

ULTIMATE HOME BUYERS GUIDE

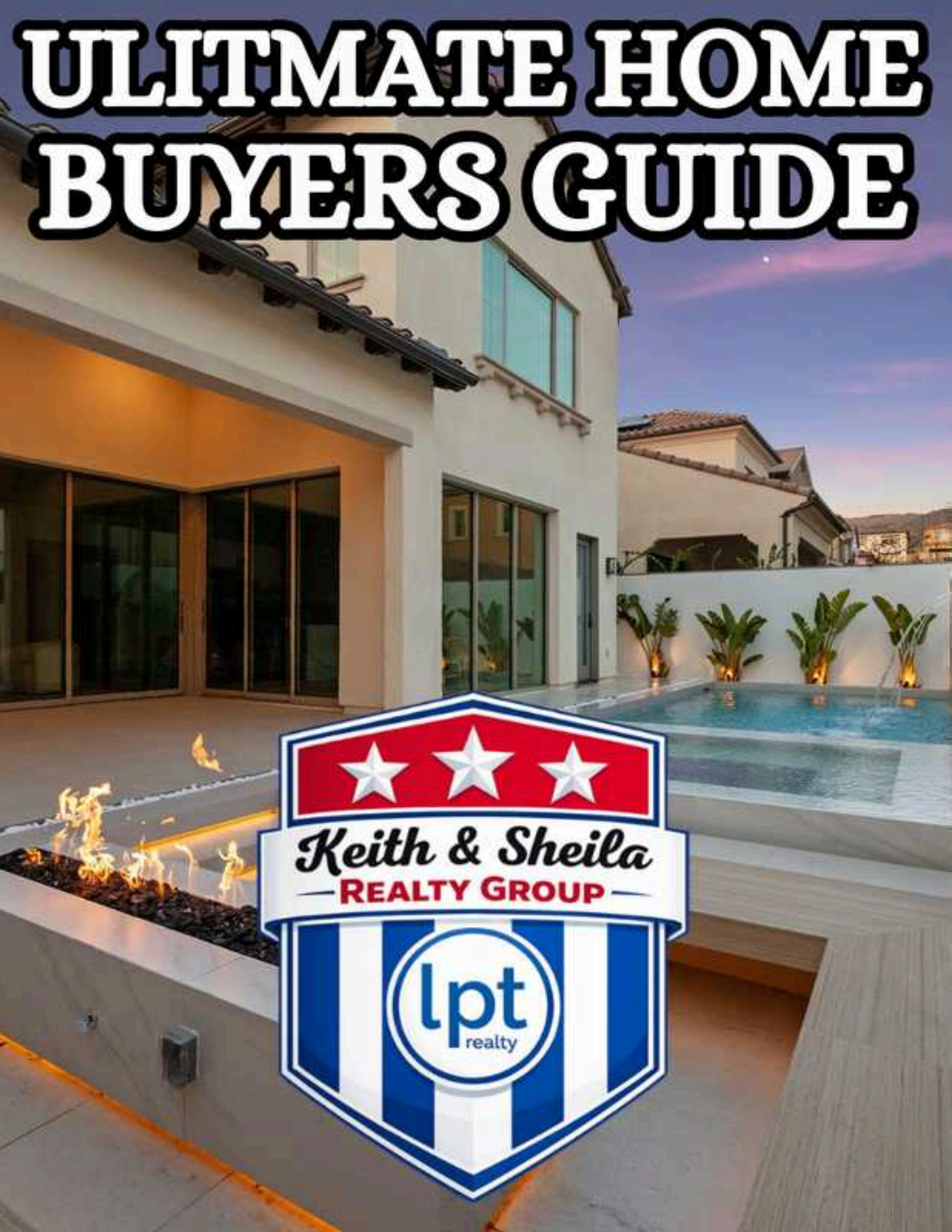


TABLE OF CONTENTS

- ABOUT KEITH & SHEILA CAMPBELL
- OUR MISSION / MISSION / VALUES
- OUR PROMISE
- NEW REAL ESTATE RULES FOR AGENTS
- HOW WE GET PAID
- AGENT TASK & PROCESS LIST
- THE HOME BUYING PROCESS
- MORTGAGE LENDER PROCESS
- OUR MLS & MILITARY/ VETERAN CERTIFICATIONS
- UNDERSTANDING CLOSING COST
- SUBMITTING AN OFFER
- THE NEGOTIATING PROCESS
- FAQ - FREQUENTLY ASKED QUESTIONS
- BUYER HOME INSPECTION
- HOW TO HIRE A HOME INSPECTOR
- UNDERSTANDING HOMEOWNERS INSURANCE
- THE HOME APPRAISAL
- ABOUT (HOA'S) HOME OWNER ASSOCIATIONS
- FINAL WALK THROUGH
- CLOSING DAY YOUR
- MOVE IN CHECK LIST



What You Need to Know Before Touring Homes in Texas

(New Law SB1968 Effective January 1, 2026).

Why Do I Need to Sign Something Before Seeing a Home? Effective Jan 1, 2026 Texas law now requires that buyers and real estate agents have a written agreement in place before touring a home

This agreement:

- Explains how the agent works with you
 - Clarifies who the agent represents
 - Outlines how the agent gets paid
- This is designed to protect you and ensure full transparency.

What Does the Agreement Include?

The agreement will clearly explain:

- The services your agent provides
- Whether the agreement is exclusive or non-exclusive
- How long the agreement lasts
- How your agent is compensated
- Who the agent represents (you, the seller, or both)

Just Want to See One Home? That's totally fine. There is a "showing-only" agreement option that:

- Is non-exclusive - Lasts 14 days or less
- Clearly states the agent does NOT represent you

This allows you to view a home without committing to a long-term relationship.

No Agreement = No Showing - Under the new law, agents cannot show homes without a signed agreement first.

This applies to:

- Private showings, in person showings, video showings and virtual showings. Any type of showing.
- Open houses (in many cases before entry)

What This Means for You

- You'll have more clarity and transparency when working with an agent
- You'll understand exactly what services you're receiving
- You'll know how compensation works upfront
- You can choose the level of representation that fits your needs

Common Question - "Does this mean I'm locked into working with one agent?"

No. You can choose:

- A short-term showing agreement
- Or a longer-term agreement if you want full advocacy & fiduciary representation

Simple Summary - Before touring a home in Texas:

- You'll sign a quick agreement
- It takes about 30 seconds
- It does not automatically lock you into anything

What to Expect at a Showing or Open House

You may hear something like: "Before viewing the home, Texas law requires a quick agreement that explains how we work together. It only takes about 30 seconds and allows me to show you the property."

Final Thought

This new law is all about transparency, protection, and clear communication—so you can move forward with confidence when buying a home.



Texas Home Buyer Roadmap 1.0

1. Schedule a Buyer Consultation

Meet with your real estate team (that's us!) to discuss your goals, budget, timeline, and must-have features. We'll guide you step-by-step and help you create a clear plan toward homeownership.

Understanding Buyer Representation (SB1968 Update)

Due to recent changes in Texas law (SB1968), buyers are now required to have a signed agreement with a real estate agent before touring homes.

This may be a Showing Agreement (short-term) or a Buyer Representation Agreement (longer-term). These agreements:

- Clearly outline how we represent and protect you as your fiduciary
- Explain how agent compensation works (always negotiable)
- Ensure you have professional guidance throughout the process

Our goal is always to advocate for you and, whenever possible, negotiate for the seller to cover our fee through concessions or broker compensation.

2. Get Pre-Approved for a Mortgage

Connect with a trusted, vetted lender to review your finances and obtain a pre-approval letter. This shows sellers you're a serious buyer and helps establish your price range.

3. Set Your Budget & Priorities

Determine a comfortable budget and create a list of your "must-haves" and "nice-to-haves." Be sure to factor in property taxes, HOA dues, and insurance when estimating your monthly costs.

4. Start Touring Homes

We'll schedule showings and help you evaluate homes, neighborhoods, and features to find the best fit for your lifestyle and goals.

5. Submit an Offer

Once you find the right home, we'll prepare and negotiate a strong offer based on current market conditions and comparable sales.

6. Enter the Option Period (Texas Only)

As part of your offer, we negotiate an option fee (typically \$10–\$20 per day), which gives you the right to cancel the contract for any reason during a set period (usually 5–10 days).

This is your due diligence window—use it to schedule inspections and fully evaluate the property.

7. Schedule a Home Inspection

During the option period, hire a licensed Texas home inspector to evaluate the home's structure, foundation, systems, and safety.

This helps identify potential issues and protects your investment.

8. Negotiate Repairs or Credits (If Needed)

If the inspection reveals concerns, we'll help you negotiate repairs, request credits, or adjust contract terms before the option period ends.



Texas Home Buyer Roadmap 1.1

9. Appraisal Ordered by Lender

After the option period, your lender will order an appraisal to verify the home's value. If the appraisal comes in lower than expected, we'll discuss strategies such as renegotiating the price or adjusting your financing.

10. Secure Homeowners Insurance

Before closing, shop for and secure homeowners insurance. Your lender will require proof of coverage prior to final loan approval.

Tip: Compare quotes and consider bundling with auto insurance for potential savings.

11. Finalize Financing

Submit any remaining documents to your lender and complete the underwriting process. Once everything is approved, you'll receive your official Clear to Close (CTC).

12. Final Walk-Through

We'll conduct a final walk-through before closing to ensure the home is in the agreed-upon condition and that all negotiated repairs have been completed.

13. Closing & Funding

At closing, you'll sign all final documents, finalize your loan, and pay any remaining closing costs. After signing, the lender funds the loan and the title company records the deed with the county—officially transferring ownership.

Be sure to bring a valid driver's license, state ID, or passport.

14. Close & Get Your Keys!

Once the transaction is recorded, you'll receive the keys to your new home.

Congratulations—you're officially a Texas homeowner!

After Closing: Important Tax Exemptions - File Your Texas Homestead Exemption

After purchasing your home, be sure to file for your Texas Homestead Exemption with your county appraisal district. This can significantly reduce your property taxes on your primary residence.

- You can file once you occupy the home as your primary residence
- Filing is typically done online through your county appraisal district
- This exemption helps cap annual property tax increases and lowers your taxable value

Important: File as soon as eligible—this can save you thousands over time

Disabled Veteran Exemption

If you are a qualified disabled veteran, you may be eligible for significant property tax reductions—or even a full exemption depending on your disability rating.

- 100% disabled veterans may qualify for full property tax exemption on their homestead
- Partial disability ratings receive scaled exemptions
- Requires documentation from the VA

Over 65 Exemption

Homeowners age 65 or older may qualify for additional tax relief:

- School district taxes may be frozen at the amount paid in the first qualifying year
- Can be combined with homestead exemption

Pro Tip: If you qualify for multiple exemptions (Homestead, Disabled Veteran, Over 65), they can often be combined for maximum tax savings.

ABOUT KEITH & SHEILA

Keith and Sheila Campbell are the husband-and-wife team behind the Keith & Sheila Realty Group, proudly serving buyers and sellers across the Greater San Antonio area including Cibolo, Schertz, New Braunfels, and surrounding communities.

With 14+ years in full-time real estate as a spouse team, they bring the experience, knowledge, and passion needed to guide clients through one of life's biggest financial decisions. Over the years, Keith and Sheila have helped more than 320 families (275+ Military & veteran Families) successfully buy or sell homes, representing over \$110 million in real estate sales.

Their mission is simple: provide honest guidance, expert negotiation, and a smooth experience from the first showing to closing day. Every client is treated the way they would want to be treated — with integrity, respect, and clear communication throughout the process.

Keith is a proud U.S. Army Veteran and a former professional home inspector with 13 years of experience and more than 4,000 home inspections completed. They also owned and operated Campbell Custom Builders LLC, where they renovated more than 100 historic homes between 2007 and 2020. Keith has held national IRC contractor license, as well as a Texas Licensed Irrigator and EPA National Lead-Based Paint Inspector/Contractor license. This extensive background gives clients a unique advantage when evaluating homes, identifying potential issues, understanding home maintenance issues, true cost of home ownership, and long-term property value.

Sheila is a lifelong resident of the San Antonio area and grew up in a proud military family. Her father is a retired U.S. Air Force Senior NCO, giving her a deep appreciation for the sacrifices and lifestyle of military families.

Sheila earned her degree in Speech Pathology from Our Lady of the Lake University in 2002 and spent 11 years as an elementary educator before transitioning into real estate in 2012. Her teaching background and attention to detail help clients feel confident and informed throughout every step of the buying or selling journey.

Together, Keith and Sheila specialize in helping:

- First-time home buyers
- Military and veteran families
- Buyers relocating to the San Antonio area
- Move-up and downsizing homeowners

They are proud Veteran Advocates and hold several military-focused real estate designations, including MRP, CMR, and CMRS, allowing them to better serve those who have served our country.

Faith, family, and service are at the heart of everything they do. As a blended family with four adult children, four grand children, Keith and Sheila believe every client relationship is an opportunity to serve with gratitude, integrity, and purpose.

Our goal is to educate and empower our clients to make wise decisions, not simply to help clients buy, sell, or invest in a real estate — but to build lasting relationships that extend far beyond the closing table.

OUR MISSION – VISION – VALUES

As real estate agent professionals we aren't selling a product. No, we are serving, educating and empowering individuals and families to establish their own sanctuary and build wealth. We are not just looking to make a commission check, but rather serve our clients best interest!

To be a successful real estate agent, it takes hard work, experience, perseverance, expertise, and determination. To be a professional real estate professional, it takes love, passion, experience, tenacity, and constant education and industry evolution.

We obtain our goal of exceptional real estate service and results by making sure we never settle for just a job well done or a pat on the back. We strive to be the most up-to-date professional advocates for our clients by utilizing technology, trends, and market changes.



We are your Advocate for all real estate needs. As a Professional REALTOR® husband and wife Team, we take our responsibility as seriously as we would if we were buying a home for our family. We know your home is probably the largest asset you will own.

We know it will play a paramount role in your future financially and relationally and it should only be placed in the hands of the most competent experts available. We take that responsibility and fiduciary duty profoundly serious!

We always try to treat our clients the way we want to be treated. We will always put your families' best interest above making money. That is our promise to you and your family!

OUR PROMISE

- We Will Be Your Advocates -We will always put your best interest before making a commission
- We Will Serve You With Professionalism – We will always be a professional
- We Will Communicate Well– We will always keep you informed of the progress of your transaction
- Integrity – We will serve you with integrity “We Treat Others The Way We Want To Be Treated”
- Knowledge – We will be experts in our industry or we will find the expert to help us
- Exceptionalism – We will do our best to serve you with exceptional service
- Work Ethic– We will work hard and smart to help you meet your real estate goals
- Honesty – We will tell you the truth no matter what
- Confidential – Whatever you tell us, stays with us no matter what



- We Will serve you with Exceptional Real Estate Service and To LISTEN to you.
 - We Will fight tooth and nail to get you the biggest return on your investment.
 - We Will tell you what you NEED to hear, not necessarily what you want to hear.
 - We Will never force you into a deal - but please take our professional opinion seriously as we have your best interest in mind.
 - We Will return your call quickly. You will always get a return call as soon as we are available.
 - We Will be with you through every step of the transaction.
 - We Will give you our full attention during our meetings with you. (i.e. not taking phone calls, etc.)
 - We Will not abandon you after the sale is complete.
- We are your life long real estate professionals.

MEMEBERSHIPS & CERTIFICATIONS

Millions of new and existing homes are sold each year. There's no shortage of housing options, so our challenge isn't finding a home, it's finding the right one. A home is more than just a collection of bedrooms and bathrooms. Several properties -- each with four bedrooms, three baths, and the same price -- may represent radically different designs, commuting distances, lot sizes, tax costs, interior dimensions, and finishes.

With so many choices it is easy to become overwhelmed about the home finding experience. In an attempt to eradicate all apprehension, we have provided you with our needs analysis questionnaire (see last pages of this document) before our first formal meeting. This will get you thinking about your options before we sit down and decide where we should begin our search.

San Antonio & Central Texas MLS's

LOCAL MLS – We pay to be members of both the San Antonio (SABOR) MLS, Central Texas MLS, Texas Association of Realtors, and the national association of realtors. We pay extra to maximize your search of homes in the area.



SYNDICATED REAL ESTATE WEBSITES – We pay to be on syndicated on real estate websites like, Realtor.com, Zillow, Trulia, Hot Pads, Yahoo Homes, Redfin, and more.



MILITARY & VETERAN CERTIFICATIONS - We are veteran Advocates: Keith is one of a very few REALTORS® who has all three military/veteran expert certifications in the area.

Keith is an Army veteran and it is our honor to serve our Active Duty Military, Retired Military & Veterans. *We love to serve those who have served us!*



THE BUYING PROCESS

Many people think real estate goes something like this...

Step 1: Search online for houses in your desired area

Step 2: Set up a showing

Step 3: Make an offer, which is immediately accepted

Step 4: Close the deal

Step 5: MOVE IN

Unfortunately, buying and selling real estate can be a complex matter.



No two properties or transactions, regardless of how identical they are on paper, are alike. In this maze of forms, financing, inspections, marketing, pricing and negotiating, it makes sense to work with professionals who actively know the community and its market. **WE ARE THOSE PROFESSIONALS.**

Whether you are a first-time home buyer or entering the marketplace as a repeat buyer, real estate transactions can be a stressful and confusing process because of the constantly changing laws and market.

We strive to make the process as simple and enjoyable as possible. To make our goals a successful reality we must provide you with as much information and assistance as possible while also learning precisely what you want out of this real estate transaction.

This packet will provide you, as the buyer, with the answers to the real estate who, what, when, where, and why.

LENDERS & MORTGAGES 1.0

Most people do not have the money to pay cash for a home? According to the National Association of Realtors nearly 9 of 10 buyers finance their purchase of a home.

Purchasing a home and financing are closely intertwined. (Financing is the difference between the purchase price and your down payment.) The good news is, new and innovative loan programs are available that require as little as a 3.5% to 5% down payment. A few specialized loan programs like the VA (for Active Duty Military & Veterans and USDA (Rural homes) can get a loan that requires NOTHING down!

Once you have determined a loan will be needed, it is time to make application with a mortgage lender. We urge our clients to talk to a mortgage lender as soon as they decide that they are interested in purchasing a home. This is advised because people may need to spend time saving more money, increasing their incomes, paying down some debts, or cleaning up their credit before they are eligible to purchase a property.

We want you to have these issues handled before you fall in love with a home and then have to watch it be sold to someone else because we weren't prepared to buy. This process also helps everyone involved define the appropriate price range to pursue. Once a lender is selected, they will request permission to run your credit report and ask you for information regarding your work/residence history, income, down payment and assets.

Assuming the information provided is satisfactory, the lender will then be able to tell you how much you can afford to borrow. Regardless of this amount, please make sure the monthly payments for this particular loan will also meet your comfort level.

Documents You Will Need To Provide To Lender

1. Tax returns

Mortgage lenders want to get the full story of your financial situation. You'll probably need to sign a Form 4506-T, which allows the lender to request a copy of your certified copy of tax returns from the IRS.

Lenders generally want to see two years' worth of tax returns. This is to make sure your annual income is consistent with your reported earnings through pay stubs and there aren't huge fluctuations from year to year.

2. Pay stubs, W-2s or other proof of income

Lenders will ask to see your pay stubs from the past month or so. Your tax returns help give them a clear idea of your overall financial health, while pay stubs help them gauge your current earnings. If you're self-employed or have other sources of income (such as child support), you may need to show your lender proof through 1099 forms, direct deposits or other means.

LENDERS & MORTGAGES 1.1

3. Bank statements and other assets

When assessing your risk profile, lenders may want to look at your bank statements and other assets. This can include your investment assets as well as your insurance, such as life insurance.

4. Credit history

In order to assess you as a borrower, lenders often pull your credit report — with your verbal or written permission. You should be prepared to write a statement that explains negative items on your credit report. This helps a lender evaluate what kind of risk you are. Lenders may look at one-time unavoidable circumstances differently from habitual delinquency.

5. Gift letters

Your family might help you buy a house by giving you money. If that's the case, you'll need to provide a written confirmation the money is indeed a gift from a family member and not a loan. The documentation should list their relationship to you as well as the amount of the gift.

6. Photo ID

You'll likely need to provide a photo ID, such as a driver's license. This is simply to prove you are who you're claiming to be.

We recommend you ask your lender what specific documentation you will need to provide. Being well prepared upfront will help the loan process run smoothly and potentially avoid any unwelcomed surprises.

Once an appropriate figure has been determined, your lender will be in a position to forward a pre-approval letter to us, your realtors, so it can be presented to a listing agent when we write a purchase offer for the home you want.

This letter confirms your financial strength and demonstrates you have the ability to be approved for a specific type of mortgage financing. **This information is crucial to sellers to consider your offer as a serious offer.**

ALWAYS KEEP COPIES OF EVERY DOCUMENT YOU SEND THE LENDER, MANY TIMES DIFFERENT DEPARTMENTS (PROCESSOR & UNDERWRITER) WILL ASK FOR THE SAME DOCUMENT.

CLOSING COST & DOWN PAYMENT 1.0

One major concern people have when purchasing a home with a mortgage is how much money they will need to fork out upfront. While we cannot give you an exact number we thought a breakdown of average cost(s) would help you visualize your monetary outcome after the sale.

Closing cost is the money the bank requires you to put down upfront to insure you are a proper client with good standings. As previously stated there are loans that allow for 0% down. If you do not qualify for these loans do not despair. In this market it is commonplace for buyers to ask the sellers to pay for their closing cost. Remember though, if you do not have the cash to pay for closing cost you may need to offer more on the house for the sellers to agree to pay for your closing expenses.

- Earnest Money Deposit is usually 1% of purchase price \$200,000 home would be \$2,000
- Option Fee is a fee (\$10.00 a day and is usually 5-10 days)
- Closing Cost is usually 3.5% of Purchase Price! (\$200,000 home is = \$7,000)
- Home Inspection \$250-&600
- Home Warranty \$400-\$700

Earnest money deposit is the money put down on the house you want to buy. It's used to show sellers that you are very serious about purchasing their home. Assuming all goes well and you buy the property, the earnest money goes toward your down payment and closing costs. You will write a check to be deposited into escrow as your earnest money deposit after your offer on a home has been accepted and you sign the purchase agreement. Your money is held in an escrow account owned by a licensed local title company.

An Option Fee (usually 10 days) from the seller for \$10.00 a day that gives you the irrevocable privilege to back out of the sales contract for any reason, and still receive your 1 percent earnest money back. (During this time, the Seller cannot back out of the contract...only the Buyer has that right.) This gives you time to have the home thoroughly inspected and find any defects that you cannot live with. It also allows time to negotiate repairs with the Seller.

Home Inspection (See How to Hire a Home Inspector later in this book.)

Home Warranty is very beneficial when purchasing a home as you will be covered on appliances and other expensive items like the central Air conditioning system for at least a year after the sale is final. Some sellers offer a home warranty upfront, while others will pay for it if added into the contract. If the seller refuses to pay for it we still advise our clients to purchase one to protect themselves and their investment.

CLOSING COST & DOWN PAYMENT 1.1

Now that you have found the home you would like to purchase, we will need to make an offer.

As your realtors, we will do a comparative market analysis (CMA) to determine what prices for similar homes have actually sold for in the past 6-12 months. From there we will sit down with you to come up with a price that we, as a collective whole, feel comfortable offering.

Ultimately it is up to you to have the final say on the price and terms of the offer.

We will normally prepare the contract, go over it in person, and have you sign then. Depending on circumstances though, we may send you the contract via email where you electronically sign it.

The contract will state, among other things:

- What additional items other than fixtures you are requesting in the sale of the property (fixtures are items that are affixed to the property, i.e. made permanent)
- Purchase price
- The type of loan you are using
- What other financial terms you seek to obtain from the seller (closing cost)
- Time frame for acceptance, counter, or denial
- Your amount of earnest money and the title company escrow account it will be held in
- Time frame for inspections
- Settlement/funding /closing date



THE NEGOTIATING PROCESS

Once we have prepared the contract and you have signed on the dotted line, we will then send the contract to the listing agent and begin negotiations.

Negotiations can be a very messy and teeth-grinding process that is dealt with behind the scenes, allowing you as the buyer to simply come in at the end for the final decision.

One of our biggest assets as a real estate team is our ability to negotiate and get you the best price for the house of your dreams.

If the seller counters your offer, then the option to counter, accept, or walk away is now yours. This vacillating process will persist until one accepts the other's offer and terms.

An Executed contract is delivered to you, buyer, title company and participating real state agents once all parties have signed.

We will send the executed contract to your mortgage lender. Your lender will then be in contact with you to set up an appointment to collect any remaining documentation, review disclosures relating to your specific loan program, discuss locking in on a specific mortgage rate, and let you know what to expect throughout the loan process.



FREQUENTLY ASKED QUESTIONS

Q: We love a house that is priced at \$200,000 but our limit is \$175,000. Should we even bother writing a contract offer?

A: Many factors play a role in what a house will sell for. The house could be overpriced, the market could have shifted, the sellers may be desperate, etc. What a seller wants and what a seller gets are two different things. Do not let the listing price sway you from making a reasonable offer. **THE MARKET DETERMINES WHAT A HOUSE IS REALLY WORTH AT ANY GIVEN TIME.**

Q: How long do the sellers have to accept, counter, or deny our offer?

A: This is something we will decide together and will be written into the contract. The deadline is typically set for around 24 hours.

Q: I loved the curtains in the living room, could I ask for those in the sale?

A: Yes, there is a section of the contract in which we put the items you would like to remain in the home at the conclusion of the sale. We can add the curtains to that list, but remember they do not have to accept all terms of the contract, as long as the final outcome has your approval.

Q: We want to place an offer on a house but cannot afford the house until we sell ours. Can we still make an offer?

A: Yes, we will make an offer called a "Contingent Offer," where we will provide the terms to buying their house, i.e. the sale of yours. The seller will have the ability to still market the property but would have to disclose to any potential buyers to us. If another buyer makes an offer you will have the opportunity to either remove the contingency and buy the property or remove your offer all together.

Q: We do not have the funds to pay for closing cost. Can we ask the seller to provide that money?

A: In this current market buyers often ask the sellers to pay for their closing cost. Please do remember though, this is decreasing the final amount the seller is walking away with, so you may need to bid more on the home to have them pay closing. **ANYTHING AND EVERYTHING** is negotiable.

Q: We are purchasing an 8 acre property and do not have the equipment to maintain it. I saw the owner has a tractor and would love to have it. Can we put that into the contract?

A: While we will not be placing the sale of the tractor into the actual contract we can write a separate **NON REALTY ITEMS ADDENDUM** which will be enforced with the contract

BUYER HOME INSPECTION

The home inspection is set up by you, in the time designated in the contract option period. The average time delegated for a home inspection to be conducted is 5-10 days after the ratification of the contract, but you need time to evaluate the report and decide on repairs you may want performed by the seller.

The sooner the inspection is performed the better. Home Inspections range from \$225.00 to \$550.00 on houses that are 1000-3500 Sq. Ft.

It is common for both, the buying realtor, us, and the buyer, you, to be present during the home inspection so you can ask any questions necessary and you understand the issues at hand. Before hiring a home inspector, we would recommend you ask some important questions (See how to hire a home inspector on the next page)



Once the home inspection is complete, the inspectors will send you (and us) the report, whereby we will talk through the report with you and determine what we should ask, if anything, the seller repair.

The repairs will be placed in an amendment. Remember, the seller does not have to fix anything that isn't structurally unsafe so please do not be too picky or else the contract may fall through, and you could lose the house.

We always seek to get funds back at closing instead of asking seller to repair because sellers are not going to care as much as you about your new home. Sometimes the lender requires repairs before they will close and that requires the seller to make repair the repairs. **Once you sign the repair amendment it will be sent to the seller to sign.**

HOME INSPECTOR QUESTIONS 1.0

Questions To Ask A Home Inspector

By Keith D. Campbell – REALTOR®, MRP, CMR®, CMRS & Former Texas Licensed Professional Inspector #10107

Buying a home is one of the largest financial investments most people will ever make. Choosing the right home inspector is a critical part of protecting that investment. Below are important questions every buyer should ask when selecting a home inspector.

1. What Type of Inspector Are You?

In Texas there are three levels of inspectors:

Apprentice Inspector

These inspectors must be sponsored by a Professional Inspector. They have limited education and have not yet passed the state inspection exam. This is the least experienced level of inspector.

Real Estate Inspector

These inspectors must complete background checks through the Texas Real Estate Commission (TREC), complete at least 90 hours of classroom education, pass the Texas Inspector Exam with a minimum 80% score, and work under the indirect supervision of a Professional Inspector.

Professional Inspector

This is the highest level of licensing. Professional Inspectors meet all TREC requirements and either:

- Completed 175 inspections under supervision, or
- Completed 430 hours of classroom and field education

Professional Inspectors are also eligible to sponsor and supervise other inspectors. **Tip:** Always look for an inspector who takes the time to teach and explain the home's systems in clear, easy-to-understand terms.

2. What Does Your Inspection Cover?

Ask the inspector what their inspection includes and make sure it meets the Texas Real Estate Commission (TREC) Standards of Practice. You can review these standards at:

<https://www.trec.texas.gov>

If there are specific concerns about the property, make sure those areas are discussed with the inspector before the inspection begins.

3. How Long Have You Been Inspecting and How Many Inspections Have You Completed?

Experience matters. Ask the inspector:

- How long they have been inspecting homes
- How many inspections they have completed
- If they can provide references

Ideally, you want a Professional Inspector with at least 200 inspections completed.

4. Do You Offer Repair Services After the Inspection?

In Texas, it is illegal for an inspector to inspect a home and then perform repairs on that same property. This rule exists to prevent conflicts of interest. If an inspector offers to repair issues they discovered during the inspection, that is a major red flag.

5. How Long Will the Inspection Take?

A typical home inspection usually takes 2–3 hours for a single-family home. If the inspection is significantly shorter than this, the inspector may not be performing a thorough evaluation. Larger homes may require additional time or additional inspectors.

HOME INSPECTOR QUESTIONS 1.1

6. What Does the Inspection Cost?

Inspection costs vary depending on:

- Home size
- Home age
- Scope of inspection
- Additional services

Most inspections range from \$250 to \$1,000. Remember: price should never be the deciding factor. The goal is to hire a qualified inspector who will thoroughly evaluate the property.

7. What Type of Report Will I Receive?

Ask to see a sample inspection report before hiring the inspector.

A good report should include:

- Clear explanations
- Numerous photos
- Easy-to-understand descriptions
- Organized findings

Most inspectors deliver the report the same day or the following morning. Inspectors who do not provide sample reports or do not include photos should be approached with caution.

8. Have You Ever Been Disciplined by the Texas Real Estate Commission?

You can verify an inspector's license and check for disciplinary actions through the Texas Real Estate Commission website.

Visit: <https://www.trec.texas.gov>

9. Can I Attend the Inspection?

Buyers should always attend the inspection if possible. This is a valuable opportunity to:

- Learn about the home's systems
- Ask questions
- Understand maintenance requirements
- See issues firsthand

An inspector who refuses to allow buyers to attend the inspection should raise concern.

Final Advice

Your home is likely the largest investment you will ever make. Take the time to hire an inspector who is experienced, thorough, and willing to educate you about the property.

Do not let price alone determine your choice. Some inspectors charge more and deliver less, while others provide exceptional value and service.

Ask questions, review credentials, and choose an inspector who will give you their best effort.

TEXAS REAL ESTATE COMMISSION (TREC) WEBSITE - List of all licensed home inspectors

<https://www.trec.texas.gov/license-search>

THE HOME APPRAISAL

The type of appraisal completed on the property will be determined by the type of loan program selected.

For your protection, we instruct the lender to wait until you have reviewed, and are comfortable with, the home inspection prior to ordering the appraisal. This is done to eliminate the possibility of paying for an unnecessary appraisal should undesirable items reveal themselves on the inspection report.



Though it is a rare occurrence, we would not want you paying for an appraisal and a home inspection if a “deal killing” item is discovered that causes you to no longer want to purchase the house.

Unlike the home inspection, you will not be required to be present at the appraisal inspection. While the primary purpose of the inspection is to determine the condition of the house, the primary objective of the appraisal is to ascertain its current market value.

Once the appraisal is concluded the lender will then send all information to underwriting to insure the timeliness of closing.

HOMEOWNER ASSOCIATIONS

PROS

- Maintains and pays for the upkeep of common areas such as swimming pools, tennis courts, playgrounds, public gardens, golf courses and club houses. Without an HOA you may not have a community with these amenities within your neighborhood.
- May provide services such as driveway snow removal or lawn cutting for each residence, ensuring a clean, well-kept look throughout the neighborhood at all times.
- Mediates disputes between residents. Problems are brought to the HOA which acts as a miniature government for resolving problems.
- Helps maintain and/or raise property values by regulating things that help keep a neighborhood looking its best, such as keeping garage doors closed, no outdoor clothes lines, no colored outdoor lights.
- Hosts annual parties, such as block parties and family nights, which helps build camaraderie in the neighborhood.



CONS

- It feels as if “Big Brother” is always watching you to see if your grass is mowed at the right level, if you planted the right types of flowers in your yard, etc.
- Homeowners looking to rent out or sell their residences may need to have the new potential occupant screened and approved by the HOA board.
- Dues you owe are another added expense for you to consider when factoring how much you can afford when purchasing your new home.
- An HOA can put a lien on your home or force a foreclosure on your property if you do not pay your dues within a set time frame. And if you fight them in court and lose, more than likely you will have to also cover the HOA’s legal bill.
- Some HOAs are poorly managed, in part because board members tend to be volunteers, with a paying day job or other personal obligations, and there is only so much time they can dedicate to overseeing matters.

HOA’s are not all the same. Some are very relaxed while others may have a number of rules to follow. The type of HOA a home has is an important factor to consider when purchasing a property.

FINAL WALK-THROUGH

Assuming that everything has run smoothly, or at least everything is in the process of being fixed, the next step is to prepare for the move and wait for the final walk-through.

We will continue to work behind the scenes with your mortgage lender and the title company who will be performing your closing. We will make sure all items are in order to insure proper transfer of title. The last and final step before closing is the walkthrough.

The final walk-through is the time when we all go through the house and make sure everything is clean and in working order.



We will walk the property to make sure that:

- Repairs you have requested have been made. Obtain copies of paid bills and warranties.
- There are no major changes to the property since you last viewed it.
- All items that were included in the sale price — draperies, lighting fixtures, etc. are still there.
- Screens and storm windows are in place or stored.
- All appliances are operating, such as the dishwasher, water softener, oven, etc.
- Doorbell, and alarm are operational is part of sale.
- Hot water heater is working.
- No plants or shrubs have been removed from the yard.
- •Heating and air conditioning system is working
- Garage door opener and other remotes are available. •All personal items of the sellers and all debris have been removed. Check the attic, and every room, closet, storage buildings, and crawlspace (if pier & beam home).

CLOSING DAY :)

It is finally here! The day of closing!

We will meet you at the title company office to perform the final acts of the deed transfer and closing.

You will be handed a large amount of papers to sign, but do not worry, the title officer will go over everything you are signing to insure you walk away with knowledge of your actions.

Once everything is signed and the mortgage company has funded the deal to the title company, it is time for our favorite part...handing over the keys to your new home!

Congratulations, you are the proud new owner of a good house that will soon become a great home.

It was our esteemed pleasure to have worked with you through this process, and are ecstatic we could find you the home to build your future in.



Please let us know if we could ever be of assistance in the future, for you or anyone you know.

Items to bring to closing or have completed for closing

- Valid ID or Passport or Military ID for every signer
- Cashiers Check or Wire Funds “Cash to Close” to title company

MAKE SURE ANYONE WHO IS ON THE LOAN OR WHO WILL BE ON THE TITLE ARE PRESENT THAT DAY AT THE TITLE COMPANY FOR THE CLOSING AND THAT EVERYONE HAS A VALID DRIVERS LICENSE, STATE ID, MILITARY ID, OR PASSPORT.

YOUR MOVE IN CHECK LIST



- CHANGE THE EXTERIOR DOOR LOCKS ASAP. YOU DO NOT KNOW WHO HAS A KEY?
- GET YOUR ELECTRICITY TURNED ON IN YOUR NAME
- GET THE NATURAL GAS TURNED ON IN YOUR NAME
- GET THE WATER & SEWER TURNED ON IN YOUR NAME
- CONTACT YOUR LOCAL POST OFFICE AND OBTAIN A CHANGE OF ADDRESS FORM: WITHIN 30 DAYS
- GIVE A CHANGE OF ADDRESS TO THE FOLLOWING: BANKS, VETERANS ADMINISTRATION, CELL PHONE COMPANY, CREDIT CARD COMPANIES, ETC...
- DRIVERS LICENSE MUST BE UPDATED WITHIN SIXTY DAYS



Client Information Questionnaire

Client Name(S): _____

Address: _____ City _____ State _____ Zip _____

Phone number(s): _____ Email address: _____

Currently - Own / Rent / Must Sell to Purchase Ideal Price Range \$ _____ Ideal Payment \$ _____

Preapproval? Yes / No If yes, with whom? _____ Phone # _____

How much would you like to put down out of pocket? _____ How Much Closing Funds do you have? _____

Areas interested in _____

Min. # bedrooms _____ Min. #baths _____ Garage _____ Lot Size _____ Schools _____

Outside requirements (ie. Waterfront, Large lot, pool, Etc...) _____

Interior requirements (ie. Fireplace, Office, High ceilings, etc...) _____

How long have you been looking for a home? _____ How have you been doing that? _____

Have any real estate agents shown you homes? _____ What relationship did you have with them? _____

What did you sign with them (if anything)? _____ Did you see anything you liked? _____

What kept you from buying it? _____

Are there any items that are 'deal breakers'? _____

What would you consider compromising on? _____

Other considerations/requirements? _____

Comments: _____



Features & Drawbacks

What features are Must Haves on this home?

1.
2.
3.
4.
5.

What are Deal Killers on a home for you?

1.
2.
3.
4.
5.



Keith & Sheila
REALTY GROUP

lpt

lpt realty
REAL ESTATE REVENUE

TOP
2%
Agent Production

GREATER SAN ANTONIO MARKET
2019-2020-2021-2022-2023-2024-2025





3-Home Side-by-Side Comparison Worksheet

Category	Home 1	Home 2	Home 3
Address			
List Price			
Sq Ft			
Lot Size			
Year Built			
HOA / Taxes			
Location / Commute			
School District			
Roof Condition			
Foundation			
Kitchen Quality			
Appliance Condition			
Bedroom Sizes			
Primary Suite			
Backyard / Privacy			
HVAC Age			
Water Heater			
Repairs Needed			
Upgrade Budget			
Estimated Payment			
Overall Feel			
Score (1-10)			