



BUYING A NEW FLORIDA HOME



COLDWELL BANKER | REALTY



TIFFANY AND HER TEAM WERE AMAZING TO WORK WITH!

I worked with them on both the sale of my home and the purchase of a new home. Both transactions went better than expected! They were very responsive and knowledgable. I would recomend them to anyone!

S.C. BUYER/SELLER



WELCOME

WE ARE EXCITED TO GUIDE YOU THROUGH THIS JOURNEY!

Thank you for trusting the Your Paradise Team with Coldwell Banker Realty to help guide you through the process of buying your home. We are committed to ensuring that ALL your real estate needs are not only met, but exceeded! We have created this book for your convenience, and we hope it will be a valuable resource for you through this journey. While the process is outlined for you here, please know that we are here for you through its entirety. Your experience will be unique and we will adjust our service according to your wants and needs. Our focus is to give you all the tools and provide you with our professional guidance to allow you to BUY AND SELL WITH CONFIDENCE.



OUR COMMITMENT TO YOU

01 DEDICATED SERVICE

From the day you put your trust in us to help you purchase a home, we pledge to guide you through the process and help aid in a smooth transaction. This is our full-time business, and we look forward to being with you every step of the way!

02 HANDLING CHALLENGING CONVERSATIONS

When repairs or changes in price need to be made, we will be your guide and handle requesting any repairs or changes in price with the listing agent and the sellers.

03 STAYING ON TOP OF THE PAPERWORK

Buying a home involves many types of documentation. We have the experience and knowledge to navigate real estate contracts, ensuring that nothing is overlooked and that you truly understand what all paperwork means before ever signing.

04 NEIGHBORHOOD EXPERT

Working daily in neighborhoods with inspectors, contractors, and negotiating with sellers, we have the market knowledge you need to get the best results from your purchase. Understanding the local real estate market can go a long way when it comes to making an offer on a house.

05 PROBLEM SOLVER

We will work hard to protect all of your interests and take on any issues that may arise throughout the entire process -hopefully making buying a home a fun and stress-free process.

MEET THE TEAM



TIFFANY

Tiffany graduated with a master's degree in higher education in 2007, where she grew a passion for the art of growing confidence through knowledge.

When Tiff and her family transplanted from the Midwest 10 years ago, she really learned how important it is to have a realtor who provides their expertise of the area to find a best fit, but also to educate people on the process. As a former college athlete with a competitive spirit, she utilized her skills to educate her customers and fiercely negotiate for the sake of the deal, ensuring everyone she works with becomes lifelong friends and customer, and refers her to others - enabling her to grow a successful business.

MEET THE _ TEAM



BETH

Beth has been a resident of Sarasota for 24+ years, and after spending 10 years as a top producer for Sarasota's local community news publication, she switched careers and joined Tiffany in the real estate world.

Beth's knowledge of the local community, experience in marketing and sales, and passion for real estate make her the perfect person to help buyers find a home in the right community for them and their family.

CAITLIN

Raised in Sarasota, Caitlin brings deep local roots, a people-first heart, and a love for helping others to every client. Her background in hospitality, construction, and yoga shaped her organized, authentic approach.

A proud mom to Luna and Stella, she loves life in Gulf Gate with her fiancé John and their pets — and is a trusted guide who knows the Gulf Coast by heart.

ABOUT US



The **Your Paradise Team** with Coldwell Banker Realty is a full-service, fully licensed Real Estate team focused on our customers and our service to them. Working with many sellers and buyers, we are experts in Sarasota/Manatee counties, marketing your property, and guiding buyers to find their perfect paradise.

When you decide to work with us, we provide you with tons of knowledge guiding you every step of the way, negotiating through the offer process, connecting you with our trusted vendors, keeping you up to date with all deadlines while managing the transaction and leading you towards the best price for your largest investment!

LET US BE YOUR GUIDE

TO FIND THE RIGHT AGENT FOR YOU... ASK THESE QUESTIONS

HOW MUCH EXPERIENCE DO YOU HAVE, AND CAN YOU PROVIDE REFERENCES?

WHAT SERVICES AND RESOURCES DO YOU OFFER?

HOW WILL THE HOMEBUYING PROCESS WORK AND WHAT'S EXPECTED OF ME?

HOW MUCH TIME CAN YOU DEVOTE TO MY NEEDS, AND HOW OFTEN WILL YOU COMMUNICATE WITH ME?

WHAT TYPES OF HOMES ARE YOUR SPECIALTY, AND ARE YOU FAMILIAR WITH THE NEIGHBORHOODS THAT INTEREST ME?

HOW MANY HOMES HAVE YOU HELPED CUSTOMERS BUY IN THE LAST YEAR?

WHAT HAPPENS AFTER WE MAKE AN OFFER? WHAT ABOUT AFTER CLOSING?



Communication Matters

You're going to have questions during this process - it's natural. That's why it's important you choose an agent you feel has your best interests in mind and will help you navigate the process with effective and timely communication.

STEPS TO BUYING A NEW HOME

STAGE 1 - PREP WORK

STEP 1

DECIDE WHETHER YOU'RE
READY TO BUY A HOME

STEP 2

CALCULATE HOW MUCH YOU
CAN AFFORD ON A HOUSE

STEP 3

SAVE FOR A DOWN PAYMENT
AND CLOSING COSTS

STEP 4

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STEP 16

CLOSE ON YOUR NEW HOME!

01



STAGE 1 - PREP WORK



DECIDE IF YOU'RE READY: WILL YOU BE FINANCING?

Sure, there's being financially ready to buy a house, but are you emotionally ready? Whether it is your starter home, you're relocating from another area, or you're building your investment portfolio, this is a big investment and you are establishing roots in our amazing area!

You'll want to think about your other goals for the next few years. Is there a chance you would need to relocate for work? Are you thinking of starting a family? Do you need to sell a home before you buy a home?

These big-picture questions can add to the pros (or cons) of whether this is the right time to buy a house. This is the time to reach out and establish a relationship with a lender who will guide you through the whole process.

WONDERING IF YOU SHOULD BUY A HOUSE? LET'S LOOK AT SOME OF THE FACTORS THAT LENDERS AND HOMEOWNERS ALIKE SHOULD CONSIDER.

INCOME AND EMPLOYMENT STATUS

Your lender won't just want to see how much money you make. They'll also want to see a work history (usually about 2 years) to make sure your income source is stable and reliable.

Preparing your income is all about pulling the right documentation together to show steady employment. If you're on the payroll, you'll likely just need to provide recent pay stubs and W-2s. On the other hand, you'll need to submit your tax returns and other documents the lender requests if you're self-employed.

DEBT-TO-INCOME RATIO

Debt-to-income ratio (DTI) is another financial instrument mortgage lenders use to evaluate your loan application. Your DTI helps your lender see how much of your monthly income goes to debt so they can evaluate the amount of mortgage debt you can take on.

DTI is calculated by dividing your monthly debt by your gross monthly income. For example, if your monthly debts (credit card minimum payments, loan payments, etc.) total \$2,000 per month and your gross monthly income is \$6,000, your DTI is $\$2,000/\$6,000$, or 33%. Your lender will use the debts shown on your credit report to calculate your DTI.

Depending on the type of loan you're applying for, your lender may also calculate your housing expense ratio, also sometimes referred to as front-end DTI. This is a ratio that looks at your total monthly house payment (principal, interest, taxes and insurance) compared to your monthly income. For example, if you have a \$1,200 house payment and the same \$6,000 monthly income, your housing expense ratio is $\$1,200/\$6,000$, or 20%.

It's smart to review your DTI before you apply for a loan. In most cases, you'll need a back-end DTI of 43% or less to qualify for the most mortgage options, although this number varies based on your lender, loan type and other factors.

CREDIT HEALTH

Your credit score plays a huge role in what loans and interest rates you qualify for. Your credit score tells lenders how much of a risk you are to grant a loan.

Taking steps to improve your credit score and reduce your debt can pay off big as you prepare to get a mortgage. Better numbers mean better loan options with lower interest rates.

Your credit score is based on the following information:

- Your payment history
- The amount of money you owe
- The length of your credit history
- Types of credit you've used
- Your pursuit of new credit

What score will you need to qualify for a home loan? Most lenders require a credit score of at least 620 to qualify for the majority of loans. A score above 720 will generally get you the very best loan terms.

TIMING

Deciding whether it's a good time to buy a house or not depends on a variety of personal factors (such as financial readiness and lifestyle preferences) and market conditions (such as economic health and current mortgage rates).

Ultimately, the right time to buy a home comes down to your own unique situation. *Be sure to consult a financial expert before making any big financial decisions such as buying a house.*



CALCULATE HOW MUCH YOU CAN AFFORD



Once you decide you're ready to buy a home, it's time to set a budget. A good place to begin is by calculating your DTI ratio. Look at your current debts and income and consider how much money you can reasonably afford to spend each month on a mortgage.

Homeownership comes with several costs you don't need to worry about while renting. You'll need to pay property taxes and maintain some form of homeowners insurance. Factor these expenses into your household budget when you decide how much you can afford on a house.

Mortgage lenders consider DTI an important qualifying factor. The amount of debt you have is considered a very reliable predictor of the risk associated with the approval of any mortgage loan. Therefore, it's important to know your numbers.

**LET'S LOOK AT HOW
DTI IS CALCULATED.**

Step 1: Add Up All Of Your Monthly Debts

Your debt payments could include:

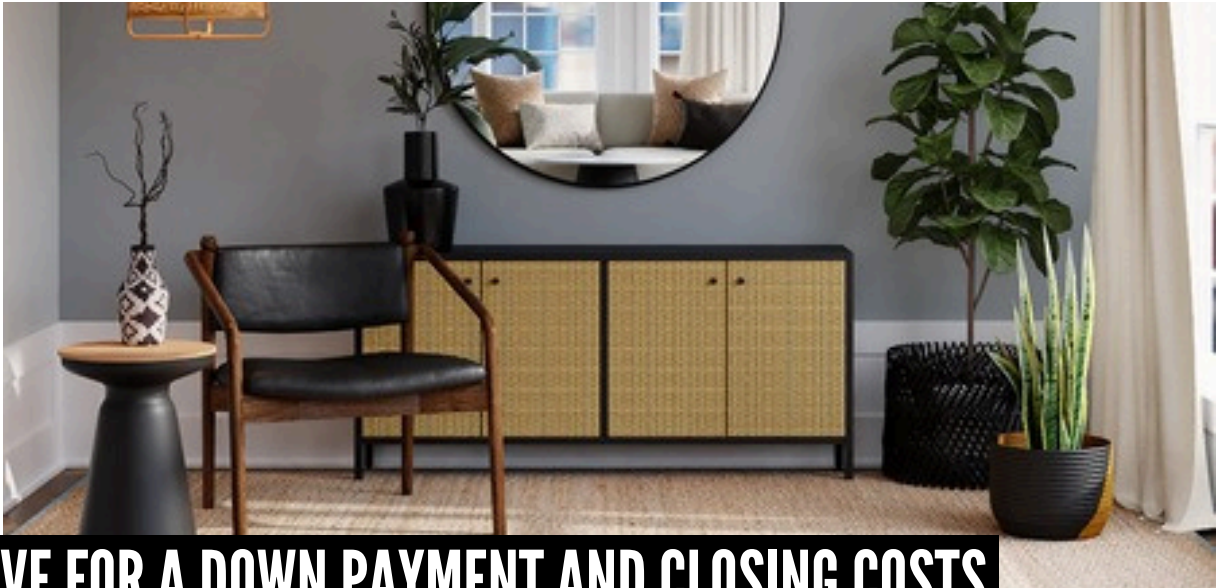
- Monthly rent or house payments
- Monthly child support payments or alimony
- Student loan payments
- Car payments
- Monthly credit card minimum payments
- Any other debts you might have

You don't need to add in:

- Grocery bills
- Utility bills
- Taxes
- Any other bills that may vary month to month

Step 2: Divide Your Monthly Debts By Your Monthly Gross Income

Next, do a simple calculation. For example, let's say your debts add up to \$2,000 per month. If your monthly gross income (your before-tax income) is \$6,000 per month, then your DTI ratio is 0.33, or 33%.



SAVE FOR A DOWN PAYMENT AND CLOSING COSTS

There are many ways to save for your home purchase, including through investments and savings accounts. If you have relatives who are willing to contribute money, you may be able to use gift money toward your down payment (in which case, be sure to provide your lender with a gift letter).

But how much do you need to save before buying a home? Let's look at some of the major expenses related to the purchase, and how much you might want to save for them.

DOWN PAYMENT

Your down payment is a large, one-time payment toward the purchase of a home. Many lenders require a down payment because it mitigates the loss they might suffer in the event that a borrower defaults on their mortgage.

Many home buyers believe that they need a 20% down payment to buy a home. This isn't true. Plus, a down payment of that size isn't realistic for many first-time home buyers.

Fortunately, there are many options for buyers who can't afford a 20% down payment. We have worked with many different lending institutions and can provide you with contacts that will help you learn what options you have in your current situation.

There are advantages, however, to making a larger down payment. For one, it typically means you'll have more mortgage options. It also usually means you'll have a smaller monthly payment and a lower interest rate. Plus, if you put at least 20% down on a conventional loan, you won't need to pay for private mortgage insurance (PMI).

CLOSING COSTS

You'll also need to save money to cover closing costs – the fees you pay to get the loan. There are many variables that go into determining how much you'll pay for closing costs, but it's usually smart to prepare for 3 – 6% of the home value. This means that if you're buying a home worth \$200,000, you might pay \$6,000 – \$12,000 in closing costs.

The specific closing costs will depend on your loan type, your lender, and where you live. Almost all homeowners will pay for things like appraisal fees and title insurance. If you take out a government-backed loan, you'll typically need to pay an insurance premium or funding fee upfront.

IMPORTANT!

Before you close on your loan, your lender will give you a document called a Closing Disclosure, which lists each of the closing costs you need to cover and how much you'll need to pay at closing. Look over your Closing Disclosure carefully before you close to know what to expect and to catch any errors.





DECIDE WHAT TYPE OF MORTGAGE IS RIGHT FOR YOU

Before you can apply for a mortgage, you'll need to decide what the best type of loan is for you and which one you'll qualify for. Below is a brief overview, however speaking with a lender will provide you all the information you need to obtain a loan.

CONVENTIONAL LOANS

Conventional loans are mortgages made by a private lender and not backed by the government. The most common type of conventional loans are loans that are backed by Fannie Mae or Freddie Mac, sometimes called conforming loans. The majority of mortgages in the U.S. are conventional loans. Conventional loans are always a popular option for home buyers, and you can get one with as little as 3% down.

FHA LOANS

Backed by the Federal Housing Administration, FHA loans are less of a risk for lenders because the government insures them if you stop making payments. As a result, FHA loans have credit score requirements that aren't as strict. You can get an FHA loan with a down payment as small as 3.5%.

VA LOANS

A VA loan is a mortgage option for eligible veterans, active-duty service members, and certain members of the National Guard and Reserves. It offers benefits like no down payment, competitive interest rates, and no private mortgage insurance (PMI). This program aims to make homeownership more accessible for those who have served in the military.



GET PREAPPROVED FOR A MORTGAGE

When you're ready to start house hunting, it's time to get pre-approved for a mortgage. When you apply, your lender will give you a pre-approval letter that states how much you're approved for based on your credit, assets, and income. You can show your pre-approval letter to your real estate agent so they can help you find homes within your budget.

To get pre-approved, you need to apply with your lender. The pre-approval process typically involves answering some questions about your income, your assets, and the home you want to buy.

Pre-approvals are a dress rehearsal for your mortgage and are necessary to make a serious offer on a home. They typically expire after 90 days and can be refreshed if you don't find the home you're looking for in that time.

Know that pre-approvals don't guarantee your mortgage approval or interest rate. After you're pre-approved, avoid opening new credit lines or making large debt payments that can impact your FICO score.

Working with a lender to get pre-approved for a mortgage is an important step in accurately determining your budget. A mortgage pre-approval will give you real numbers since the lender will have detailed info about your finances. That includes a hard inquiry, which will show up on your credit report. The good news: If you apply with multiple lenders around the same time, it'll only count as one hard pull.





TIFFANY AND HER TEAM WERE ABSOLUTELY FANTASTIC.

I cannot speak highly enough about her professionalism, her knowledge, and drive to deliver. Working with anyone else would be sub-par. Working with Tiffany made everything so much easier and less stressful. When I tell people about all the ways she went above and beyond they are always impressed.

K.P.

BUYER/SELLER

02



STAGE 2 - THE SEARCH



STEP 6

YOUR WISHLIST





CREATE A WISH LIST

Make a list of the things you'll need to have in the house. Ask yourself how many bedrooms and bathrooms you'll need and get an idea of how much space you desire. How big do you want the kitchen to be? Do you need lots of closets and cabinet space? Do you need a big yard for your kids and/or pets to play in?

Once you've made a list of your must-haves, don't forget to think about the kind of neighborhood you want, the types of schools in the area, the length of your commute to and from work, and the convenience of local shopping. Take into account your safety concerns as well as how good the rate of home appreciation is in the area.

TIPS

We will make sure to check out the little details of each house:
Turn on faucets and flush toilets to test the plumbing.
Look at ceilings to see if there are areas with discoloration.
Open and close the windows and doors to make sure they work properly.

Evaluate the neighborhood and surrounding areas.
Are the surrounding homes well maintained?
How much traffic is on the street?
Is it conveniently located near schools, shopping, restaurants, and parks?
Can you see yourself living here?
Check the route to and from work/school... does the commute seem reasonable?

THE BASICS

What part of town do you want to live in?

What price range would you consider?

No less than \$_____ but no more than \$_____

Are schools a factor and, if so, what do you need to take into consideration (e.g., want specific school system, want kids to be able to walk to school, etc.)?

Do you want an older home or a newer home (less than 5 years old)?

How much renovation would you be willing to do?

A lot A little None!

What kind of houses would you be willing to see?

One story 2 story
Split level Bi-level
Townhouse Condo
New construction Ranch

What style house appeals to you most?

Contemporary Traditional
Mid Century Colonial
Modern No preference

Do you have any physical needs that must be met, such as wheelchair access?

yes no



THE INTERIOR

How many bedrooms must you have? ____ Would you like to have? ____

How many bathrooms do you want? ____

How big would you like your house to be (square feet)?
No less than ____ But no more than ____

What features do you want to have in your house?

	Need	Want
Carpet	_____	_____
Ceramic tile	_____	_____
Hardwood floors	_____	_____
Eat-in kitchen	_____	_____
Separate dining room	_____	_____
Formal living room	_____	_____
Family room	_____	_____
Two+ Levels	_____	_____
Separate laundry room	_____	_____
Fireplace	_____	_____
Master on the main	_____	_____



THE LOT

	Need	Want
Large yard (1 acre or more)	_____	_____
Small yard (less than 1 acre)	_____	_____
Fenced yard	_____	_____
1 Car Garage	_____	_____
2 Car Garage	_____	_____
3 Car Garage	_____	_____
4+ Car Garage	_____	_____
Extra parking	_____	_____
Patio/deck	_____	_____
Pool	_____	_____
Outdoor spa	_____	_____
Outdoor Kitchen	_____	_____
Other buildings	_____	_____
Special view Of what?	_____	_____



THE MOST COMMONLY MISSED STEP...

DOCUMENTING YOUR VISIT

When it's time to take your home tour, check the features against the checklist you made. Do you need to re-evaluate any of your must-haves?

Get a feel for the home and consider anything you may have left off of your list. Remember, paint can be replaced and staged furniture will change, but there are aspects that can't change so easily:

IS THERE ENOUGH SPACE OR TOO MUCH SPACE?

WHERE COULD YOU USE MORE SPACE?

HOW WOULD YOU DESCRIBE THE LAYOUT?

DO YOU LIKE THE FIXTURES AND FINISHES?

ARE YOU HAPPY WITH THE WINDOWS (ENOUGH NATURAL LIGHT, WELL-PLACED, TOO SUNNY)?

DOES THE HOME HAVE CURB APPEAL?

DOES THE HOME HAVE ADEQUATE PARKING?

ADDRESS: _____

DATE VIEWED: _____

TIME OF DAY: _____

HOME SCORE: 1 2 3 4 5 6 7 8 9 10

LOCATION

The home is in our desired neighborhood and/or area.

We like the parks and recreational options close by.

The home is in our desired school district.

The home is within our determined work radius.

INTERIOR DETAILS

The home has the number of bedrooms we want/need.

The home is as updated as we want.

The home has the number of bathrooms we want/need.

The home has the square feet we want/need.

EXTERIOR DETAILS

The exterior is in good condition & is as updated as we want/need.

We like the landscape and it is what we want/need.

We like the look and design of the exterior of the home.

The backyard will work for us and is what we want/need.

NOTES:

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- The backyard will work for us and is what we want/need.

NOTES:



STEP 8

START TOURING HOMES





Tiffany and her team will be my number one recommendation and will be our go to for any future needs.

Our experience with the Tiffany and the Your Paradise team exceeded our expectations. Their knowledge of the area and what to look for/avoid made it so easy to work with. They made sure we understood everything not only about the house but any contracts we needed to sign. They were able to get the job done and quick!

STAGE 3 - UNDER CONTRACT & CLOSING



03

STEP 9

YOU'VE FOUND "THE ONE"

NOW IT IS TIME TO
MAKE AN OFFER





WRITING AN OFFER

Before you make an offer on a house, there are three key elements that you'll want to have in place.

The first is a mortgage preapproval from at least one lender. Ideally, you should get preapproved before you start looking at houses. It can be time-consuming to pull together all the required documents, but most importantly, a preapproval lets you know how much house you can afford. Having a preapproval in hand also lets the seller know that you're serious and provides reassurance that the deal will close. That can be extra helpful in a scenario where the seller is in a hurry to move.

Second, we will help guide you to ensure you know the market so you feel confident making a competitive offer. We will provide you with comparable sales and other market information we may be aware of. Together, we will prepare an offer that is comfortable for you!

Last, decide your skin-in-the-game and be prepared to transfer your earnest money within 3 days of going under contract. You will also want to verify that the down payment required by your lender is in the bank and ready to go. Simply having earmarked certain assets as the funds to buy a home (including the money required for the earnest deposit, down payment, closing costs, etc.) is not enough to ensure a smooth transaction. Having direct and immediate access to the cash is essential.

WHAT IS INCLUDED IN AN OFFER:

A written offer may contain these elements, among others:

- **Address:** The home's legal address, and sometimes the legal property description.
- **Price:** Details regarding the purchase price and terms.
- **Earnest money:** The amount and terms regarding the earnest money, including its disposition upon the acceptance of the offer.
- **Title:** A stipulation that the seller will provide clear title to the property.
- **Closing costs:** Details regarding which party will pay closing costs or other fees, as well as how certain taxes and expenses will be prorated between the buyer and the seller at closing. (Some lenders may cap the amount of seller participation in these expenses.)
- **The date and time of the offer's expiration:** In hot markets, this can be mere hours, but in most cases, it's one or two days.
- **A projected loan closing date:** This is typically 30 to 60 days, though how long your lender's underwriting process takes can be the deciding factor here.
- **Contingencies:** Any contingencies that the deal is subject to (more on these in the next section).
- **Disclosures:** Other state-required provisions or disclosures.

COMMON CONTINGENCIES:

Your written offer will likely include at least a couple of standard contingencies. These are things that need to happen before the sale can move forward. Common contingencies include:

- **Final loan approval:** In other words, you get the mortgage, often within a specified amount of time.
- **Home inspection:** In addition to requiring that the property undergo a home inspection, this contingency may also specify how issues revealed during the inspection will be addressed (for example, if the seller will repair or provide a credit at closing), or if the inspection is for informational purposes only.
- **Appraisal:** Lenders generally insist on verification of the home's value via an appraisal, as they don't want to lend you more than the property is worth.
- **Home sale:** This is a less common contingency that means the purchase relies on the completion of another, separate transaction. This is usually either the sale of your current home or the seller finding a new home.

Although you have to protect your interests and gather enough information to make a wise purchase, contingencies may act as roadblocks to getting a deal done — especially in hot markets. It's best for both the buyer and the seller to put only enough stipulations in the contract to cover the necessary bases; no more.

THE OFFER PROCESS



INSPECTION PERIOD / DUE DILIGENCE

When using a Florida As-Is Residential Contract for Sale and Purchase, the inspection period is considered our Due Diligence period. This is our time to research the home's ins and outs as the buyer has the right to cancel during that time. It is important to review the contract's specific terms regarding the inspection period and cancellation rights.

During the inspection period, you:

- Schedule home inspections.... We will provide a list of vendors for you to use if you do not already have your own dedicated inspectors. As soon as we go under contract, we will need to schedule inspections ASAP. (Budget approx \$500+ for general inspections...and additional inspections may be necessary).

- Conduct any necessary inspections (each home will differ), such as pest, septic, pool, sewer line, roof inspections, etc. These inspections will give you a FULL SCOPE of what you are in for with the purchase of the home.

- Confirm insurance costs... both homeowners and flood (if necessary) quotes should be collected during the inspection period to determine if they are affordable with your monthly payment. These quotes need to get to the lender ASAP.

- Drive the neighborhood morning, day and night... drive it to and from work... drive it to and from your major shopping areas... make sure the LOCATION of the home works for your busy life.

- Review the results of the inspections and negotiate repairs or credits... even if utilizing an "AS-IS" contract (where the seller is not obligated to make repairs to the home, if found by buyer), we can still attempt to negotiate some repairs within reason.

STEP 11

FINALIZE HOME INSURANCE

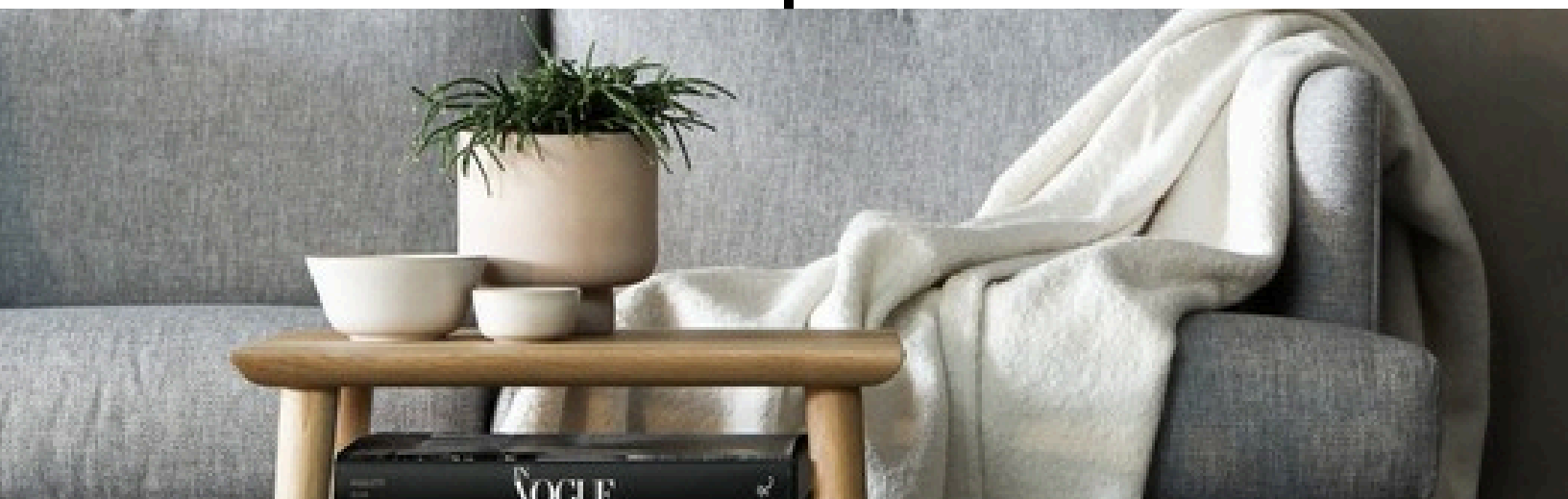
It might feel a little strange to take out an insurance policy on a home you don't actually own yet, but most lenders make securing homeowners insurance a condition of giving you a mortgage. During the Due Diligence period, you have probably reached out for pricing and to confirm you can receive insurance. Now is the time to finalize and bind insurance. You'll want enough coverage to fully replace the home (which might not be the same as your purchase price or the appraised value), and typically the policy should become effective on your closing date.

STEP 12

NEGOTIATE ANY REPAIRS / CREDITS

Though some items, like prorating property taxes or HOA fees, will already have been addressed in your offer letter, you may still have some items to negotiate before closing.

Your ability to negotiate can hinge on what kind of market you're facing. In a strong seller's market, it can be difficult to get concessions, since the seller can simply go to their next offer. But if it's an issue that will come up with any buyer — for example, a necessary repair that will get flagged by any home inspector — you may still have leverage. When using an AS-IS contract, we always remind our buyers that it is best to negotiate items we can't see on the initial walk through and/or safety items that may cause issues obtaining insurance.



ORDER AN APPRAISAL

When you purchase a home using a lender, you can't move forward with the sale until an appraisal is done on your home. After all of the inspections are completed, we will then give your lender the ok to order the appraisal.

The appraiser then comes out to see the home and determines a fair market value of the home. The outcome of the appraisal can affect whether or not the lender will loan the money for the home. Our goal is to get our negotiated price as close to or below value if we can!



FINALIZE MORTGAGE

You know the property you want to buy and how much you'll have to pay for it.

Now you'll choose a lender to get a mortgage from (you can go with a lender that pre-approved you or start fresh with a different one). Typically, you will have 5 days to obtain loan approval from the date the contract was executed, so it's time to get to work! This is a paperwork-heavy process, so get ready to do a lot of uploading. Confirm all that is needed with your lender.

Once your mortgage application is complete, you'll go into underwriting. During this process, the lender makes a final decision on whether to give you the loan — it's basically making sure there's nothing about the deal that's too risky. Underwriting includes digging deep into your finances, so you may need to come up with even more documents. The lender will also look at the home you've chosen via an appraisal and request a title search.

SCHEDULING YOUR MOVE

AFTER SIGNING

- Declutter! Sort through every drawer, closet, cupboard & shelf, removing items you no longer need or like
- Donate or sell items that are in good condition
- Get copies of medical records and store them with your other important documents
- Create an inventory of anything valuable that you plan to move
- Get estimates from moving companies

4 WEEKS TO MOVE

- Give 30 days' notice if you are currently renting
- Schedule movers/moving truck
- Buy/find packing materials
- Start packing

2 WEEKS TO MOVE

- Contact utility companies (water, electric, cable)
- Change address: mailing, subscriptions, etc.
- Minimize grocery shopping
- Keep on packing

1 WEEK TO MOVE

- Obtain a certified check for closing
- Complete final walkthrough (usually morning of closing)
- Finish packing
- Clean
- Pack essentials for a few nights in new home
- Confirm delivery date with the moving company. Write directions to the new home, along with your cell phone number



DAY OF CLOSING

CLOSING DAY

Closing is when you sign ownership and insurance paperwork and you receive your new home's keys! Typically, closing takes four to six weeks. During this time, purchase funds are held in escrow, where your money is held safe until the transaction is complete.

FINAL WALK-THROUGH

We will do a final walk of the home within 24 hours of closing to check the property's condition. This final inspection takes about an hour. We will make sure any repair work that the seller agreed to make has been done.

We will be sure to:

- Make sure all appliances are working properly
- Run the water in all the faucets and check for any possible leaks
- Open and close garage doors with opener
- Flush toilets
- Run the garbage disposal and exhaust fans

CLOSING TABLE

Who will be there:

- We will be!
- The seller (possibly)
- The seller's agent (possibly)
- Your loan officer

BRING TO CLOSING

- Government-issued photo ID
- Copy of the sales contract

RECEIVE YOUR KEYS

Congratulations! It was a lot of hard work but you are now officially homeowners!! Time to throw a party and get to know your new neighbors!



WE LOOK FORWARD TO
WORKING WITH YOU!



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