



Buyer's GUIDE

The complete guide for helping you take the first steps towards finding home.



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ABOUT



→ Antonio Atoche

Antonio is your trusted real estate professional with over 36 years of experience in real estate in the Los Angeles and Southern California area. He knows the ins and outs of the industry and can help you find the perfect property for your needs.



Whether you're a first-time home buyer, an experienced investor, or just looking for a consultation about how to make the best real estate decision, Antonio Atoche is here to help.

As an agent, broker, consultant, and entrepreneur, Antonio is committed to exceeding even the highest expectations.



**Antonio Atoche
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When you work with Antonio, you work with a person that has your best interests at heart. He is not your typical salesperson. His only goal is to help you find the perfect property for you, embodying his values every step of the way.



Transparency

We strive to make this process as clear as possible for you. Our goal is to tell you everything you need to know, as early as possible. We won't hide anything, pull any shady tricks or leave you to fend for yourself.



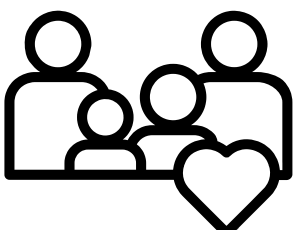
Knowledge

We are knowledge brokers. We stay tuned into local market trends, winning strategies, and we're always seeking more knowledge. Our team takes complex concepts and breaks them down into the information you actually need to know.



Partnership

Teamwork makes the dream work. It also makes real estate work. We're committed to discerning details, really listening, and standing in your corner every step of the way



Family

We are a family even though our team might not all be related. We work hard, think hard, and laugh hard. Our definition of family extends to include all of our clients. Even after your transaction is complete!



BUYER'S

EXTRAORDINARY SERVICE GUARANTEE

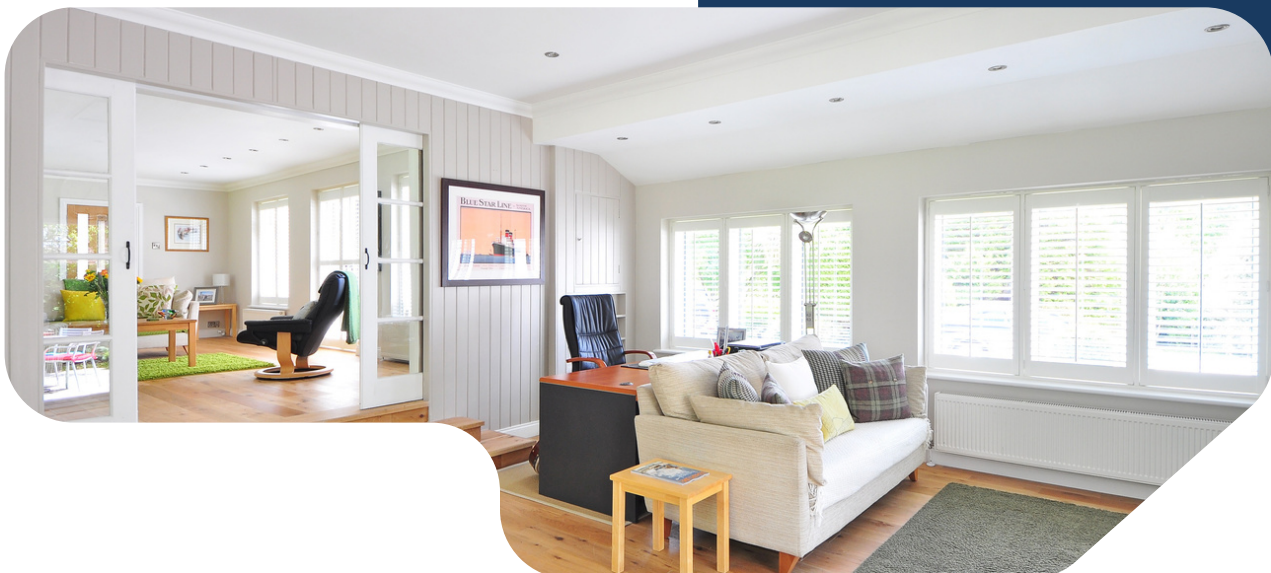
As your Real Estate Professionals, he will:

1. Present an agency law pamphlet and explain the agency relationship.
2. Gather information to identify your needs and goals in order to plan a property search.
3. Offer to arrange pre-qualifying or pre-approval meeting with one of our preferred lenders to determine your affordability range and improve your negotiating position at the point of offer.
4. Explain home warranty services and providers to you.
5. Commit to priority availability for meeting your needs and schedule when it comes to property research and showings.
6. Complete a thorough market search to identify all properties consistent with your needs and price range.
7. Prepare a written Competitive or Comparative Market Analysis for you prior to your making an offer, per your request, if possible.
8. Prepare a written offer to purchase the property of your choice, reflecting your price and terms.
9. Provide you advice and negotiating assistance on all offers to purchase. Monitor and communicate the status and satisfaction of contract contingencies.
10. Obtain and review with you the seller's written property history and disclosure statement.
11. Recommend professional inspections and review findings and remedies with you.
12. Accompany you on a property walk through before closing, if provided for in the contract.
13. Contact you after you close to assure the satisfactory completion of all service details.

WHERE WE SERVE



Carson
Lomita
Compton
Gardena
Norwalk
Lennox
Torrance
Lawndale
Inglewood
San Pedro
Wilmington
Harbor City
El Segundo
Hawthorne
Long Beach
Los Angeles
Westchester
Redondo Beach
Rolling Hills Estates
Rancho Palos Verdes



CLIENT Process



B Tucker



Helped me find my home. Was always available for last minute showings. Did all the heavy lifting with negotiations once the inspections came back and even helped me coordinate repairs after closing was done. Will definitely be calling Antonio again when it comes time for our next purchase.

doreennatsu



Antonio is professional, and hardworking, and I was very pleased with him helping me sell my home without any problems. I would recommend his services to family and friends.

Jennifer Villanueva



marleneduran



Antonio helped me find & purchase my home 16 years ago, and I refer all my friends to him whenever I have a chance. He is extremely knowledgeable in the real estate business and he is very helpful. We still call him today for advice and he is always willing to help us out and answer our questions.

I highly recommend Antonio Atoche as your realtor. He helped my husband and I find our beautiful home in the perfect neighborhood. We got a great deal and so much for our money. We have a huge backyard with so many fruit trees and plenty of space for my raised beds where I grow my own vegetables, fruits and herbs. It's like living in paradise. He is experienced and super professional. He will get the job done. Thanks Antonio for helping us buy our dream home!

THE HOME

BUYING PROCESS



1. Meet your agent



2. Determine purchasing power & home needs



3. Find your dream home



4. Make an offer



7. Negotiate Repairs



6. Review home inspection report



5. Inspections



8. Appraisal



9. Receive clear to close from lender



10. Sign Final Paperwork



11. Funding and Recording

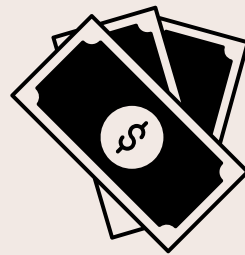


Elements of your *Offer Letter*



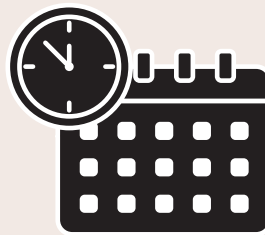
Offer Essentials

Although there will be a few variances to this list based on your situation and the home you are making an offer on, generally speaking these are the minimum required details I'll need to write your offer.



MONEY

Offer Price
Earnest Money
Type of financing (Cash, VA, Conventional, FHA, etc.)



TIME

Closing Date
Inspection Period
Rent back/delayed possession period

Competition Ready

In a competitive housing market, it's important to know where you'd like to be and what you're willing to do to get there. We will work with you to understand what may be needed to get your offer accepted in the current market, but it's equally important for you to know what your willing and not willing to do. Below are some elements that could get your offer accepted.

- Shorten or Waive Inspection Period
- Say you're not going to ask for repairs (at all or up to a certain value)
- Waive appraisal contingency/Have a appraisal differential plan
- Increase earnest money or release earnest money to the seller
- Quick closing
- Offer seller possession after close - also known as "rent back"

What to Prepare



For your Lender

Personal

- Full names of all purchasers as they are to appear on the title. First, Last and Middle or just
- First and Last etc.
- Social security numbers of all purchasers.
- Present residence address for all purchasers and previous address for all purchasers going
- back two years.
- All phone numbers.

- Present Employer: Name, address and a contact person to send employment verification
- form.
- Explanation for any gap during two year employment history.
- Relocation letter for any transferees - giving date, salary, new location, and any relocation
- benefits.
- Previous Employer: Name, address, and a contact person, going back two years.
- Present Salary: Year-to-date pay stub's covering 30 days
- If you have any variable income, commission, part-time income, bonus, overtime, interest
- income, etc. be sure to let your loan officer know.
- Two years signed personal federal tax returns and W-2s, 1099s, any and all schedules
- associated to your return.
- If self-employed: Two years signed personal federal and corporate returns (if applicable).
- Also a year-to-date profit and loss statement and balance sheet.
- Diploma or transcript if student during two year period if you do not have a 2 year
- employment history.

Other Income

- Rental Income: Copy of lease which is current.
- Alimony and Child Support (only if used for qualification): Copy of divorce decree and
- property settlement (ratified) setting out terms.
- Income from notes held: A copy of the ratified note.
- Retirement, Social Security, and Disability Income: Copy of award letter and latest check
- showing amount of present payment. Copy of end of year statement if applicable.

Assets & Liabilities

- Bank Accounts / Asset statement, check, savings, 401k, IRA, Retirement: Two months' worth. Bank generated statement with the Name of bank, address, account numbers,
- types of accounts, and present balances
- Real Estate: Address and market value. If free and clear, a copy of your most recent
- property tax statement and home insurance declarations page that shows the annual cost
- of your home insurance.
- Present Home: Copy of sales contract, settlement sheet and/or lease.
- Gift Letter: Form will be provided by financial representative. Donor capacity must be
- verified. The path of least resistance would be to have the money wired directly from the
- person gifting you the money to the title company, not

10 Commandments for a *Home Loan Application*



Thou shalt not change jobs, quit, or become self-employed



Thou shalt not buy a car, truck, or van (or you may end up living in it!)

Thou shalt not use credit cards excessively or let your accounts fall behind



Thou shalt not make any large deposit without first checking with your loan officer

Thou shalt not originate any inquiries into your credit



Thou shalt not spend money you have set aside for closing

Thou shalt not omit debts or liabilities from your loan application



Thou shalt not co-sign a loan for anyone

Thou shalt not change bank accounts or banks



Thou shalt not buy furniture or appliances until you have the keys

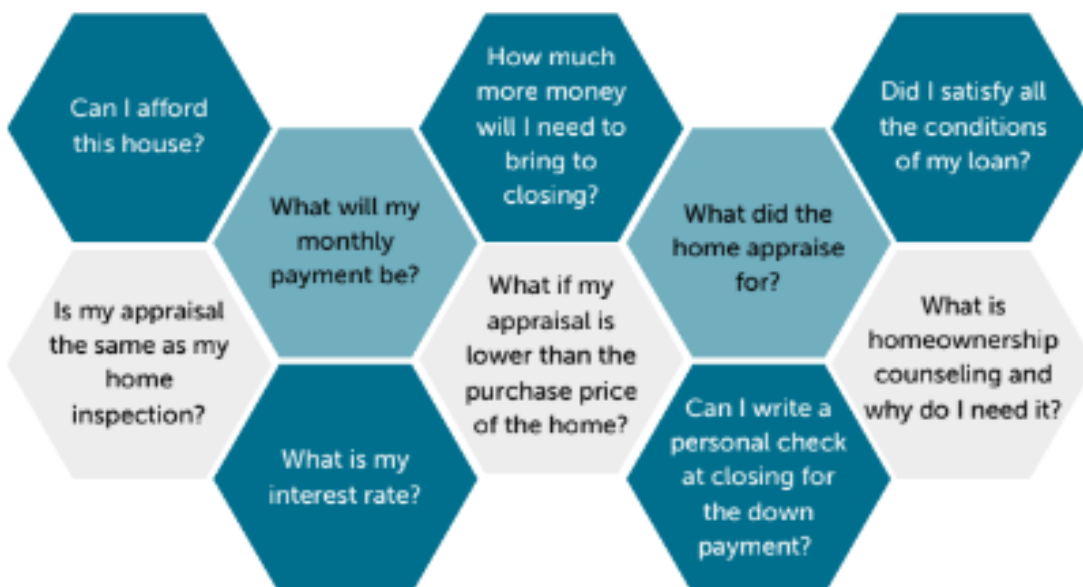
Who Should I call?



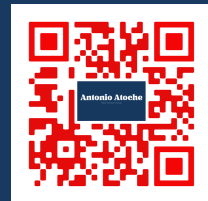
YOUR REALTOR®



YOUR LENDER



What is Due *Diligence?*



Due diligence means investigating facts about the physical and financial condition of the property and the area the property is located in.

A good way to think of due diligence is “doing your homework” both before you make an offer and after your contract is accepted.

Whether you’re purchasing a single-family home or a larger multifamily income-producing property, due diligence should be a time-consuming and in-depth process.

4-STEP CHECKLIST FOR DUE DILIGENCE

1. Get a Home Inspection

A general home inspection will look at the overall condition of the home. The inspector will inspect the main structures and systems of the home, including the roof & windows, heating & cooling systems, plumbing, appliances, etc.

You should also consider getting other inspections that aren't included in the general home inspection - radon, sewer, wood-destroying organisms, pest & rot, oil tank searches, asbestos, mold, lead, and heating, ventilation and air conditioning.

2. Read the Seller Disclosures

The disclosures are a form including detailed information about the home such as the age of the HVAC and roof, any known water intrusions, age of the home, items included in the sale and more.

3. Secure Home Insurance

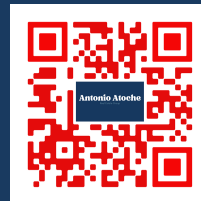
Home insurance is essential to giving you peace of mind and will likely be required by your mortgage lender. This will protect you in the event of damages to your home or property. Make sure you can secure coverage and that it won't be prohibitively expensive.

4. Check Out the Neighborhood & HOA

Is the home located in the city? Do a few drive-throughs to check traffic and find your way around. Can you easily find parking? How convenient is the closest grocery store or pharmacy? Are there any places you don't want to live near like a prison, noisy airport or maybe a cemetery?

You should also look into the local schools, crime rates and government to make sure you are comfortable with all of them.

New Construction Guide



Timeline

Inventory

Homes that are already built (or in progress) are normally considered "inventory" homes. If they are ready for move in, you can normally do so in a "normal" time frame

Dirt Build

If construction has not yet started, it could be anywhere from 6-12 months to build & be ready for you to move in.

Construction can be delayed due to weather, materials, and more - so closing dates are not always set in stone. Be prepared for potential delays.

Closing Costs



You shouldn't close on a new home until it's 100% complete. If there are punch items to be completed, we recommend waiting for them to be complete to close.

Closing costs will include (but are not limited to): HOA fees, survey fees, homeowner's insurance, title policy, and taxes. Keep in mind, these may go up - the prorated amount may not be on the "new home" value.

Upgrades



Many builders will offer upgrades from their "standard" selections. Most model homes have many upgrades, so always ask what is considered an upgrade.

Appliances like the refrigerator and washer and dryer are often not included in the base price of a new home.

You will sometimes be able to "add" the cost of upgrades to the price of the home, but in some cases, the builder may require you to pay for the upgrades up front.

Also, don't over improve or do too many upgrades! Your home shouldn't have every upgrade offered by the builder.



Touring Communities

We should accompany you when you are visiting new construction communities, but if you visit a community please let them know you are working with a REALTOR®.

You should also make sure you wear appropriate footwear (ie: closed toe shoes that can get dirty), as some homes/ communities may not have driveways or sidewalks poured



Agency

Having Representation when you're purchasing new construction is important. The representative at the sales center normally works for the builder. It's important to have an agent to provide guidance for negotiations, upgrades, and timelines

New Construction Guide



Inspections

You are able to conduct inspections on the home. If you are building from the ground up, you should do "Phase Inspections" at 3 separate times:

- Pre-Pour (before foundation is poured)
- Pre-Drywall (after plumbing and electrical is installed but before walls are up), and
- Final Inspection (once the home is complete).

You should also have the opportunity to do a blue tape walk and final walk with the builder to ensure the home is good to go and ready for move in!



Contracts

There are a few different types of contracts that you may encounter if you're considering new construction.

Some builders have their own contracts, and other utilize the Home Builders Association Contract.

Keep in mind, there are no verbal agreements - everything must be in writing to be legally binding.

The builder approval process can sometimes take a few days to a week - especially for larger builders that need corporate signatures on contracts

Builder Warranties



Warranties will vary depending on your builder. The most common warranties offered are as follows:

- 1-Year Warranty: this covers most items throughout the home.
- 2-Year Warranty: normally covers all mechanical systems, like appliances, HVAC, plumbing, electrical
- 10-Year Warranty: this generally covers structural components like roof and foundation.

You must confirm warranty coverage with your builder, as it will vary!

Frequently

Asked Questions



Will Getting Pre-Approved hurt my credit score?

Getting pre-approved for a mortgage can impact your credit score temporarily, but it will not cause heavy or permanent damage, nor will it affect your mortgage terms. Don't be afraid to shop around for the best rate, as all inquiries initiated within 45 days of each other will be counted as a single check.

How much does it cost to buy a House?

Besides your down payment, you will incur a few other fees, including a home inspection, appraisal, transaction management, and loan costs that typically amount to about 2-3% of the purchase price.

What usually is included in Closing Costs?

Closing costs are usually the title expenses, prepaid taxes, and any other expense incurred throughout the mortgage process. In a seller's market, you are competing with a lot of other buyers for the same property, and will almost always have to pay for your own closing costs.

What does it mean to Lock In an interest rate?

Locking in an interest rate means paying for a lender's written guarantee that the interest rate, terms, and points they have quoted you will remain the same for a specific amount of time. If you don't close before the time is up, then you will be facing rising interest rates. However, if interest rates fall during the lock period, you lose out on the decrease in rate. Make sure to talk to your lender about the best option for you.

Can I go to open houses without my agent?

Open Houses can be a great way to casually view homes. If you do choose to tour open houses without your agent, it's important to understand that the agent hosting the open house works for the seller and has their best interests in mind. Feel free to let the hosting agent know that you already have representation, and that you'd simply like to view the home without getting hassled.

Frequently

Asked Questions



Why do I need a Home Warranty?

While a home warranty is optional, it is highly recommended. Unexpected repair or replacement cost can easily strain your budget. Plus, finding a qualified professional to solve your problem can be stressful and inconvenient. A home warranty cannot prevent systems or appliances from breaking down, but it can help make handling covered repairs or replacements easier and less costly.

What is a home warranty?

It is a service contract that covers the repair or replacement of many of the most frequently occurring breakdowns of home system components and appliances for the first year.

When will I get the keys to my new house?

When you take possession of the property is subject to negotiation, and is explicitly outlined in the contract. Usually, you will get the keys on the day that the sale records with the county, sometimes the seller.

What exactly is a short sale? How is it different than a normal sale?

The reason this is called a Short Sale is because the mortgage holder of the house has agreed to sell the home for less than the remaining value of the mortgage, meaning that the mortgage holder will get "shorted" when the property sells. In order for the home to sell, both the seller(s) and the mortgage holder must agree to the contract. On average, the typical Short Sale purchase takes about 2-3 months from the time you make an offer to the time you hear back as to whether or not the seller's mortgage holder will even allow the sale...with no guarantee that it will even go through.o.

What happens once we find my dream home?

We write up a Purchase & Sale Agreement that I will present to the seller's agent. There are six key terms in a purchase offer that will adversely or beneficially affect its overall strength in the eyes of a seller: purchase price, down payment, financing type, earnest money deposit, closing date, and inspection contingency..

Glossary of Terms

Appraisal: A written justification of the contract

price, primarily based on an analysis of comparable sales of similar homes nearby. Ordered by the lender.

Home Warranty: A warranty provided by a third party servicer that covers defects or damage to mechanical systems including AC, heating, electrical, plumbing, and major appliances.

Loan Officer: A representative of a lending institution that assesses the credit worthiness of potential borrowers to determine whether or not they qualify for a loan.

Payoff: A loan statement prepared by a lender showing the remaining loan balance and number of payments, and the rate of interest.

Pending: The status of the deal when the offer is accepted.

Possession Date: The date the seller relinquishes possession of the property to the buyer.

Processing: The second stage of the mortgage process after the borrower's application has been completed and income verified, during which all other required documentation is acquired and evaluated.

Title Insurance: An insurance policy required by almost all lenders that insures against financial loss from defects in title to real property and from the invalidation or unenforceability of mortgage loans.



Amendment: A written change to a contract, signed by both parties involved.

Closing Costs: Expenses incurred from a real estate transaction, usually charged by a title company, lender, and HOA.

Closing Date: The date that the deed and title of a property are transferred to a new owner.

Comp or Comparable Sale: Properties with similar characteristics (size, layout, finishes, and upgrades) that are for sale, pending, or have recently sold. Agents and appraisers use them to justify a contract price.

Contingency: A condition that must be met before a contract is legally binding.

Deed: A document explicitly stating the ownership of real property.

Earnest Money: A good faith deposit made by the buyer to show that he or she is serious about buying the house. Earnest money may become non-refundable after certain contingencies are met, or may be returned to the buyer if the contract falls through.

Home Inspection: A thorough inspection conducted by an accredited third party inspector to assess the functionality and condition of a property.

Moving Checklist



FOUR WEEKS BEFORE

- Call moving companies for a free estimate. Cost will vary depending on distance, weight, and optional services.
- Look through your house to determine items to be discarded or donated to charity. Have a garage sale!
- Inform schools of transfer. Make arrangements for enrollment/ registration in new schools if necessary.
- Most homeowner's policies do not provide adequate coverage for moving. Check with your agent and consider purchasing additional coverage from a moving company.
- Begin consuming perishable and frozen food items to minimize waste.
- Begin collecting boxes with covers if you plan to pack your belongings. You can purchase packing materials through moving companies or contact local grocery stores for extra boxes. Be sure to stock up on packing tape!
- Contact insurance companies to moving coverage and to transfer policies to new location.
- File change address with:
 - Credit card companies
 - Subscriptions
 - Clubs
 - Association

THREE WEEKS BEFORE

- Begin packing!
- Notify the post office of your new address and send change of address cards to friends, family, subscriptions, and any billing companies/credit cards.
- Make necessary travel arrangements including interim housing and car rental. Be sure to record confirmation numbers.
- Dispose items that can't be moved (paints, cleaners, propane, flammables).
- Collect medical records and prescriptions from physicians. Ask for recommendations for doctors in your new area.
- Place legal medical and insurance records in a safe and accessible place.
- Let current professional support services know that you are moving.
 - Accountant
 - Attorney
 - Doctor
 - Dentist
 - Financial Planner
 - Health Insurance Provider
 - Schools
 - Auto Finance Company
 - Gardener, Cleaning Service

TWO WEEKS BEFORE

- Arrange to disconnect utilities/services in your current residence and coordinate installation of utilities/services in your new home:
 - Electric/Gas Water/Sewer/Trash
 - Phone
 - Cable
 - Internet
 - Other: _____
- Close/transfer bank accounts and open accounts in your new city.
- Take pets to the vet for immunizations. Ask for advice on moving animals
- Draw a map of your new home and where the furniture will be arranged.
- Return library books and any borrowed items.
- Be sure to cancel newspaper subscriptions and/or special services you have (i.e. landscaping/lawn service, snow plow, etc.)
- Change your address with the DMV for your vehicle registration and your license

Moving



Checklist

ONE WEEK BEFORE

- Prepare car for the trip. Check the oil, tires, brakes, etc.
- Drain water from household hoses
- Drain gasoline and oil from any lawn or power equipment.
- Remember to pick up items sent to the cleaners or for repairs.
- Pay any final bills.

FINAL DAYS

- Defrost and clean out refrigerator.
- Pack your luggage and separate any items you will need in the first days in your new home. Label these boxes "Load Last".
- Reconfirm travel arrangements.
- Reserve ample parking space for the movers and provide clear paths inside the house.

THE BIG DAY

- Be on hand to answer any questions.
- Go over your inventory with the driver.
- Be sure to point out all FRAGILE items to the movers. ○ Check, double check and triple check to see if anything is left behind!
- Do not leave the house until the movers are gone.
- Cash on hand to tip workers.

Walkthrough checklist

The final walkthrough is not an inspection, it is to make sure that nothing major has happened (tree falling on the house, flood, etc.) and to confirm that any outstanding inspection items were addressed. It should not take more than 30-45 minutes!

Bathrooms

- Run the sinks (hot & cold)
- Turn on the showers
- Flush the toilets
- Run the fans

Windows & Doors

- Check all windows
- Check all doors
- Are there any missing screens?

HVAC & Electrical

- Heating & air conditioning are working properly
- Hot/cold air is coming through the vents or baseboards
- Check all lights inside & outside the home

Attic & Basement

- Check walls, floors & ceilings for any signs of leaks or problems

Test Appliances

- Refrigerator/Freezer
- Dishwasher
- Oven
- Stove
- Microwave
- Washer
- Dryer
- Generator
- Garage Doors



Cleanliness

- Home should be left in broom-swept condition
- No personal items left (be sure to check all areas including basement, attics and crawl spaces)
- Check garage & shed
- Make sure no paint is left behind unless the buyer wants to keep it for touch ups!

Damages

- Check the floors for any damages/pet stains that were hidden by any carpets
- Check that the walls are in decent shape from anything that was hung up

Last, but not the least

- Leave all keys and garage door openers on kitchen counter (label the keys if necessary)
- Leave any appliance manuals that you have on kitchen counter
- Leave anything else useful (codes, how to reset codes, etc.) on kitchen counter as well!