also receive " Working with Foreclosures and Auction Properties "

Please provide your full legal name and current address. This will be required for the offer All signatures may be completed digitally, with a smart phone or any PC or table with an internet connection.

The Consumer Notice explains the many different types of relationships you can have when working with a Realtor.

***The third step is to review the background information on homes that interest you and schedule a tour.***

A copy of the MLS listing, the tax database reports, and comparable sales will be provided to you.

Where sellers disclosures are available, they will be sent for your review.

 Bank owned and Corporate owned homes will not provide a full disclosure, but may provide a property information sheet.

When available, the sellers disclosures will provide information ( to the best of the seller's knowledge ) on the age of the property, any problems they may have had, the age of the roof, information on the heating system, and much more

Blank copies of disclosures are available so that you may familiarize yourself with the format

***Fourth step - schedule a tour of home or homes that meet the criteria.***

* When you are ready to view the home (s), your listing specialist will contact you by phone and follow up by email.
* The Compass Group is comprised of ten very experienced agents, many of whom are also investors. Other members include a real estate attorney and title agent, and a transaction agent to handle all the contracts and keep the closings moving smoothly. The team members cover different areas in Allegheny, Westmoreland. Beaver, and neighboring counties. Together, the Compass Group members work diligently to provide you the absolute best service possible.
* Family members are welcomed to attend.
* If you are considering a bank owned home, please wear sturdy shoes, and bring a flashlight. Most bank owned homes are not appropriate for small children, since utilities are not own and the homes may have some state of disrepair.

***Fifth step in this process - choosing your home***

Once you have reviewed the disclosures, tax information, and comparable sales, you will be ready to place an offer. You'll need:

* Agreement of Sale - this is your offer. It is a 13 page document. You'll receive a Consumer Guide which explains every section, and even provides sample pages. This is also available on our support site
* Estimated Costs Sheet - either from your agent or from your lender, but you will need a signed copy for the Realtor's file
* Earnest funds, often called " hand - money " Your Realtor's brokerage holds this money in escrow, unless the property is a foreclosure or auction, which may have other requirements
* Signed disclosures ( Seller disclosure, Lead Paint, Oil Gas and Minerals )
* Home Warranty - either agree to purchase or waive. ( We can always ask the seller to provide. Most of the time that can be negotiated. This does not apply to foreclosures or auction homes

Please note: For homes that are not bank owned, all contracts can be signed digitally. You can use a Smartphone or PC / tablet, as long as you have an internet connection and can check your email.

Each person that will be on the title must have a unique email address to enable digital signatures.

Bank owned properties : signing must be done in blue ink.

Auction Properties: PLEASE NOTE: When placing an offer on an auction home, you must be prepared to act quickly. If your offer is accepted, within 24 to 48 hours you will need to meet and sign documents and provide certified funds ( earnest money ) usually endorsed to the bank or the title company.

***Escrow Process***

Once your offer has been accepted, a closing agent ( usually an attorney ) will handle all the documents and complete the process. Both buyer and seller can be in the same room

Part 1: Inspections, Disclosures, and Title Search

* Both buyer and seller must sign the contract
* Earnest money deposit is made, usually held by the buyer's broker
* Review sellers disclosure
* Schedule inspections ( home inspection, pest, radon, sewer camera, etc )
* Order surveys ( if applicable )
* Secure home owner insurance

Part 2: The Mortgage Process

* Loan application is completed
* Good faith estimate ( GFE ) is provided by your lender
* Verify income and debt
* Appraisal is ordered

Part 3: Settlement: Working with the Title Company

* Title Search to determine if there are any liens or assessments
* Verify compliance with local municipal regulations ( dye test, occupancy )
* Order tax certifications
* Prepare all paperwork required to transfer the title
* Title insurance is issued
* Closing disclosure ( CD ) also referred to as the " HUD 1" sent to buyer and seller to review.
* Schedule closing date
* Title company reviews all paperwork. Buyers and sellers sign, and signatures are notarized

***Recognized Title Companies***

American Dream Settlement Kevin Hanley, Esq. khanley@adspa.net 412-278-0830

Greater Pittsburgh Settlement Phil Scolieri, Esq.

 Toni Spamer, agent tspamer@scolierilaw.com 412-765-2900

South Hills Settlement Kris Anthou, Esq. krisanthou@aol.com 724-743-1884

Buyer / Seller's name ( please print ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buyer / Seller's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Provided by:

Agent name Bonnie Wisniewski

Agent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_