



BUYER

handbook

HOME BUYER GUIDE

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KELLERWILLIAMS.  
COMMUNITY REAL ESTATE  
BROKERAGE, INDEPENDENTLY OWNED AND OPERATED

REALTOR®



contact

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## profile

I've lived in and grown up in the communities of Durham Region and Northumberland County, spending time in places like Bowmanville, Oshawa, Roseneath, Colborne, Port Hope & Cobourg. These areas are close to my heart, and I know them inside and out. I'm passionate about supporting local businesses and finding meaningful ways to give back to the communities I call home.

My background brings a unique blend of skills to real estate. With experience in Interior Design, project managing a new house build, creating floor plans, working with waterfront and flip properties, and navigating permit approvals and inspections for home renovations, I offer expertise that adds significant value to my clients. I also bring previous experience in emergency services, which has shaped my ability to stay calm, organized, negotiate and be solutions-focused in any situation.

Excellent communication and top-tier customer service are the cornerstones of how I approach every client relationship. I deeply respect the trust my clients place in me and never take it for granted. I am here to move you –literally and figuratively–toward your real estate goals. Let's work together to make your dreams a reality!

*Marquis*  
REAL ESTATE & CO.

IS COMMITTED TO SERVING YOU!

*commitment* to excellence:

- Consistently go above and beyond for clients to create a stress free and smooth process in finding and negotiating the purchase of client's dream homes.
- Honesty and Integrity are integral as part of the Realtor / Client relationship.
- Continuous education to stay on top of current market trends and always improving skill sets to better serve clients.
- Real estate is about connecting with others, creating a deeper understanding of client's current needs and striving to help them achieve their real estate goals.

*customized* to fit your needs:

- Waterfront Properties
- Investment Properties
- Flip Properties
- Residential Properties
- Rural Properties

*proven* and consistent success:

- Enjoy working with repeat clients
- Creating connections and demonstrating integrity with clients has lead to high success in word of mouth referrals.
- Established relationships with vendors and contractors who provide services to clients.

# Steps to a Home Purchase

## STEP 1

- DETERMINE YOUR GOALS
- GET MORTGAGE PRE-APPROVAL
- SEARCH FOR HOUSES

## STEP 2

- WRITE AN OFFER & NEGOTIATE
- HOME INSPECTION
- HOME APPRAISAL

## STEP 3

- SECURE FINANCING
- REVIEW DOCUMENTS
- TITLE SEARCH

## STEP 4

- LAND TRANSFER TAX
- HOUSE INSURANCE
- FINAL CLOSING COSTS

## STEP 5

- SCHEDULE UTILITY TRANSFER
- FINAL WALK THROUGH
- CLOSING PROCESS



## STEP 1

# DETERMINE YOUR GOALS: NEEDS VS. WANTS

Many times we want to have everything; however, the budget does not allow for that. Determine what is a "need" versus a "want" and what your overall real estate goals are.



## GET MORTGAGE PRE-APPROVAL

Initially you'll provide some financial information to your lender, such as your income and amount of savings.

For preapproval, your lender will need T4 statements, paystubs, letter of employment and to run a credit check.



## SEARCH FOR HOUSES

You will need to establish a criteria based on your "needs" versus "wants" and we will begin the search for your dream home! When new listings come up which catch your attention, I will arrange a showing appointment and attend with you to view the home.





## STEP 2



### WRITE AN OFFER

After touring homes in your price range, I'll assist you in writing an offer on the right home. We'll present a fair offer based on the value of comparable homes in the area. We may need to negotiate this offer with the Sellers until accepted.

### HOME INSPECTION

The immediate step after making an offer and having it accepted is to complete any inspections that the offer was contingent upon. If one of the contingencies was a home inspection, you'll have a certain number of days to complete this after the offer is accepted.

### HOME APPRAISAL

An appraisal is an estimate of the value of a property. Although the primary goal is to justify the Lender's investment, the appraisal can also protect you from overpaying. Your Lender will typically hire the appraiser and charge you a fee for the service at the closing.



## TITLE SEARCH

Title is the right to own, possess, use, control and dispose of property. When purchasing a home, you are actually buying the seller's title to the home. Before the closing, a title search will be conducted by your lawyer for any problems that might prevent you from a clear title to the home.

You will also want to determine how you wish to hold title to the property - especially if you're buying with a spouse, a partner, family member, or colleague. These are discussions which will be had with the lawyer in preparation for closing day.



## SECURE FINANCING

After the lender approves your loan, you will get a commitment letter that stipulates the loan term and terms to the mortgage agreement. This final commitment letter will be provided to you through the lawyer which will include the annual percentage rate and the monthly costs to repay the loan. It will also include any loan conditions prior to closing and lawyer instructions.

## REVIEW DOCUMENTS

Once financing is secured and home inspection report completed we will review it together. You will then decide if there are any counter-offers to the Seller, asking that items considered defective or problems relating to the safety of the home are corrected prior to closing.

# Tips for: MORTGAGE FINANCING

Always check with your mortgage broker before doing any of the following prior to **closing** on your home:



## *Making a big purchase:*

Avoid making major purchases, like buying a new car or furniture, until after you close on the home. Big purchases can change your debt-to-income ratio that the lender used to approve your home loan and could throw the approval into jeopardy.

## *Opening new credit:*

Do not open any new credit cards or get a loan without speaking to your lender first.

## *Missing any payments:*

Pay your bills on time to keep your credit score from dropping.

## *Cashing out:*

Avoid any transfers of large sums of money between your bank accounts or making any undocumented deposits, both of which could send "red flags" to your lender.

## *Keep the same job:*

Be kind to your boss and keep your job. Don't begin looking for new work right now, unless it's a second job to make extra money.



# Tips for:

## USING AN ATTORNEY WHEN BUYING REAL ESTATE

### WHY?

Buyers may wonder why to use an Attorney if they already have a contract with the Seller. An Attorney who practices Real Estate Law will provide the Buyer with experienced insight and expertise, giving them peace of mind during the closing process.

**An Attorney may provide the following:**



#### DOCUMENT REVIEW

Contacts the Seller's Attorney to ensure the Title Commitment (which discloses all liens and titles existing on the property) is reviewed.

Reviews all documents prepared by Seller's Attorney for closing, including the Deed (which conveys the title to the Buyer.)



#### CLOSING FIGURES REVIEW

Verifies closing figures from the Seller's Attorney. These figures include all expenses concerning the sale and satisfaction of liens and encumbrances on the property.

Obtains the most recent tax information and tax assessment for the property to prepare closing figures.



#### LEGAL ADVICE

Provides legal advice in any negotiations post contract, including inspection issues, delays with closing, and more.

Remains available through the closing process and meets with you to review all documents being presented.

## STEP 4

### LAND TRANSFER TAX

As part of the requirement when you purchase a property in Ontario, the government requires you pay Land Transfer Tax which is based on the purchase price of your home. If you are a first time home buyer, you may be eligible for the rebate of up to \$4000. For further calculations go to a Land Transfer Tax Calculator or speak to your realtor.

### HOUSE INSURANCE

Lenders require proof of insurance (scheduled to start on closing day) on a home before issuing a mortgage. You will need to provide this proof to your Attorney when you meet with them to sign final documents.

### FINAL CLOSING COSTS

You won't know your final cost for closing until the last couple of days. Your Attorney will advise you of this and provide a summary document to you. It will include Lawyer's Fees, Land Transfer Tax, Title Insurance & any remaining amount of your down payment



## HOW LAND TRANSFER TAX IS CALCULATED!

### How To Calculate Land Transfer Tax (LTT)

\$0 - \$50,000 @ 0.5%.	= \$250
\$55,001 - \$250,000 @ 1%.	= \$1949.99
\$250,001 - \$400,000 @ 1.5%	= \$2249.99
\$400,001 + UP @ 2%.	= Difference

#### Example:

A home which is purchased for \$700,000 will have to pay \$4449.98  
+ any surplus above the \$400,000.00.

$\$250 + \$1949.99 + \$2249.99 + \$5999.98 (\$299,999 \times 2\%) = \$10,449.96$

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Land Transfer  
Tax (LTT)  
Calculator



## STEP 5

# CLOSING

## SCHEDULE UTILITY TRANSFER

Prior to closing you should change all utilities into your name. On closing day be sure to read the water meter and report that back to your township so that you don't pay for the previous owners water usage.

## FINAL WALK THROUGH

Prior to closing you can do a final walk through of the property if your Purchase Agreement allows for a visit and you have not previously used them up. While walking through you want to check for any outstanding items which were removed or left, as well as no extensive damage or water issues with the property.

## CLOSING PROCESS: WHAT TO EXPECT

The Attorney's office will look over the purchase contract to: identify what payments are owed and by whom; prepare documents for the closing; conduct the closing; make sure taxes, title searches, real estate commissions and other closing costs are paid; ensure that the buyer's title is recorded; and ensure the Seller receives any money due. The home officially becomes yours when money & title has been transferred. After closing make sure to hold onto all your documentaion for future purposes.

## CLOSING PROCESS: YOUR COSTS

Some of the most common fees include:

- Attorney fees
- Title search and title insurance
- Lender fees
- Appraisal fees
- Local transfer taxes

## CLOSING PROCESS: WHAT TO BRING

- A valid government issued photo ID
- Cashier's check for the total amount due
- Outstanding documents for the title company or Attorney's office



# BUYING YOUR HOME

# checklist

## 1 PARTNER WITH AN AGENT

- ☐ Get local insight
- ☐ Get to know neighborhood inventory
- ☐ Review market averages
- ☐ Complete needs versus wants

## 2 GET PRE-APPROVED

- ☐ Understand what you can afford
- ☐ Determine your monthly mortgage payment
- ☐ Understand your debt ratio
- ☐ Prepare for deposit & closing costs
- ☐ Obtain a pre-approval letter

## 3 FIND YOUR NEW HOME

- ☐ Compare home and neighborhood averages, narrow down neighborhoods you want
- ☐ Identify your favorite homes
- ☐ Nix homes that don't meet the mark
- ☐ Schedule home tours and plan an itinerary with your agent
- ☐ Decide on your dream home

## 4 MAKE OFFER & NEGOTIATE

- ☐ Review contract terms and time limit for offer
- ☐ Negotiate purchase price
- ☐ Choose a lawyer to work with for closing
- ☐ Shop home insurance options
- ☐ Prepare for down payment, earnest money
- ☐ Choose a target closing date
- ☐ Sign the offer
- ☐ Deliver deposit cheque or e-transfer
- ☐ Stay in close contact with your agent

## 5 UNDER CONTRACT

- ☐ Secure home financing with lender
- ☐ Acquire home insurance and send proof to your lawyer.
- ☐ Schedule home inspection/negotiate repairs, if needed
- ☐ Send paperwork to Lawyer for title search & obtaining title insurance
- ☐ Schedule closing day off work
- ☐ Stay in close contact with your Agent, Lender, and
- ☐ Lawyer

## 6 BEFORE YOU CLOSE

- ☐ Transfer final funds for closing costs
- ☐ Reserve a moving company set a moving date
- ☐ Change your address through Canada Post, your bank, and other companies
- ☐ Set up your utilities to be activated or transferred
- ☐ Schedule the final property walk-through
- ☐ Designate a safe, dedicated space to save your final paperwork
- ☐ Stay in close contact with your Agent, Lender, and Lawyer

## 7 LAWYER'S OFFICE: WHAT TO BRING

- ☐ Any funds left owing. This will be provided by the Lawyer.
- ☐ Government-issued Photo ID(s)
- ☐ Proof of house insurance
- ☐ Your cheque book

## 8 CLOSING DAY

- ☐ Keep in contact with your Lawyer
- ☐ Wait for notification your property has closed
- ☐ Save your paperwork in your pre-designated spot  
When you get inside, check all appliances are working.
- ☐ Do a water meter reading.



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choose

A TRUSTED REAL  
ESTATE ADVISOR  
WITH THE EXPERTISE  
TO HELP  
SAVE YOU MONEY!

your  
Dream  
home

IS WITHIN REACH.

considering

BUYING OR SELLING?

Navigate the real estate market  
with the proper guidance -

- ✓ a proven marketing plan
- ✓ experienced negotiation
- ✓ tips on staging your home
- ✓ constant contact
- ✓ professional photography
- ✓ honesty & integrity



visit online

contact

TO SET UP AN  
APPOINTMENT



customer  
testimonials

JORDAN B & STACEY A.



"Working with Amy Marquis was fantastic! She helped my fiancé and I buy our first house back in September! She was so knowledgeable and informative. Amy even followed up after we had moved in to make sure everything was going ok and to see if she could help in any way. I highly recommend working with Amy."

MARG & STEW



"Amy is loyal to her clients with respect and encouragement in finding the home they need. She is gifted with knowledge that is valuable to all generations who are seeking to fulfill their dreams for a home of their own. Amy experience of building her own home and knowledge of interior design are strengths she brings when accompany you in your house search. We were appreciative of her keen eye and honesty is pointing out features that will meet her clients needs while respecting her clients' areas of concern during viewing. Having Amy on your house shopping journey will leave you a happy satisfied customer."



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