

Buyer's

GUIDE



FOLEYS REALTY
-REAL ESTATE TEAM-

HOME BUYER'S *Roadmap*



Foleys
- REAL ESTATE TEAM -

01 MEET THE *Right agent*

OUR AGENT QUALITIES

- ✓ Neighborhood Experts
- ✓ Experience
- ✓ Comfortability
- ✓ Affordability
- ✓ Problem Solvers
- ✓ On Your Side
- ✓ Staying on Top of the Paperwork



STAYING ON TOP OF THE PAPERWORK

As a real estate buyer agent, staying on top of the paperwork is essential to ensure a smooth and timely transaction. I am highly organized and detail-oriented, and I pride myself on my ability to manage and track all necessary documents and deadlines with precision and efficiency.

NEIGHBORHOOD EXPERTS

As real estate buyer agents, we are neighborhood experts knowledgeable about the local community, schools, amenities, and property values. We use this expertise to help our clients find the right neighborhood that meets their lifestyle and investment needs.

Need research on a specific neighborhood? Contact one of our agents on the next page and request more information about the area you are looking in.

EXPERIENCE

With over 40 years of experience at Foley's Realty, our team offers knowledge of the process of purchasing a home, a specialized transaction process and expertise in relocation and home-buying. Our experience supports our deep understanding of the local market and our ability to provide you with personalized guidance and support tailored to your unique needs and preferences.

COMFORTABILITY

It's important to find an agent you feel comfortable working with; our agents are committed to providing a step-by-step approach to the home buying process.

AFFORDABILITY

As real estate buyer agents, we focus on finding affordable properties that meet my clients' needs and budget while ensuring they get the best possible value for their money.

PROBLEM SOLVERS

Our team is proactive when it comes to problem solving. We believe if you fail to plan, you are planning to fail. We actively seek out any risk or problems that may occur and our team is able to anticipate and address any challenges that may arise during the buying process. We work tirelessly to find creative solutions that meet our clients' needs and achieve their real estate goals.

ON YOUR SIDE

As a real estate buyer agent, we are dedicated to representing your best interests and upholding our fiduciary responsibilities. Our team is on your side throughout the entire buying process, from property search to negotiation and closing.

MEET THE TEAM

Find the agent that fits your need. At the end of the guide, review our agent specialties, qualities and interests and find an agent that works for you

HOUSE WANTS AND NEEDS

Use the following checklist to determine must-haves and would-likes, determine your budget, and find the features that you are looking for!

HOUSE WANTS & NEEDS LIST

BUDGET:

Minimum _____ - Maximum _____

DETERMINE THE FEATURES YOU ARE LOOKING FOR IN YOUR IDEAL HOME AND PRIORITIZE WHAT IS IMPORTANT.

TYPE OF HOME:

Single Family Home Townhouse Condo

CONDITION OF HOME:

Move-In Ready Some Work Needed is OK Fixer Upper

DESIRED FEATURES:

_____ Bedrooms _____ Bathrooms _____ Car Garage (Circle) Small or Large Yard

Ideal Square Footage: _____

Desired Location/Neighborhood/School District: _____

MUST HAVE

WOULD LIKE TO HAVE

02 GET *Pre-approved*



BUDGETING YOUR PURCHASE

- Mortgage lenders recommend you do not buy a home that is more than 3 to 5 times your annual household income.
- If you are not purchasing a home with cash, you will need a mortgage pre-approval provided by your mortgage lender.
- A lender will work with you to get a loan that meets your needs.
- Some buyers are concerned with keeping their monthly payments as low as possible, others want to make sure that their monthly payments never increase.

CHECK YOUR CREDIT

A mortgage requires a good credit score. You can improve your score by:

- ✓ Paying down credit card balances
- ✓ Continuing to make payments on time
- ✓ Avoid applying for a new credit card or car loan until you have been approved
- ✓ Avoid making big purchases until you have been approved
- ✓ If possible, avoid job changes until you have been approved

SAVE FOR A DOWN PAYMENT & OTHER EXPENSES

In order to make your dream of buying a home a reality, you will need to save cash for your down payment, earnest money, closing costs & home inspector.

- ✓ A Down Payment is typically between 3.5% & 20% of the purchase price
- ✓ Earnest Money is money you put down to show you're serious about purchasing a home. It's also known as a good faith deposit.
- ✓ Closing Costs for the buyer run between 2% & 5% of the loan amount
- ✓ A Home Inspection costs \$300 to \$500

PREPARE FINANCING

On the following pages we detailed a few topics to help you prepare financing. Review the follow topics to better understand your financing options:

- Documents checklist of what you need to provide for review & verification by the lender.
- Which Loan is Right for You- a breakdown of popular loan options
- The difference between pre-qualified and pre-approved.
- Questions to ask the Lender



GET *qualified*

TYPE OF LOAN	CREDIT SCORE	DOWN PAYMENT
VA LOAN	620	NO DOWN PAYMENT
USDA LOAN	620	NO DOWN PAYMENT
FHA LOAN	580+ 500-579	3.5% 10%
203K LOAN	640	3.5%
CONVENTIONAL 97	620	3%
CONVENTIONAL LOAN	640	5-20%



Income QUALIFICATIONS

QUALIFYING INCOME

- ✓ W-2 Income/Salary
- ✓ Income from part-time jobs
- ✓ Income from a second Job
- ✓ Overtime & Bonuses
- ✓ Seasonal jobs
- ✓ Self-employed Income
- ✓ Alimony & child support (Documentation required)



NON-QUALIFYING INCOME

- ✓ Income from the lottery
- ✓ Gambling
- ✓ Unemployment pay
- ✓ Single bonuses
- ✓ Non-occupying co-signer income Unverifiable income
- ✓ Income from rental properties

NEEDED DOCUMENTS

- ✓ W2'S FROM THE PAST 2 YEARS
- ✓ 3 MONTHS WORTH OF PAY-STUBS
- ✓ BANK STATEMENTS (PAST 3 MONTHS)
- ✓ PREVIOUS 2 YEARS OF TAX RETURNS
- ✓ LIST OF YOUR DEBTS & ASSETS
- ✓ DIVORCE DECREE
- ✓ ADDITIONAL INCOME DOCUMENTS

HOME LOAN APPLICATION DOCUMENTS CHECKLIST

TO DETERMINE LOAN ELIGIBILITY,
LENDERS TYPICALLY REQUIRE THE FOLLOWING TYPES OF
DOCUMENTS FROM EACH APPLICANT

INCOME

- Federal tax returns: last 2 years
- W-2s: last 2 years
- Pay stubs: last 2 months
- Any additional income documentation: pension, retirement, child support, Social Security/disability income award letters, etc

ASSETS

- Bank statements: 2 most recent checking/savings account statements
- 401(k) or retirement account statement and summary
- Other assets: statements and summaries of IRAs, stocks, bonds, etc.

OTHER

- Copy of driver's license or ID and Social Security card
- Addresses for the past 2-5 years and landlord's contact info if applicable
- Student loan statements: showing current and future payment amounts
- Documents relating to any of the following if applicable: divorce, bankruptcy, collections, judgements or pending lawsuits

PRE-QUALIFIED VS PRE-APPROVED

What's the difference

BETWEEN BEING PRE-QUALIFIED AND PRE-APPROVED?

PRE-QUALIFIED

In order to be pre-qualified, a lender may or may not check your credit score and won't require documentation, only going off what you tell them. This will give you an idea of what you could qualify for, but when you're serious about buying, you'll need to get pre-approved.

PRE-APPROVED

To be pre-approved, the lender will pull your credit and ask you for documentation to verify your finances. Before making an offer on a house, it is best to get pre-approved to show sellers your offer is serious and that a lender has already approved you for enough money to purchase the home.



QUESTIONS TO ASK WHEN CHOOSING A LENDER

INTERVIEWING LENDERS IS AN IMPORTANT STEP IN DETERMINING WHAT TYPE OF HOME LOAN IS BEST FOR YOU.

Not all lenders are the same, and the type of loans available, interest rates, and fees can vary. Here are some questions to consider when interviewing lenders:

- » Which types of home loans do you offer?
- » What will my interest and annual percentage rates be?
- » Do I qualify for any special programs or discounts?
- » What estimated closing costs can I expect to pay?
- » What is your average loan processing time?



03

START

Home shopping

START TOURING HOMES IN YOUR PRICE RANGE

Time to start shopping! We will start with a breakdown of a few properties that fits your must-haves list. Once we view your options, we will rule out any necessary deal breakers and focus on the properties that best fits your budget and goals. Make sure to take notes on all the homes we visit. It can be hard to remember all the details of each home, so take pictures or videos to help you remember each home, and review the notes you have written.



Tip

EVALUATE THE NEIGHBORHOOD AND SURROUNDING AREAS

- ✓ Ask Around & Study the Area
- ✓ Look at the style and conditions of the surrounding area.
- ✓ Take Pictures and Notes

FIND YOUR DREAM HOME

When the dream comes true we know what to do!

Once we have found THE house for you, we will present an appropriate offer based on recent sales and current buyer activity in the area, as well as the value of the property in its current condition.



04 MAKE *an offer*

WHEN TO MAKE AN OFFER:

So you have found THE house! Congrats! When you found the house of your choice, we will prepare an offer sheet and submit the offer to the seller. It is important to act fast and make a competitive offer.

HOW MUCH TO OFFER:

We will sit down and look at recent sales and current buyer activity in the area, as well as the value of the property in its present condition. Putting all this information together, we will recommend the best price to offer.

SUBMITTING AN OFFER

There are some components to an offer that makes it more appealing to the sellers.

- ✓ **Put Your Best Foot Forward**
We will work together to discover options and create your best offer. Depending on the circumstances, you may have only one chance to make a good impression.
- ✓ **Shorter Inspection Periods**
Try shortening the inspection period to 10 days
- ✓ **Offer to Close Quickly**
Many sellers prefer to close within 30 days.



- ✓ **Put Down a Healthy Earnest Deposit**
A large earnest money deposit shows the seller you are serious.
- ✓ **Cash Talks**
A transaction that is not dependent on receiving loan approval is more attractive to a seller
- ✓ **Write the Seller a Letter**
We will make your offer stand out by writing a personal letter to the seller, explaining why you fell in love with their home.

AFTER YOU SUBMIT AN OFFER

THE SELLER COULD

- ✓ **ACCEPT THE OFFER**
- ✓ **DECLINE THE OFFER**

This happens if the seller thinks your offer isn't close enough to their expectations to further negotiate.

✓ COUNTER-OFFER

A counter-offer is when the seller offers you different terms. If this happens, you can:

- ACCEPT THE SELLER'S COUNTER-OFFER
- DECLINE THE SELLER'S COUNTER-OFFER

□ COUNTER THE SELLER'S COUNTER-OFFER

You can negotiate back and forth as many times as needed until you reach an agreement or someone chooses to walk away.

OFFER IS ACCEPTED - CONGRATS!

Sign the purchase agreement and you are now officially under contract and in escrow! There are usually several contingency periods while in escrow. Now inspections, appraisals, or anything else built into your purchase agreement will take place.

05 OPEN ESCROW

OFFER ACCEPTED

Once you have agreed on terms, a sales agreement is signed and the house is officially under contract and in escrow. Here are the steps that follow:

FIRST DEPOSIT INTO ESCROW ACCOUNT

Your earnest money deposit will be put into an escrow account that is managed by a neutral third party (typically a title company or bank) who holds the money for the duration of the escrow period. They will manage all the funds and documents required for closing, and your deposit will go towards your down payment which is paid at closing.



COMPLETE YOUR MORTGAGE APPLICATION

Once you've come to an agreement on the final offer, it's time to finalize your loan application and lock in your interest rate if you haven't done so already. You may need to provide additional documentation to your lender upon request.



SCHEDULE A HOME INSPECTION

Home inspections are optional but highly recommended to make sure that the home is in the condition for which it appears. Inspections are typically completed within 10-14 days after signing the sales agreement.

ORDER AN APPRAISAL

An appraisal will be required by your lender to confirm that the home is indeed worth the loan amount. The appraisal takes into account factors such as similar property values, the home's age, location, size and condition to determine the current value of the property.

WHAT NOT TO DO DURING ESCROW

It's extremely important not to do any of the following until after the home buying process is complete:

- ✗ BUY OR LEASE A CAR
- ✗ CHANGE JOBS
- ✗ MISS A BILL PAYMENT
- ✗ OPEN A LINE OF CREDIT
- ✗ MOVE MONEY AROUND
- ✗ MAKE A MAJOR PURCHASE



Any of these types of changes could jeopardize your loan approval. It's standard procedure for lenders to also do a final credit check before closing.

06 ORDER AN *inspection*

During the inspection period, we will schedule a licensed home inspector to do a thorough inspection of the home. Once this is complete, the inspector will provide us with a detailed report. You can take the issues as-is or request the seller to address some or all of the findings. We will be mindful and reasonable on smaller items while being very cautious and vigilant of potentially significant issues.



07 APPRAISAL *ordered*

Your lender will arrange for a third party appraiser to provide an independent estimate of the value of the house you are buying. The appraisal lets all parties involved know that the price is fair. The loan file then moves on to the mortgage underwriter. If approved you will receive your final commitment letter that includes the final loan terms & percentage rates.

PROPERTY TITLE SEARCH

This ensures that the seller truly owns the property and that all existing liens, loans or judgments are disclosed.

HOME OWNERS INSURANCE

You'll need insurance for the new home before closing. This will protect against things like fire, storms, and flooding.

HOMEOWNERS INSURANCE

WHY DO YOU NEED HOMEOWNERS INSURANCE?

Homeowners insurance protects your home and possessions against damage and theft and is required by lenders before finalizing your loan. Policies vary and are completely customizable, so it's recommended to get quotes from multiple companies to compare price, coverage and limits.

WHAT DOES THIS INSURANCE COVER?

Homeowners insurance typically covers destruction and damage to the interior and exterior of a home due to things like fire, hurricanes, lightning, or vandalism. It also covers loss or theft of possessions, and personal liability for harm to others.

WHAT DOESN'T IT COVER?

Most policies do not cover flood or earthquake damage, and you may need to purchase an additional policy for this type of coverage.

WHAT ARE POLICY RATES BASED ON?

Rates are mostly determined by the insurer's risk that you will file a claim. The risk is based on your personal history of claims, frequency and severity of claims, past history of claims on the home, as well as the neighborhood statistics and the home's condition.

HOW CAN YOU QUALIFY FOR DISCOUNTS?

Many insurance companies offer discounts to seniors, and also to customers who have multiple policies with them, like auto or health insurance. Having a security system, smoke alarms and carbon monoxide detectors can also lower annual premium rates. When getting quotes, be sure to ask each company about their discounts and cost savings options.

TITLE INSURANCE

WHAT IS TITLE INSURANCE?

Title insurance protects the lender and/or homeowner from financial loss against claims regarding the legal ownership of a home.

HOW DOES TITLE INSURANCE COVERAGE WORK?

There are two types of title insurance: one for lenders and another for homeowners. Lender's title insurance is required by lenders but it does not cover you. A separate homeowners policy is needed to protect yourself from a claim on your home, and from being held financially responsible for possible unpaid property taxes from previous owners.

IS A TITLE SEARCH SUFFICIENT?

While most lenders require a title search, the title insurance ensures that if anything is missed during the search, those insured will be protected if any legal issues arise.

HOW MUCH DOES TITLE INSURANCE COST?

Title insurance is a one-time fee that is paid at closing, which costs between \$500-\$3,500 depending on the state, insurance provider and the purchase price of the home. Some companies will offer a discount if you bundle the lender's and owner's policies, but typically the buyer purchases the lender's policy and the seller pays for the owner's policy.





CLOSING *disclosures*

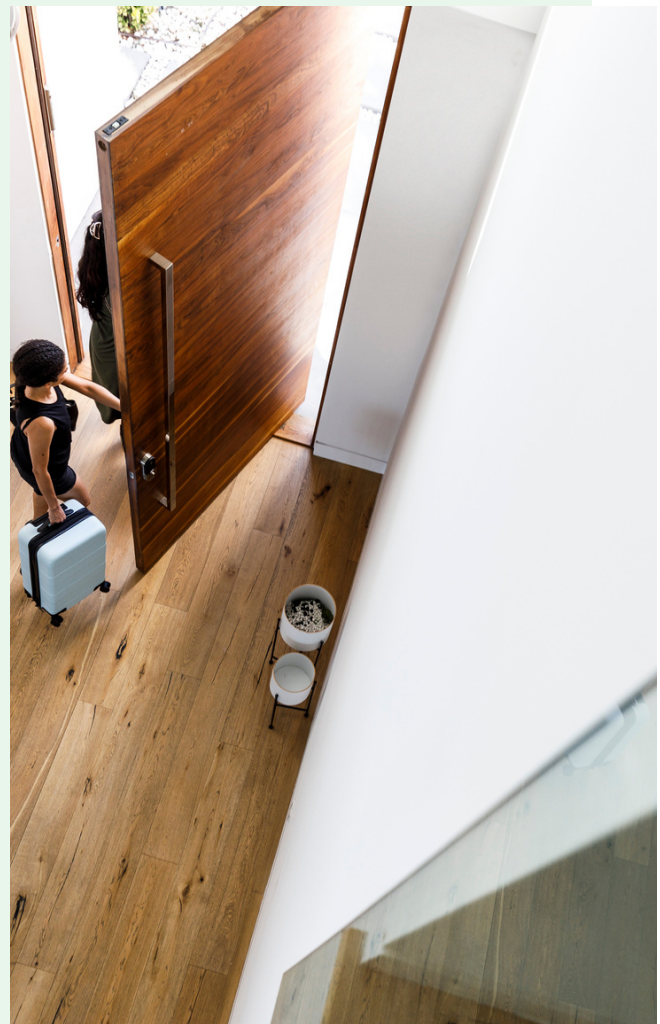
- » Lenders are required to provide you with a closing disclosure, at least 3 days before closing.
- » Shows your final loan terms and closing.
- » You will have 3 days to review the statement.
- » If there is a significant discrepancy between the loan estimate and the closing disclosure, we must notify your lender and title company immediately.

Final WALKTHROUGH

We will do a final walk through 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 *day*

CLOSING DAY

Closing is the final step of the buying process. On the day of closing, both parties sign documents, funds are dispersed, and property ownership is formally transferred from the seller to the buyer.



CLOSING TABLE

Who will be there:

- ✓ Your agent
- ✓ The seller
- ✓ The seller's agent
- ✓ A title company representative
- ✓ Your loan officer
- ✓ Any real estate attorneys involved in the transaction

The closing typically happens at the title company. You will be signing lots of paperwork so get your writing hand warmed up! Some of the papers you will be signing include: the deed of trust, promissory note, and other documents.

CLOSING COSTS

Closing costs can vary depending on your home's purchase price and where you are located. You can generally expect your closing costs to be around 3% to 4% of the home's purchase price. These closing costs can sometimes be shared with the seller.



BRING TO CLOSING

- ✓ Government-issued photo ID
- ✓ Copy of the sales contract
- ✓ Homeowner's insurance certificate
- ✓ Proof of funds to cover the remainder of the costs

RECEIVE YOUR KEYS

Congratulations! It was a journey but you are now officially a homeowner!! Time to celebrate!

10 SCHEDULING *your move*



AFTER SIGNING

- ✓ Finalize Home Mortgage
- ✓ Schedule Home Inspection
- ✓ 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 take
- ✓ 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

- ✓ Secure Home Warranty
- ✓ Get quotes for home insurance
- ✓ Schedule time for closing
- ✓ Contact utility companies (water, electric, cable)
- ✓ Change address: mailing, subscriptions, etc.
- ✓ Minimize grocery shopping
- ✓ Keep on packing

3 WEEKS TO MOVE

- ✓ Arrange appraisal
- ✓ Complete title search (Title company will do this)

1 WEEK TO MOVE

- ✓ Obtain certified checks for closing
- ✓ Schedule and attend a final walkthrough
- ✓ Finish packing
- ✓ Clean
- ✓ Pack essentials for a few nights in new home
- ✓ Confirm delivery date with the moving company

MEET THE *Team*



TIMOTHY FOLEY REAL ESTATE BROKER

Mr. Foley specializes in Real Estate Investment properties and property management of Investment assets for his clients. He has sold listings in Manhattan including buildings, restaurants, delis and supermarkets. In Staten Island, Tim has great experience and knowledge of sales including town-homes, co-ops, condos, and multifamily homes.

VINCENT SCULLARI TRANSACTION COORDINATOR

Vincent is a real estate transaction coordinator, he provides essential administrative support to ensure smooth transactions. Passionate about real estate, he is ready to help you get through the process, whether buying, or selling. He is smart and friendly and has the skills to assist you in finding your next home.



CHRIS VAN OOY BUYERS AGENT

Meet Christian van Ooy, a Staten Island resident and NYC real estate agent renowned for his friendly and ambitious approach. Specializing in properties across the five boroughs, Christian goes above and beyond to ensure a smooth real estate experience.



SUZANNE GREEN RELOCATION SPECIALIST

Suzanne has been awarded the prestigious NJAR Circle of Excellence Award for excelling in sales for the past 17 years, she was awarded the highest sales award given, the NJAR Platinum Sales Award as well as holds the Designation of GRI & CNE branding Suzanne as a Negotiations & Sales expert. Suzanne is an licensed Realtor in both New Jersey & New York.





Foleys Realty

REAL ESTATE TEAM

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