



ADDISON & MAXWELL
real estate

Buyer's Resource Guide





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BUY YOUR HOME WITH CONFIDENCE

We help you buy your real estate without all of the complications.

Addison and Maxwell provides exceptional service to you by balancing old school professionalism with a friendly, truly personal approach – with us, buying real estate doesn't have to be so stressful. We are singularly focused on helping you achieve your real estate goals and getting you closer to your life's vision. You deserve to have transparency and ease throughout the buying process, and we're here to give it to you.

TAKE ADVANTAGE OF OUR EXPERIENCE

Addison and Maxwell has over 115 years of combined experience when it comes to real estate and you can trust that our experience will provide you with the best experience. But more importantly, you're more than just a sale to us.

Bottom-line, you want to find the perfect home, but all of the information and decisions required in the real estate process makes you feel overwhelmed. That's why using a trusted real estate agent as your guide is the key to success. When it comes to finding the perfect home for you, there is more to it than just browsing the internet. Your wants and needs are unique to you and require a real estate guide that listens, finds the perfect properties to show you, and negotiates on your behalf so you pay the right price. With us, you'll never have to settle for a home that isn't perfect for you and you'll gain peace of mind throughout the whole process.

FIND YOUR PERFECT HOME

OUR PROCESS SIMPLIFIES THE COMPLICATED

We don't take the transactional approach to sales—churning through transactions as quickly as possible so we can move on to the next. You deserve more from the professional you decide to work with, so we dedicate ourselves to making sure you get the most out of your experience with us. Here's how.

1

Choose your Realtor. Kick off the process by choosing to move forward with your Addison & Maxwell realtor.

2

View homes. Enjoy the process as we do the work and negotiate the perfect home on your behalf.

3

Achieve your goals. By the end of this, all that will be left is to call the moving company and start packing as you move into the home of your dreams.

“They really take the time to find the perfect house, and won't try to make something fit that isn't exactly what you're looking for.

—Kati Petersburg



ADDISON & MAXWELL IN NUMBERS



Nearly

Half a Billion

Total Sales Volume Since Inception



92%

of our Clients
Come to us by
Referral and
Repeat Business



Nearly

Two Centuries

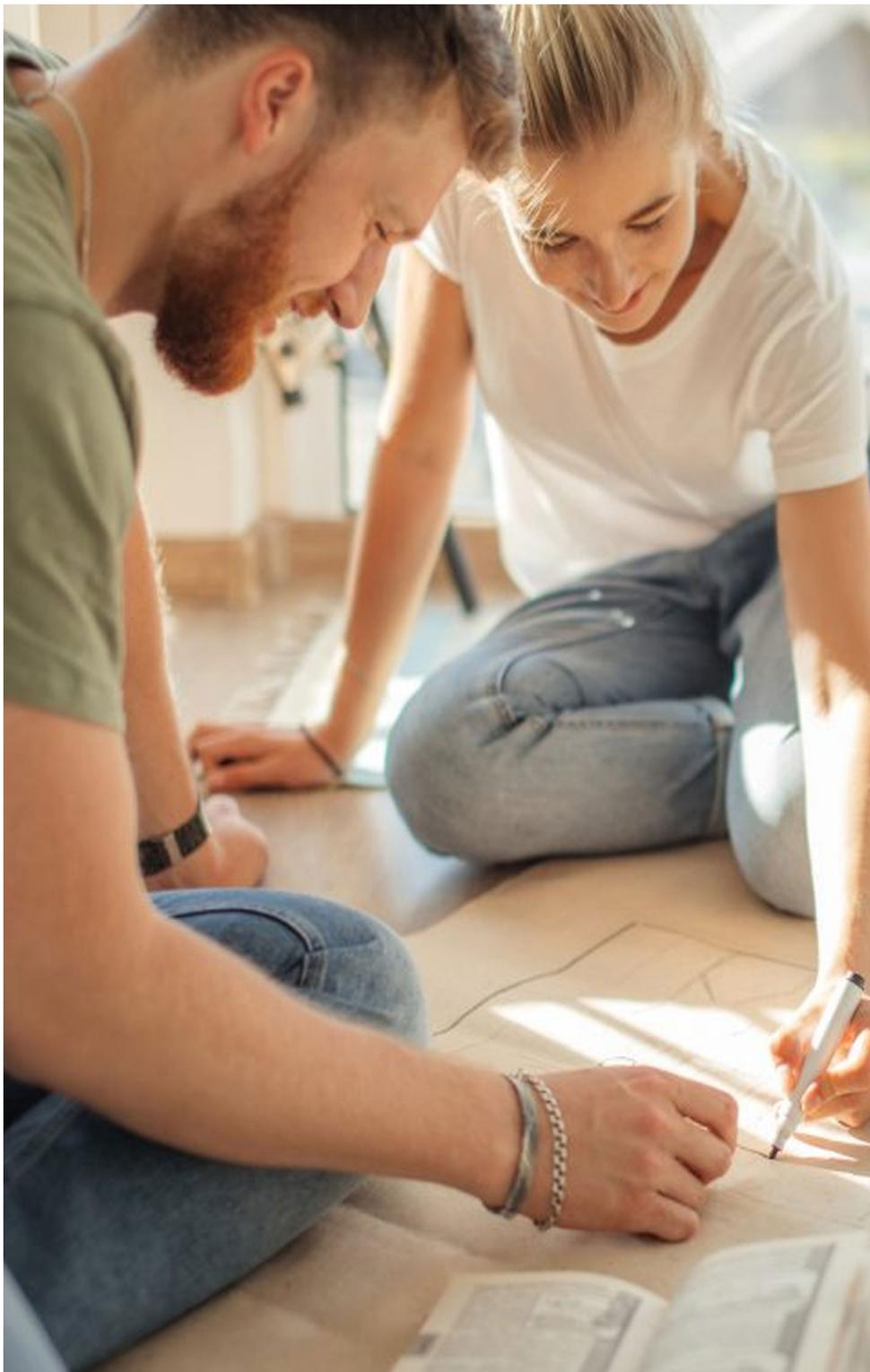
of Combined Experience Under our Belts

YOUR BUYING PROCESS TIMELINE



YOUR SELLING PROCESS TIMELINE





OUR PURCHASING PATHWAY



OUR PURCHASING PATHWAY

Buying a new home is a big decision and you don't want to make a mistake – especially when it comes to one of the largest financial transactions that you'll likely ever make.

That's why we have a step-by-step game plan laid out for you called the Purchasing Pathway. The Purchasing Pathway is your resource to understand the Addison and Maxwell buying process. After reading this, you'll rest assured knowing that you're in good hands. Our goal is to help you gain transparency throughout your buying process and help you find your ideal home – without all the stress.



THE PURCHASING PATHWAY IN 8 SIMPLE STEPS



Determine the
Purchasing
Parameters



Get
Pre-Approved



View Homes



Make the Offer



Home Inspection



Transaction
Management



Clear & Open
Communication



Client
Appreciation
Program



WHAT'S YOUR DREAM HOME?

The first step to buying your dream home is defining what exactly that dream home is. When you go into the buying process with a clear picture of what you want, we'll be able to help pick properties that are right for you. Use the questions on this page and the checklist on the next page to figure out what dream home means to you.

What are your preferred neighborhoods/locations?

Are there other neighborhoods/locations that you would be open to considering?

What are important factors to you when you're deciding where to buy a home (i.e. school, near public transit, near downtown, etc.)?

PROPERTY PREFERENCES

Property Details: Type/Style

- Any
- Condo/Townhouse/Co-op/Apartment
- Manufactured/Mobile Home
- Land
- Single Family Home
- Multi-Family Home
- Farm/Ranch

Price from: _____

Price to: _____

Number of Bedrooms: _____

Number of Bathrooms: _____

Square Footage from (sq.ft.): _____

Square Footage to (sq. ft.): _____

Lot Size from (in sq. ft.): _____

Lot Size to (in sq. ft.): _____

Checklist

Property Details

- | | |
|--|---|
| <input type="checkbox"/> Golf Course View | <input type="checkbox"/> Community Security |
| <input type="checkbox"/> Water View | <input type="checkbox"/> Community Clubhouse(s) |
| <input type="checkbox"/> Senior Community | <input type="checkbox"/> Community Park(s) |
| <input type="checkbox"/> Hill/Mountain View | <input type="checkbox"/> Community Golf |
| <input type="checkbox"/> City View | <input type="checkbox"/> Community Swimming Pool(s) |
| <input type="checkbox"/> Lake View | <input type="checkbox"/> Community Tennis Courts |
| <input type="checkbox"/> River View | <input type="checkbox"/> Community Spa/Hot Tub(s) |
| <input type="checkbox"/> Recreational Facilities | <input type="checkbox"/> Community Horse Facilities |

What are your dream features?

What are your non-negotiables?

Property Details

- Garage - 1+ Cars
- Garage - 2+ Cars
- Garage - 3+ Cars
- Carport
- Single Story
- Two or More Stories
- Dining Room
- Family Room
- Den/Office
- Laundry Room
- Basement
- Game Room
- Central Air
- Forced Air
- Central Heat

Property Details

- Hardwood Floors
- Fireplace
- Swimming Pool
- Spa/Hot Tub
- Tennis Court(s)
- RV/Boat Parking
- Horse Facilities
- Pets Allowed
- Lease Option
- Energy Efficient Home
- Disability Features
- Corner Lot
- Cul-de-Sac
- Golf Course Lot/
Frontage



Get Pre-Approved

The majority of home buyers take out a loan to finance their purchase. That's why it's important to acquire a loan pre-approval before starting to view houses. Getting pre-approved for a loan is the first step to ensuring that you can finance the home — for you and the seller. So, before you start seriously looking for your new house, you should get pre-approved for a loan — this will help you understand what you will qualify for and what you can realistically afford.



DO's

- **DO** keep original copies of your records, including bank statements, pay stubs, and any other important financial documents. If you don't have the original, ensure that you can access relevant employer and bank websites to acquire these documents.
- **DO** notify and discuss with your loan officer if: you are planning on using gift funds to finance closing or you have any recent employment changes, such as a transfer or pay raise.
- **DO** keep and provide relevant documentation (such as contract, closing statement, etc.) of the sale of your current home, if applicable.

DON'T'S

- **DON'T** change jobs or employers without discussing with your Loan Officer, as this may have an impact on your loan.
- **DON'T** make any large purchases before or during your contract, as this may change your loan qualification. Large purchases include new cars, appliances, furniture, etc.
- **DON'T** open, increase, or make major changes to your liabilities, including credit cards, other lines of credit, or student loans.
- **DON'T** close or open any asset accounts or transfer funds between accounts without talking with your Loan Officer about the proper documentation required for your loan.



View Homes

Feel Relaxed Throughout the Process.

Mindlessly searching for properties without guidance makes the home buying experience frustrating and overwhelming. Luckily, that's what we're here to help avoid. We'll use our resources to show you the best homes available, more than what you'd find from a simple internet search. Then, when viewing homes, we'll be there for you, keeping your best interests in mind. While your job is to identify if the home you're viewing is the perfect fit for you, we'll keep an eye out for the nitty gritty details, such as potential physical issues with the house, resale ability, and other criteria that you discuss prior with your real estate agent. The result? A home that you love without all of the stress of finding it.



Make an Offer!

Pay the Right Price for Your Dream Home.

Figuring out how much to offer and negotiating your sale can be the most frustrating parts of buying a home...if you're doing it alone. Luckily, you've got us on your side. We've been down this path many times before and understand the challenges of making an offer, and negotiating and structuring the sale for our clients. Most importantly, feel confident that we will go to bat for you, negotiating the best price and terms to create a solid transaction that will close on time and be as smooth as possible.



Home Inspection

Feel Confident About the Home You're Purchasing.

Once the offer and contract are accepted, you can have a home inspection performed, as long as the contract allows for it. A home inspection allows you to gain a more thorough understanding of the property that you're purchasing. You won't have to worry about hiring an inspector or understanding the results of the home inspection — that's what we're here for.



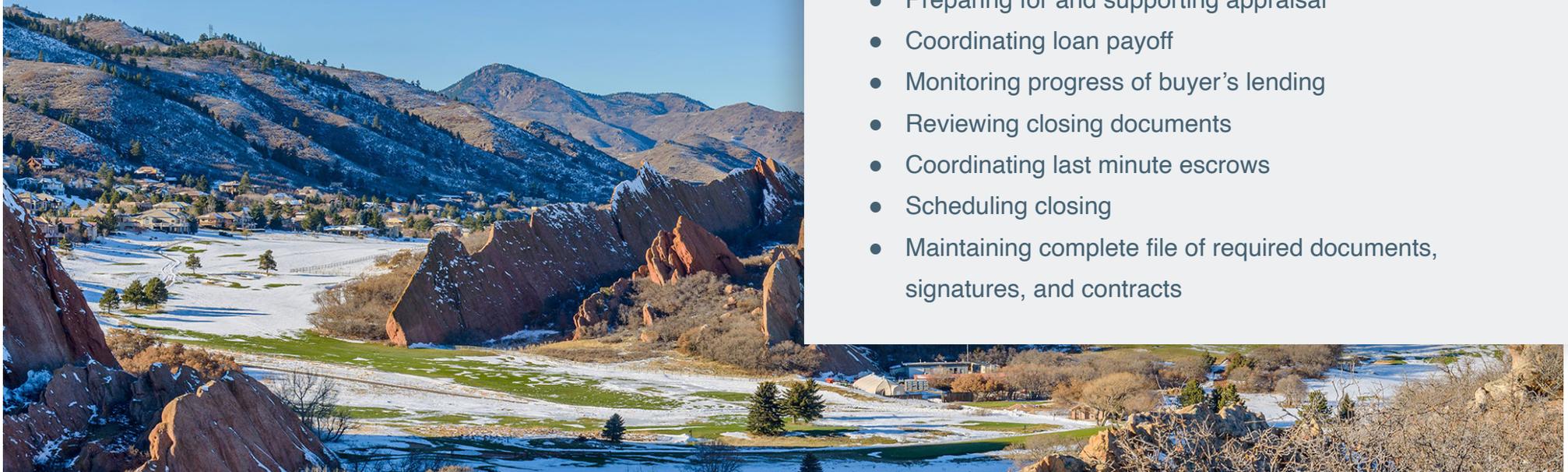
Transaction Management

Finding your home and structuring the sale is only a part of buying your dream home. Working with us means that you don't have to do the mounds of paperwork associated with buying a home.

It's our job to stay on top of all other important matters to be sure that your real estate transaction closes on time and is as hassle-free as possible. We manage all of the details—inspections, title work, association documents, closing statements, etc.—making sure that they're done professionally and promptly to ensure you get to the closing table.

Stop worrying if the transaction is going to go smoothly. We've got you covered by

- Creating calendar of dates and deadlines
- Reviewing title, cleaning up and clarifying, if needed
- Providing HOA docs
- Advising regarding inspection preparation
- Receiving/reviewing inspection and analyzing alternatives
- Obtaining inspection related quotes and supplemental info
- Negotiating inspection and seeking resolution
- Preparing for and supporting appraisal
- Coordinating loan payoff
- Monitoring progress of buyer's lending
- Reviewing closing documents
- Coordinating last minute escrows
- Scheduling closing
- Maintaining complete file of required documents, signatures, and contracts





Clear and Open Communication

Gain transparency throughout the buying process.

We love what we do is because we get to make our clients' lives easier. The real estate process is complicated, nerve-wracking, and stressful. It's natural to feel confused throughout it all and have a lot of questions. We know that the more transparency you have, the better you'll feel. At Addison and Maxwell, you can trust that we will be open, honest, and transparent with you – the whole time.



Client Appreciation Program

We appreciate you and value our relationships with you.

Addison and Maxwell has helped more than a thousand happy homeowners buy and sell homes in Colorado. We have hundreds of happy clients and counting—and we want to show our appreciation to each and every one by being of service to them before, during, and after each transaction. We are here to help with anything you need whether you have a transaction in the works or not...Yes, you read that right! We are always just a phone call away for service provider references, real estate knowledge, or any other real estate needs.





HOW WE WORK

Most people spend the majority of their time and resources prospecting for new business—things like cold calling, door knocking, advertising, direct mail, etc...

We don't do any of that.

We devote ourselves to serving the needs of my clients before, during and after each transaction. All we ask is that while we're working for you, we would like you to refer us to people of comparable quality to yourself, who are thinking of the type of service we provide, and who would appreciate this same level of attention. You see, as long as you and our other clients keep referring me, we don't have to go out prospecting like everyone else, and we can do an even better job working for you.

UNDERSTANDING AGENCY TERMS

LISTING AGENT

A seller's agent (or listing agent) works solely on behalf of the seller to promote the interests of the seller with the utmost good faith, loyalty, and fidelity. The agent negotiates on behalf of and acts as an advocate for the seller. The seller's agent must disclose to potential buyers all adverse material facts actually known by the seller's agent about the property. A separate written listing agreement is required which sets forth the duties and obligations of the broker and seller.

BUYER'S AGENT

A buyer's agent works solely on behalf of the buyer to promote the interests of the buyer with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the buyer. The buyer's agent must disclose to potential sellers all adverse material facts actually known by the buyer's agent including the buyer's financial ability to perform the terms of the transaction and, if a residential property, whether the buyer intends to occupy the property. A separate written buyer agency agreement is required which sets forth the duties and obligations of the broker and buyer.

TRANSACTION BROKER

A transaction broker assists the buyer or seller, or both, throughout a real estate transaction by performing terms of any written or oral agreement, fully informing the parties, presenting all offers, and assisting the parties with any contracts—including the closing of the transaction without being an agent or advocate for any of the parties. A transaction broker must use reasonable skill and care in the performance of any oral or written agreement, and must make the same disclosures as agents about all adverse material facts actually known by the transaction broker concerning a property or a buyer's financial ability to perform the terms of a transaction and, if a residential property, whether the buyer intends to occupy the property. No written agreement is required.

CUSTOMER

A Customer is a party to a real estate transaction with whom the broker has no brokerage relationship because such a party has not engaged or employed the broker, either as the party's agent or as the party's transaction broker.

CONVENTIONAL FINANCING

Conventional financing is a mortgage that is not guaranteed or insured by any government agency, including the Federal Housing Administration (FHA), the Farmers Home Administration (FMHA), and the Department of Veterans Affairs (VA). It is typically fixed in its terms and rate.

PRE-APPROVAL LETTER

Before a buyer starts looking for a home, they should get a pre-approval letter from the bank, which is an estimate of how much they'll lend them. This letter will help the buyer determine what they can afford and ensures home sellers that the buyers will be able to get a loan when needed.

CONTINGENCIES

When you put in an offer on a home, you can specify certain conditions that must be met before the deal will go through – these are called contingencies. You have to make sure you can actually get the loan (a financing contingency), that the inspection doesn't show anything too crazy (inspection contingency), and that the appraised value is close to what you're offering to pay (appraisal contingency). Those are just a few common examples; there are several other types of contingencies, which you should discuss with your agent.

UNDERSTANDING AGENCY TERMS

EXCLUSIONS

Anything that the seller may want to exclude from the sale of the home that would otherwise, or may be assumed to be, part of the sale or not listed inclusions.

INCLUSIONS

To “sweeten the deal” the seller, can include anything from the washing machine to the above-ground swimming pool. Such additions to a contract would be considered “inclusions.”

TITLE INSURANCE

After all the negotiations are done and the seller has accepted your offer, you should receive a home title report within a week. Most mortgage lenders require you to pay title insurance as part of the closing costs; title insurers search the public records to make sure the home seller actually had rights to the title and that there are no liens on the home (like an unpaid contractor or unpaid taxes).

BACK-UP OFFER

In the intense world of offers and price negotiations, sometimes a home seller may have multiple offers. A “back-up” offer is when you have a second offer as back-up in case your first offer happens to fall through for some reason.

CAPITAL GAIN

If you have a high “capital gain,” you can celebrate; it means you’ve received a certain percentage of “profit” from the sale of your home because the sale was above the initial purchase price plus any fees.

WALK-THROUGH

Your buyer may want to do a final tour of the property just to check for any defects or problems that were missed in an initial showing.

CLOSING COSTS

Pay close attention to “closing costs” because those are the expenses beyond that of the actual price of the home. They can include agent fees, taxes and other expenditures. Both the buyer and seller can contribute to those costs to ensure completion of sale.

RENT BACK

When the Buyer rents the home back to the Seller for a pre-determined period of time after closing before occupying it themselves.

FOR SALE BY OWNER (FSBO)

A homeowner who decides to list, market, and sell their home by themselves without the help of a real estate professional.



ADDISON & MAXWELL
real estate

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