



LET'S FIND *Home*

Your complete step-by-step
guide to purchasing a home.



A LITTLE BIT *About Me*

Gordon Eatherton, Jr

I have held a Colorado real estate license since 2011. I joined West and Main Homes in 2023. **My clients often describe me as detail oriented, able to bring humor to tough situations and willing to go the extra mile.** I have proven skills and insight that I utilize in negotiations, counseling home-buyer and sellers, and effectively marketing my listings.



A Colorado native, I currently reside in Timnath with my wife, Tina, our two boys Oliver and Aiden, along with our dogs Norman and Archie. I enjoy spending time fishing for trout, cooking on the Big Green Egg and traveling with family. I am on the WildWing HOA Architectural Board.

"Real estate is more than a career to me, it is my passion and has been my life for the past decade. Getting to help people is such a privilege and a pleasure for me."

-Gordon

Why WORK WITH ME?

Here's what you can expect when you work with me to buy or sell:



- Text, phone, DM, email -- however you want to connect, it'll be ME you get **EVERY. SINGLE. TIME.**
- As a buyer, lean on my **11+ years experience** in Northern Colorado so you can enjoy the buying process and feel confident about your home buying decision.
- Long after you close, **I'll be here to help you** navigate life in your new home (or town!), answer questions, or grab a cup of coffee. New clients = new friends!



"Gordon was the perfect Realtor for us. He asks lots of questions to make sure he understands what it is you're looking for. **His patience with us throughout the process was great**, and he kept his eye on the prize even when we were getting discouraged. We're happy to report that he found us our dream home. "

CARL & MELANIE RANDOLPH, HOME PURCHASED IN 2023

"Gordon was excellent. Knows his stuff, personable and responsive. Was great getting to know him, his take on the area and his insight/opinions on the numerous houses we looked at. **Appreciate his time and demeanor.** Would absolutely refer him to friends and family - no doubt!"

ADAM R, HOME PURCHASED IN 2021



WHAT DOES THE *Home Buying Process* LOOK LIKE?

CONTACT ME

So we can get started searching for the home of your dreams!



FINANCES

Obtain a financial pre-approval (proof of funds for cash purchase)
Prepare for additional costs.

SEARCH

Preview potential properties online.
Schedule showings and view the properties you are most interested in



INSPECTIONS

Conduct inspections, and resolve/negotiate any issues from inspection.

UNDER CONTRACT

Deposit escrow, complete loan application and get homeowners insurance quotes.

MAKE AN OFFER

Write an offer to purchase on your favorite property.
Negotiate the terms of the offer and accept the contract.



FINANCING PERIOD

Your lender will order the appraisal.
Obtain homeowners insurance.

CLEAR TO CLOSE

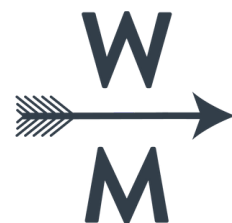
Title company will conduct title search and order survey. Receive closing statement/clear-to-close.
Wire funds to closing company.

CLOSING DAY

Conduct a final walk-through of property and close. Get your keys, it's all yours!



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STEP 1: *Finances*

The Mortgage Process

The very first step of the home buying process is to get a **pre-approval letter** from a lender stating how much you are qualified for, which is **valid for 30-90 days**. Ask me for my lender recommendations!



Pro Tip:

Be sure you do not change jobs, purchase big-ticket items on credit, take out a car or boat loan, or open any other new credit accounts while your mortgage is being processed. .

Questions to Ask Potential Lenders

- 1. What do I need to start the loan process?** Usually, your last two tax returns to show proof of income, recent bank and credit card statements, and proof of your current pay rate.
- 2. Will my down payment vary based on the loan I choose?** A conventional loan down payment is usually 20% of the sales price, but other types of financing require as little as 3.5% to 15%.
- 3. What is the interest rate and the annual percentage rate (APR)?** Everyone talks about the interest rate, but what about APR. It combines the interest rate with the fees a lender charges to originate your loan.
- 4. Can I lock-in an interest rate?** If you think rates will be moving up, ask if you can lock it in for a set period of time.
- 5. What will my closing costs be? Are they a part of my loan, or will I pay them in cash at closing?** Remember, closing costs usually run 3-6% of your loan value so you need to know how they'll be covered.

LENDER QUESTIONNAIRE

Use this questionnaire as you talk with and interview different lenders

Name:

Company:

Phone Number:

Email:

What type of loan do you recommend for me and why?

Will my down payment vary based on the loan I choose?

What is the interest rate and the annual percentage rate (APR)?

Can I lock-in an interest rate? If so, for how long?

What will my closing costs be? Are they a part of my loan, or will I pay them in cash at closing?

Notes:

STEP 2: Home Search

New Home Checklist

Before we hop into the home search, I like to advise my clients to create a **"Needs" list and a "Wants" list**. This will help us to really focus on the things that are most important in your future home.

Don't feel like your first draft has to be your final draft—and above all else, remember **you can't change the location, or the price** you paid so spend a good amount of time thinking through those three before moving on.

Needs might be things like:

- Enough square footage now and future needs
- Sufficient bedrooms and bathrooms
- First floor primary bedroom
- Close proximity to work and school
- Attached two-car garage
- Grassy yard for play area

Wants will look more like:

- Specific paint or exterior color
- Pool or other exterior water feature
- Fenced-in backyard
- Specific carpet, hardwood floors, or tile
- Kitchen amenities like countertops and appliances
- Walk-in shower or double bathroom vanity

Wants vs. Needs

Write down your *needs* and your *wants* in your future home.

NEEDS

WANTS

Searching **STRATEGICALLY** ONLINE

Now that you've got your wants vs. needs list in hand, the fun really begins! It's time to talk about narrowing down those listings and deciding which ones to see in person. No doubt you know the sites (Realtor.com, Zillow), but there is a better way! **Enter RealScout.** Here's how it works:



- **You automatically receive daily emails with updated listings.**

You don't want to restrict your search so tightly that you only have a handful of homes to view. Keeping your wants vs. needs list in mind and expand your geographic search.

- **If you find something that catches your eye, check out the Google street view.**

Online pictures can be deceiving so a virtual 'walk down the street' will give you a better sense of the house and surrounding area.

- **See something that catches your eye on another website?**

Contact me for more details, chances are it is an out of date listing, but it always good to double check in this market.

After you've found a few homes you like, you can **add your feedback or message me directly!** I will call the listing agents to gather pertinent info and gauge the seller's motivation. At this point, it's time to look at the calendar and find a chunk of time to **tour the homes on your shortlist.** Carve out more time than you think you'll need since you don't want to be rushed if you find a home that may be "the one."

MAKING THE *Most* OF SHOWINGS

You're SO READY to get inside those homes on your shortlist and see for yourself if one of them is soon-to-be your new address. I know you're excited, but you gotta go into those showing calm, cool, and with your thinking cap on. Here's a quick list of how to do just that:

Before a showing, read over your wants vs. needs list and revisit your budget.

Having this fresh on your mind will help you stay objective and focused. Take pictures and videos to jog your memory later.

Remember, you can't change the lot or the location so make sure you love both.

I will help you assess whether or not that's the case.

Don't let yourself get distracted by decor or staging.

These things will be gone, so try to stay focused on the things that cannot be changed as easily.

Take your time.

If a home makes a good first impression, let me know. This is one of the largest purchases you'll ever make so it's worth it to learn as much as you can while you're there.



TIPS FOR MAKING AN OFFER *Stand Out!*

So you think you've found "the one" and you're ready to put in an offer—one that will be simply irresistible to sellers. Let's talk about making an offer that stands out.



- Include a **pre-approval letter** that shows that you're serious, qualified, and ready to purchase.
- Use a friendly tone. Let sellers know you want their home—and that you'll be **easy to work with all the way to closing**.
- Put your best foot—and price—forward. You may only get one shot, so make it count. **42% of offers are going above list price.** Use comps and trends as a guide, but go in with a strong number you know a seller would find favorable.
- If you **can pay "all cash," say so.** When you don't need financing, your offer is less risky for anxious sellers.
- Propose to **close quickly and only include contingencies** (conditions you set for the seller to meet) **if you must.**
- I will guide you through putting together an offer that gives you **every advantage in landing the home** of your dreams.

Contract DOCUMENTS AND DISCLOSURES

Exclusive Right-to-Buy: This is an agreement between a REALTOR® and buyer to exclusively use that agent's services for a set period of time. If you go to an open house without your agent, it's important to mention if you've signed one of these.

Closing Instructions: This defines who the title company is being used and their duties.

Wire Fraud: This document explains why West + Main will not be your source for wire instructions. Please read this document carefully. We will review again closer to closing.

Seller's Property Disclosure: This is completed by the seller and outlines property condition based on their actual current knowledge. Additional property conditions may come up during the inspection process.

Fort Collins Occupancy Disclosure: In Fort Collins, it is illegal for more than 3 unrelated people to live together or, in the case of a family, for them to live with more than 1 additional unrelated person.

Lead Based Paint Disclosure: For houses built prior to 1978.

Source of Water Disclosure: This discloses the source of water for the property, whether it be public, well, or other.

Square Footage Disclosure: This discloses the square footage of the property, whether it be from public records, building plans, a prior appraisal, or other professional.

Mold Disclosure: Some real estate companies furnish this disclosure as part of the buying process. It doesn't necessarily mean that the home has mold.

STEP 3: Under Contract

We're under contract... now what?

You made an offer, and it has been accepted—go ahead, cue the confetti! And while it'll be a few more days until you can move in, you're well on your way to closing the deal on your new home sweet home.

Here's a **quick rundown on what happens after you make an offer** and your new home is “under contract.”

- First, I will carefully review important dates and information you will need to know to ensure a successful closing. I also provide a **checklist and electronic calendar** for your reference.
- You'll need to meet with a **mortgage lender** to firm up financing details and lock in your interest rate.
- Once the **home inspection report** comes in (and you should definitely request a home inspection), we may need to negotiate any repairs with your seller.
- Towards the closing date, the **title company** will send documents to review and verify funds.



STEP 4: Home Inspection

The home seems fine, do I really need a home inspection?

You may think the home is in perfect shape, but some of the costliest problems are difficult to spot: leaks, termite damage, foundation issues, poor ventilation, faulty wiring, and drippy appliances. If you are getting a loan, the **lender will require** you to obtain home insurance.



Steps to a Home Inspection

Step 1: Inspector Selection

An inspector should spend 2-4 hours at the home evaluating the plumbing, electrical, roofing, foundation, HVAC and exterior of the home. The average cost is \$350.

Step 2: Radon Test Options

Radon tests are recommended especially if the home has a basement. Radon is a colorless, odorless gas that can rise up through the soil in cracks, dirt floors, slab joints and sump pits.

Step 3: Review Inspection Report

Inspectors provide a summary of items needing attention, in addition to a full home inspection report. We review this information together, to determine next steps for submitting an Objection and coming to a Resolution with the seller.

Pro Tip:

Schedule all inspections immediately, so if we need to negotiate any repairs we can before the inspection period ends.

STEP 5: *Closing Time*

Appraisal

An appraisal is an estimate of the value of the property by a licensed professional appraiser. The goal of the appraisal is to verify the value of the property for the lender and to protect you from overpaying. The contract is contingent upon whether the appraisal comes in at or above the purchase price.

Who Selects the Appraiser?

If a lender is involved, they will stipulate what company conducts the appraisal and the cost. Some mortgage lenders, like FHA, have their own list of appraisers that are qualified for that specific financing. The average cost is between \$350-\$600.

My Prep Work

I will prepare an in-depth document packet including comparable homes that are for sale or have recently sold, some key highlights of the home as well as current market conditions. This will assist the appraiser in determining a fair and adequate value.

What if the Home Doesn't Appraise?

Options are to bring additional funds to closing, this is call appraisal gap coverage, to negotiate with the seller to reduce the price of the home, or terminate the contact.

Survey or ILC

The (Improvement Location Certificate) may be required by the title company to close. This usually comes up when there is a structure, (shed, fence, home...) that is too close to the property line. The survey will show all encroachments and boundaries of the property.

Title

Title will conduct a search to ensure there are not any outstanding liens, judgements, restrictions, easements, leases, unpaid taxes, water rights, or mineral rights that are associated with the property. This is done to issue a title insurance policy that protects lenders or owners against future issues that may arise over ownership of the property

FAQS: *Closing*

Closing Time!

You've gotten the "clear-to-close" and we've scheduled our closing date and time – let's answer some questions you may have about closing day:

Q: When do we do the final walk-through?

A: The final walk-through allows you, as the Buyer, to do one last walk through before closing to confirm that the seller made the repairs that were agreed upon and to make sure no issues have come up while under contract. We will typically schedule this right before closing.

Q: Who will be at closing?

A: Situations vary, but you can expect some combination of these folks: Buyer (that's you!), seller, real estate agents, mortgage lender, and title company representative.

Q: What will I do?

A: Stretch those fingers and get ready to sign, sign, sign a lot of paperwork. (And always, always ask if you have any questions.) At closing, the seller will sign ownership of the property over to you, and you'll sign to receive possession.

Q: What should I bring?

A: Bring a photo ID, a smile and a comfortable pen. I will inform you of any other specific documents. The good news is once you've signed the last page, it's time to get a hold of those keys and celebrate!



YOUR *Moving* CHECKLIST

3-4 WEEKS BEFORE

- ☐ Declutter, discard & donate
- ☐ Collect quotes from moving companies
- ☐ Locate schools, healthcare providers in your new location
- ☐ Secure off-site storage if needed
- ☐ Choose a mover and sign contract
- ☐ Create a file of moving-related papers and receipts
- ☐ Contact homeowner's insurance agent about coverage for moving
- ☐ Contact insurance companies to arrange for coverage in new home

2-3 WEEKS BEFORE

Notify the following about your change of address:

- ☐ Banks + Post Office
- ☐ Credit Card Companies
- ☐ Insurance Companies
- ☐ Family + Friends

Notify utility companies of date to discontinue or transfer service:

- ☐ Electric
- ☐ Water
- ☐ Trash
- ☐ Gas
- ☐ Internet
- ☐ TV

1-2 WEEKS BEFORE

- ☐ Notify DMV of new address
- ☐ Discontinue additional home services (housekeeper, gardener/lawn service)
- ☐ Start using up things you can't move, such as perishables
- ☐ Close/open bank accounts
- ☐ Arrange for child and pet care on moving day
- ☐ Notify HOA about upcoming move, reserve elevator usage

FINAL WEEK BEFORE

- ☐ Confirm final arrangements
- ☐ Arrange transportation for your pets and plants
- ☐ Review your moving-day plan with moving company
- ☐ Take a picture in your home
- ☐ Pack an essentials box for quick access at new home
- ☐ Label moving boxes with the contents inside

FAQS: The Buying Process

What's the difference between pre-approved and pre-qualified?

While often used interchangeably, these terms don't mean the same thing. Pre-qualification is an estimate of what you may be approved for based only on the verbal information you provide. Pre-approval means the lender has verified your income and debt information and run a credit check.

Can you show me a house if it's not your listing?

Absolutely. As a buyer's agent, I can show you any house listed in our MLS system, and I will contact FSBO sellers on your behalf. As mentioned above, working with me as your buyer's agent ensures that your interests are protected.

How do we write an offer?

When you find the property you want to make an offer on, I will run a Comparative Market Analysis (CMA) to help determine a fair offer amount. I will also guide you through the additional terms of the contract, such as the earnest amount, closing date, and any additional terms you want to be added to the offer.

What if I want to back out of a contract?

You always have the right to back out of the purchase, but you may lose your earnest deposit. If the contract is contingent on a property inspection, you usually have the right to cancel during the inspection period. Once the inspection period has passed, you cannot back out and keep your deposit unless the seller agrees, or an additional term has not been met.

What happens if there are other offers on the house I love?

If a seller receives multiple offers, usually their agent will inform the buyers that multiple offers have been received and the buyers have another opportunity to alter their original offer to present their "highest and best" offer. Keep in mind that many factors may influence the seller in addition to the offer price, such as the down payment amount, closing date, and inspection terms.

What happens when my offer gets accepted?

Once both parties have agreed on all terms and signed the contract, your earnest deposit must be made and you should schedule the home inspection. Your lender will receive a copy of the contract and will begin processing your mortgage application.

KEY *Vocab* TO KNOW

Active

The property is actively for sale. The sellers may have received offers but have not accepted any yet.

Affordability

The measure of whether someone earns enough to qualify for a loan on a typical home based on the most recent price, income, and mortgage rate data.

Back on market

This property was under contract with another buyer and their contract fell through, so it is Active again.

CMA

A Comparative Market Analysis compares the sales price of similar properties in the area to help determine the price of a property.

Closing costs

The fees that the buyer and seller will owe associated with the home-buying process, such as the real estate brokerage commission and title insurance. Most are paid by the buyer.

Contingency

A provision of the contract that keeps the agreement from being fully legally binding until a certain condition is met.

FSBO

For Sale by Owner. The owner of the home has it listed without an agent. A Buyer's agent can usually still show the home.

Listing

Refers to the for-sale home itself, although it technically means the agreement between the broker and the owner of the home to market and sell the property.

Metro District

Metro districts are special taxing districts that are formed as independent entities that finance, design, acquire, install, construct, operate, and maintain public improvements that are not otherwise provided (think streets, electrical, water taps, etc.)

MLS

The Multiple Listing Service is used by real estate broker's to search for and list properties. Membership isn't open to the general public, although selected MLS data may be sold to real estate listing websites, like Zillow.

Pending

The property owner has accepted an offer and are under contract with a buyer. Their agreement may be contingent upon a variety of contingencies: inspections, appraisal, financing, and more. The home is not sold just yet.

Title insurance

An insurance policy that protects a mortgage lender's or owner's interest in real property from assorted types of fraudulent claims of ownership. This is typically paid for by the buyer.

HELPING YOU FIND *Home!*



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