



THE BLAHA GROUP

ACHIEVING YOUR REAL ESTATE DREAMS



HOME SELLING GUIDE



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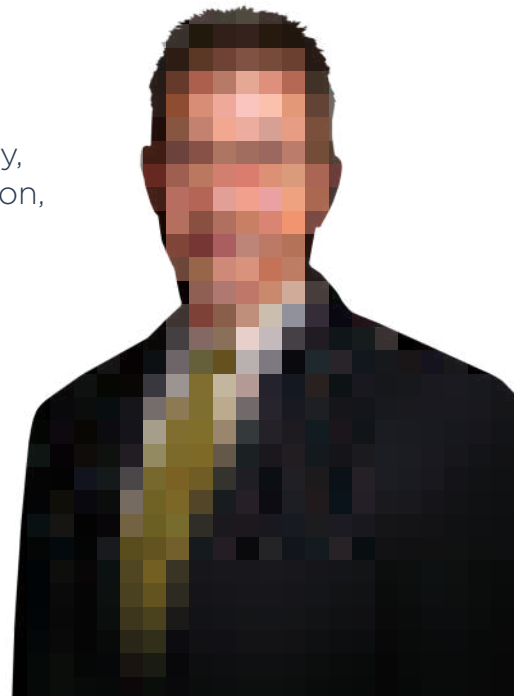
ABOUT PATRICK BLAHA

When working with me as your Realtor, you can expect integrity, hard work, and exceptional service in every detail of your real estate transaction. My goal is to provide you the service you expect, and the smooth transaction you desire.

I am a Full Time/Full Service Real Estate Professional, and acquired my Broker License in September 2018. I take my Clients and Career very seriously. I truly believe in delivering world class service and doing what ever it takes to make my Clients Real Estate Goals and Dreams become a reality. If you are looking for a Realtor that will ensure you receive the best possible experience and that always puts your needs first, then I am the Real Estate Professional for you!

I am a Broker Associate with JPAR Real Estate, and service the Dallas/Fort Worth area. I represent buyers (including new construction), sellers and investors. I joined JPAR Real Estate in January 2019, and serve as a Mentor for agents new to the brokerage. I began my real estate career with RE/MAX Heritage, and received the prestigious awards of Executive Club in 2015 and 100% Club in 2016, 2017, and 2018. I was also a member of the RE/MAX Heritage Agent Faculty Board, which provided training for agents new to the industry or new to RE/MAX. With JPAR Real Estate, I achieved the Ruby Level Circle of Excellence Award for production in 2020 and 2021.

I am dedicated to providing you a positive real estate experience, and have established partnerships with mortgage lenders, title companies, and other service providers. Available to assist you every step of the way, you can count on me for integrity, commitment, passion, and a positive experience.





PLANNING TO SELL

So you're planning to sell your home. You and your real estate broker have decided on a price, based on current market values, but your home may sell faster and bring a higher price if it shows well. Potential buyers will get the best impression if your home is clean, neat, uncluttered, in good repair, light, airy, fragrant, and quiet. This checklist will help you get your home ready to show. Here are a few general guidelines:

CLEAN EVERYTHING.

Cleanliness signals to a buyer that the home has been well cared for and is most likely in good repair. A messy or dirty home will cause prospective buyers to notice every flaw.

UNCLUTTER YOUR HOME BEFORE YOU SHOW IT.

Have a garage sale. Empty closets. Throw away what you can't sell. The less "stuff" in and around a home, the roomier it will seem.

LET THE LIGHT IN.

Raise the shades. Open the blinds. Pull back the curtains. Put brighter bulbs in all the lamps (but not bright enough to cause a glare). Bright, open rooms feel larger and more inviting. Dark rooms feel small and gloomy.

LET FRESH AIR IN.

Get rid of odors that may be unfamiliar or unpleasant. People are most often offended by odors from tobacco, pets, cooking, and musty or sour laundry. Fresh flowers and potpourri can be used to your

advantage. Other smells that attract positive attention include fresh baked bread and cinnamon.

FIX ANYTHING THAT IS BROKEN.

This includes plumbing, electrical systems, switches, windows, TV antennas, screens, doors, and fences; if it can't be fixed, replace it or get rid of it (no window screens are better than broken ones). A buyer will make a much lower offer if your house is in disrepair and will probably still insist that everything be fixed before taking occupancy. You're better off if you leave potential buyers no reason to offer less than you are asking.

SEND PETS AWAY

or secure them away from the house when prospective buyers are coming. You never know if people will be annoyed or intimidated by your pets or even allergic to them. And you never want a prospective buyer to have to avoid animal droppings.

SEND THE KIDS TO GRANDMA'S

or take them on a walk around the block. Children can be noisy and distracting to someone interested in looking at a home.

PAINT.

There's nothing that improves the value of a home for a lower cost than a fresh coat of paint. And it's so often easier to paint a room than it is to scrub it. Stick with neutral colors - off-white is the safest. Be sure to avoid black, violet, and pink.

KEEP NOISE DOWN.

Silence is a restful sound that offends no one. Turn off the TV and radio. Soft instrumental music is fine but avoid vocals. If necessary, close the windows to eliminate any street noise.

FIX SQUEAKY FLOORBOARDS.

Don't run any noisy equipment like a vacuum cleaner or table saw while people are looking at your home, and if possible, ask your neighbors to avoid irksome noises.



OUR LISTING SERVICES

There are many aspects to listing your home, and ensuring you are show ready. Listing services include, but are not limited to:

- Conduct Initial Walk-Through and Discuss Goals in Selling Your Home
- Completing a Detailed Market Analysis for Your Home
- Discuss Your Desired List Price in Comparison to the Detailed Market Analysis
- Begin Pre-Listing Promotion of Your Property Once the Listing Agreement Has Been Signed
- Schedule a Professional Photographer and "For Sale" Sign Installation
- Input Listing Information into the MLS System and Implement Marketing Plan
- Setup Your Listing With a Showing Service to Manage Showing Request
- Provide Feedback From Buyer Agents That Have Shown Your Home
- Reverse Prospect to Encourage Showings of Your Home
- Presentation and Negotiation of Offers Received
- Coordination with Title Company, Closing Escrow Agent, Buyer Agent, Inspectors, and Lender to Ensure the Purchase Contract Closes, Once Accepted
- Communication to Keep You Informed Throughout the Selling Process
- Assist in Finding Your New Home, or Connecting You With a Qualified Agent if You Are Moving Out of My Service Area



INFORMATION I WILL NEED

When selling your home, there is certain information that will be needed by myself and/or the title company. Information needed will include, but may not be limited to:

- Your Desired List Price and the Minimum Amount You Will Accept For Your Home
- The Time Frame in Which You Need to Sell Your Home
- A Completed Sellers Disclosure
- A Copy of The Survey and a T47 Affidavit
- The Pay-Off on Your Current Mortgage
- Any Information Regarding a Second Mortgage or Other Liens on Your Home
- Where You Would Like Proceeds to be Deposited
- Timely Communication With Title Regarding Information Request
- Information Regarding Situations That Could Delay or Prevent the Sale of Your Home
- A Key to be Placed in a Secure Lock Box For Showing Agent Access
- Alarm Codes and/or Neighborhood Gate Code
- Time Constraints for Showing Your Home
- Timely Communication When Responding to Showing Request
- A List of Updates You Have Completed on Your Home
- A Twelve Month Utility History
- Best Form of Communication if You Will be Out of Town During the Selling Process



SELLER REAL ESTATE TERMS TO KNOW

AMORTIZATION SCHEDULE

A schedule showing the principal and interest payments throughout the life of the loan.

APPRAISED VALUE

An opinion of the value of a property at a given time, based on facts regarding the location, improvements, etc. of the property.

ASSUMPTION TRANSFER FEE

A fee assessed by the lender to buyer to assume the present loan.

CREDIT REPORT

A report on the past ability of a loan applicant to pay installment payments.

CLOSING DISCLOSURE (CD)

Closing Disclosure form designed to provide disclosures that will be helpful to borrowers in understanding all of the costs of the transaction. This form will be given to the consumer three (3) business days before closing.

DEED RESTRICTIONS

Limitations in the deed to a parcel of real property that dictate certain uses that may or may not be made of the real property.

DOCUMENT PREPARATION

A charge by an attorney for preparing legal documents for a transaction.

EASEMENT

A right, privilege or interest limited to a specific purpose that one party has in the land of another.

ESCROW FEE

A fee charged by the title company to service the transaction, to escrow monies, and cover documents. The amount varies with company; usually split between the buyer and seller.

ESCROW/IMPOUND ACCOUNT

Funds held by the lender for payment of taxes and insurance when due. Usually does not include maintenance fees.

HOMEOWNERS INSURANCE

Protects the property and contents in case of loss; must be for at least the loan amount or for 80% of the value of the improvements, whichever is greater.

INSPECTIONS

An examination of property for various reasons such as termite inspections; inspection to see if required repairs were made before funds are received, etc.

INTEREST

Cost of loan funds; always paid in arrears.

LIEN

A form of encumbrance that usually makes a specific parcel of real property the security for the payment of a debt or discharge of an obligation. For example, judgments, taxes, mortgages, deeds of trust.

LOAN APPLICATION FEE

Paid to the lender at time of application check with lender for amount.

LOAN DISCOUNT

The points a lender charges; may be paid by either buyer or seller on conventional loans; number of points fluctuates with mortgage money market.

MAINTENANCE FEE

Charged by the homeowners association as set out in subdivision restrictions.

MORTGAGEE'S TITLE POLICY

Required by the lender to insure that the lender has a valid lien; does not protect the buyer.

ORIGINATION FEE

A fee buyer pays the lender to originate a new loan.

OWNER'S TITLE POLICY

Insures that the buyer has title to the property.

POINT

1% of loan amount.

PREPAYMENT PENALTY

Charged by the lender for premature payment of a loan balance.

PRIVATE MORTGAGE INSURANCE

Insurance against a loss by a lender (mortgagee) in the event of default by a borrower (mortgagor).

REALTOR FEES

An amount paid to the Realtor as compensation for his/her services.

RECORDING FEES

Charged by the county clerk to record documents in the public records.

RESTRICTIONS

Certified copy of deed restrictions required by a lender.

SETTLEMENT STATEMENT

Provides a complete breakdown of costs involved in a real estate transaction.

SURVEY

Confirms lot size and any encroachments or restriction violations.

TAX PRORATION

On the Settlement Statement, the seller is charged and the buyer receives a credit, for prorated taxes from January 1st to the date of closing. The buyer is then responsible for paying all taxes when due.

TAX CERTIFICATES

Certifications issued by taxing authorities showing the current year's taxes, the last year the taxes were paid, and any delinquencies to be collected at closing.



THE PROCESS OF SELLING



MEET WITH
THE BLAHA GROUP



PREPARING
TO SELL



LIST YOUR
HOME



SHOWING
YOUR HOME



RECEIVE
OFFER(S)



NEGOTIATE
OFFER



ACCEPT AN
OFFER



NEGOTIATE
REPAIRS



HOME
APPRAISAL



START
PACKING



TITLE ORDERS CLOSING
DOCUMENTS FROM THE
ATTORNEYS



TITLE RECEIVES
INSTRUCTIONS TO
PREPARE THE
CLOSING DISCLOSURE



CLOSING DISCLOSURE
DELIVERED TO
THE PARTIES OF THE
PURCHASE CONTRACT



CLOSING DAY



LOAN IS FUNDED
AND
PROCEEDS DISBURSED



SOLD



CONGRATULATIONS
ON THE SALE OF
YOUR HOME!



WHAT IS A COMPARATIVE MARKET ANALYSIS



A Comparative Market Analysis (CMA) is an analysis of prices similar homes in the area have recently sold for. The CMA is used to help determine a list price when selling your home, or a price to offer when buying a home. Keeping in mind that no two properties are identical, Real Estate Agents make adjustments for the differences between sold properties and the one that is about to be listed or purchased. The information obtained in the analysis is used to determine the list price or a fair offer. The CMA is basically a less sophisticated version of a formal and professional appraisal.

When preparing a CMA, I use like properties in the same subdivision as the subject property. In searching for like properties, a few of the things I consider are; is the subject a single story or two story, how many bedrooms and bathrooms does the subject property have, what upgrades does the subject property have, what is the condition of the subject property, and what is the square footage of the subject property. When considering the pricing, while I look at current activity and the list pricing of active listings or listings in pending status, most “weight” is given to the history of sold pricing. This is because the list price is an indicator of what the seller hopes to get for the property, and not necessarily what the home is worth based on sold comparisons.

While a CMA is not an official appraisal, Real Estate Agents use a great deal of similar practices and methods that an appraiser would use to determine a fair market value.



MARKETING PLAN

Once a Listing Agreement has been signed, I can begin marketing the sale of your home. Marketing activity of your home includes, but is not limited to the following activities:

Pre-Listing

- Hiring a professional photographer. Listing photos are often the first impression potential buyers will have of your home. It is important to utilize the services of a professional photographer to ensure that your home is showcased with the best photos possible.
- Networking with other agents in my office (or regional offices), to promote the sale of your home.
- The National Association Of Realtors introduced changes in May 2020, that limit a Realtors capabilities in promoting a listing as "Coming Soon". This change is called the MLS Clear Cooperation Policy.

Active Status

- Input your listing into the MLS system used by other agents to search available properties
- Incorporate your listing on websites such as Zillow, Realtor.com, and similar sites
- Virtual Tours posted to my Facebook business page, which are shared with mortgage professionals and others with which I have working relationships
- Reverse prospecting in the MLS system to encourage buyer agent showings. In the MLS system, I can see which Real Estate Agents have buyers that your home shows up in an auto search. Furthermore, I can see which of these buyers have marked your home as a favorite or a possibility. I then make it a priority to contact these agents encouraging them to schedule a viewing of your home with their buyer client.
- Preparation of custom brochures for buyers that have scheduled a viewing of your home
- Coordination and scheduling of showing request to view your home
- Follow up with agents that have shown your home, to solicit feedback on the buyers thoughts
- Schedule an Open House, promoting the Open House on social media
- Continued marketing to agents within my brokerage and agents I have worked with in the past





PHOTOSHOOT CHECKLIST

TO MAKE YOUR PROPERTY LOOK ITS ABSOLUTE BEST...
PLEASE DO THE FOLLOWING IN ADDITION TO CLEANING YOUR HOME.

INTERIOR

- Turn on all lights in the house, including fireplaces, lamps, and under cabinet lights. Replace any missing light bulbs.
- Turn off all ceiling fans.
- Minimize clutter and remove all items off counter-tops (including kitchen appliances, remotes), tables, night stands, etc.
- Remove all items from bathroom counter-tops, sinks, showers, and tubs.
- Please keep all pets restrained on a leash, in a kennel, or off site during your appointment.

EXTERIOR

- Remove yard signs (For sale, home security, school, etc.)
- Put away water hoses, toys, cleaning supplies, recycle bins, and other miscellaneous items that are not directly part of the exterior area.
- Arrange outdoor furniture as you would like it photographed. If there is a patio umbrella, please open it.
- Sweep/remove leaves and other items in patio area.
- Clean pool and remove any toys



YOUR HOME'S SHOWING APPEAL

WHEN THE BUYER ENTERS YOUR HOME IT'S SHOW TIME

OUTSIDE YOUR HOME

- Cut and edge the lawn weekly
- Trim all shrubbery and remove low-lying tree limbs
- Fertilize your lawn
- Plant flowers in your front yard
- Replaced downed shutters, gutters, and downspouts. Remove debris.
- Paint any trim that is blistering.
- Repaint or re-stain the front door
- Replace torn screens from windows and doors

INSIDE YOUR HOME

- Paint walls and woodwork where necessary
- Clean draperies and carpeting
- Fix any dripping faucets
- Replace old caulking around bathtubs
- Spray lubricant on all squeaking doors, windows, closets, and cabinets
- Place a deodorizer in rooms where needed
- Store out-of-season clothes so the closets don't have a cluttered look
- Remove items from the floors of walk-in closets so that prospects can have easy access
- Avoid too many appliances on the kitchen counter, put some away to expose maximum counter space
- Pre-pack items which may clutter your home. Extra toys in your child's room and knick-knacks, may actually make your rooms appear smaller.
- Clean your home from top to bottom
- Wash windows
- Clean fans and vent hoods
- Clean and polish floors
- Remove stains from toilets, tubs, and sinks
- Stack all items in the garage against the walls
- Clean garage floors and rafters
- Make sure the garage door opener works

SHOWING YOUR HOME TIPS FOR SUCCESS

PRIOR TO EVERY SHOWING

- Open drapes or blinds and turn on lights
- Turn on soft music
- Put dog outside
- Cool in summer/warm in winter
- Do not speak to potential purchasers
- Stay out of the way

BEFORE THE INSPECTOR ARRIVES

- Cut tree limbs away from house
- Wash stained siding and brick
- Install splash blocks at downspouts
- Clean gutters and repair where necessary
- Repair all rotted wood and paint to match
- Remove any items stacked against the house
- Repair and replace damaged screens
- Clean chimney
- Clean and inspect heater
- Check A/C; it should cool to 20 degrees below outside temperature
- Check condensing unit and clean away any debris, leaves, grass, etc.
- Test all smoke detectors; add new batteries
- Toilets should be secured (should not rock)
- Make sure all tubs and/or showers do not leak into wall when water is sprayed from fixtures
- Have all cracks in masonry repaired by professional mason
- Repair dripping faucets



EXTRA DEEP CLEAN FOR BEST HOME SHOWING

EXTERIOR

- Clean around service areas/trash cans
- Haul away rubbish
- Straighten woodpile
- Repair leaky faucets
- Clean up pet poop
- Paint or varnish doors
- Polish door hardware
- Make sure doorbell/knocker works
- Paint or replace street numbers on house
- Make sure septic tank is odor free
- Clean oil stains from driveway/street
- Patch/reseal driveway if needed

Replace, repair, and/or paint any damages:

- Plaster
- Wood siding
- Trim
- Rain gutters
- Shutters
- Doors
- Window frames
- Glazing
- Screens
- Hardware
- Fences/gates
- Outdoor lighting

Landscaping

- Mow/edge lawn regularly
- Aerate/feed lawn
- Oversee bare spots in lawn
- Water lawn regularly
- Remove/replace dead plants
- Prune overgrown/diseased/damaged shrubs
- Prune or remove shrubs/trees blocking view from windows (unless view is undesirable)
- Stake up any sagging trees/shrubs
- Keep flower beds free of weeds
- Trim around base of trees/walls/fences

Repair or remove any broken or damaged landscape accessories such as:

- Fences
- Walls and Gazebos
- Fountains
- Trellises
- Planters
- Other
- Replace any broken stepping stones
- Adjust any sprinkler system; repair any broken/leaky heads
- Install fences or shrubs to hide any unsightly views

CLEAN/WASH

- Siding
- Windows
- Screen
- Outdoor BBQ
- AC Unit
- Pool/Spa

PUT LIGHT BULBS IN

- Porch lights
- Car port
- Garage

CLOSETS

- Keep closets clean and free of clutter
- Throw out or pack away non-essentials
- Adjust/repair sliding doors
- Lubricate sliding door hardware
- Paint, if needed

ALL ROOMS clean especially around:

- Doors
- Windows
- Light switches
- Baseboards
- Chair rails
- Wash lace curtains and have draperies cleaned if necessary



EXTRA DEEP CLEAN CONTINUED

- Remove or pull back dark curtains
- Lubricate window slides
- Make sure doors open smoothly
- Clean ceiling light fixtures
- Check for cobwebs in all corners
- Fix any scratches in wooden floors
- Replace worn or broken flooring
- Remove or replace worn carpet
- Use area rugs where needed
- Empty wastebaskets
- Make the beds
- Fluff the pillows

KITCHEN

- Keep dishes and food out of sight
- Clean appliances
- Clean range hood, including light bulbs
- Clean behind appliances
- Keep floor clean
- Clean light fixtures
- Make sure all outlets work
- Eliminate cooking odors
- Deodorize garbage disposal, dishwasher, and refrigerator
- Repair faucets
- Put fresh shelf paper in cabinets
- Organize cupboards
- Clean out under sink
- Replace garbage disposal gasket to reduce noise

BATHROOMS **Keep them spotless:**

- Shine mirrors
- Keep wastebaskets empty and clean
- Clean out cabinets and remove non-essentials
- Keep fresh, clean towels in towel racks
- Clean shower door - if sliding, lubricate track
- Remove soap residue, mildew and mold from sink/tub/shower
- Remove stains from porcelain sink/tub/toilet
- Replace torn/moldy shower curtain
- Clean tile grout
- Make sure toilet flushes properly
- Clean exhaust fan/heater

GARAGE/CARPORT/SHED

- Install 100-watt light bulbs
- Keep area clean/uncluttered
- Hang up/put away tools
- Clear away any cobwebs
- Remove oil/paint stains from floor
- Adjust tension rod to eliminate sag from overhead garage door
- Lubricate/adjust/repair garage door opener
- Paint if needed

LAUNDRY AREA

- Clean out area behind washer/dryer
- Eliminate any mildew odors

BASEMENT

- Eliminate any signs of dampness
- Check for and eliminate cracks

HEATING/AC UNIT

- Vacuum
- Replace filter
- Clean intake vent
- Remove any stored items



PROPERTY SHOWING SAFETY CHECKLIST

When showing your home, following is a list of items that should be kept out of sight during the showing process, as well as when your home is being photographed.

- Remove Keys, Credit Cards, Checks, and Cash
- Lock up anything that contains personal information, including; letters and bills, ID badges, address books, and family notes and schedules on the refrigerator or a bulletin board
- Remove or lock up valuables such as jewelry, furs, crystal, small electronics, laptops, and valuable collectibles
- Remove or lock up firearms and ammunition, knives, and other weapons including knife blocks on kitchen counters
- Lock up prescription drugs
- Remove family photos, particularly those of children
- Repair items like a loose banister and remove obstacles that could cause a fall
- Make arrangements to remove or secure pets during showings
- Consider extra security or monitoring for the time frame your home will be on the market
- After a showing, do a walk-through to check that doors and windows are locked, no items are missing, and nothing has been damaged
- Do not show your home on your own if prospects or another agent comes to the door
- Warn children not to open the door to strangers
- Place a "Not for Rent" sign in the window of a vacant property to prevent rental fraud
- Review Homeowners Insurance Coverage



MOVING CHECK LIST

ONE MONTH BEFORE THE MOVE

- [] Make arrangements to hire a mover or rent a truck
- [] Make babysitting and/or pet care arrangements for moving day
- [] File a change of address form at the post office
- [] Change address on all newspaper and magazine subscriptions
- [] Arrange for the transfer of all medical, dental and school records
- [] Transfer medical, property, fire and auto insurance
- [] Organize all move-related documents in one place, such as a folder or binder

TWO WEEKS BEFORE THE MOVE

- [] Cancel or transfer all utilities (water, gas, electric, telephone, TV/cable/satellite/Internet service)
- [] Check with your provider about cell phone service in your new location
- [] Transfer prescriptions to a pharmacy near new location
- [] Transfer bank accounts
- [] Collect or purchase all packing supplies
- [] Pack up items in garage, attic and storage areas
- [] Confirm arrangements with movers or truck rental place

ONE WEEK BEFORE THE MOVE

- [] Begin packing boxes, labeling each as you fill it
- [] Empty, defrost and clean refrigerator, freezer and stove
- [] Return all rented movies, library books, video games, etc.
- [] Pick up anything outstanding such as dry cleaning, prescriptions, etc.

THE DAY BEFORE THE MOVE

- [] Do a final check of closets, cabinets and drawers
- [] Make sure you have enough cash on hand for the move
- [] Take out all trash
- [] Fully charge all cell phones
- [] Touch base with movers or truck rental place for a final confirmation of arrangements

THE DAY OF THE MOVE

- [] Exchange contact information with the movers in case you need to get in touch with them while en route. Include your old/new address, cell phone number and directions to new location
- [] Keep jewelry and other valuables with you, in a box that you move yourself
- [] Prepare a box of supplies that you will need right away on move-in day, such as cleaning supplies, snacks and beverages, toilet, bath and bedding items, trash bags, disposable dishes, pet food, cell phone chargers, prescriptions, eyeglasses, changes of clothing, etc.
- [] Do a final check before locking the doors. Confirm that you have turned off the furnace/air conditioner, lawn sprinklers, and light switches. Have you turned over or left the keys and controls for garage door opener to your agent/buyer?



HOME WARRANTY

When purchasing a new construction home, the builder will generally provide warranties with different coverages in intervals of 1, 2, and 10 years. The warranties offered will vary from builder to builder, and may be in conjunction with manufacturer warranties of the components in your home. But what about when you purchase a pre-owned home? When purchasing a pre-owned home, you can acquire a Home Warranty Plan.

What Is A Home Warranty Plan?

A home warranty plan is a contract covering repairs and replacements on systems and appliances in your home. The plan is usually for a period of one year.

What Items Are Covered?

For many standard home warranty plans, this may include coverage for the parts and components of your home's electrical, plumbing, HVAC systems, and other home appliances. You can customize your plan to add coverage for items not covered under the standard plan.

What Is The Service Call Charge?

Home warranty companies have arrangements with licensed professionals, that are dispatched to your home to respond to your service call. The Service Call Charge covers the cost of the visit and can vary in amount, dependent on the company your home warranty is with. This charge can range from \$60 and up. There may also be additional charges depending on the plan you have, and the repairs required.

What Is The Difference Between A Home Warranty And Home Insurance?

Home warranties cover your home's appliances and systems from breakdowns caused by normal use. Home Insurance covers loss caused by events such as fire and weather damage.

Who Pays For The Home Warranty In A Real Estate Transaction?

When buying your next home, a Home Warranty can be negotiated into the contract, at the seller's expense. Not all home warranty companies are the same, so compare coverages under the different plans offered, and the cost associated with those plans. Many companies offer enhanced plans that provide broader coverage, at an increased cost. If the seller does not agree to provide a home warranty, you can purchase a plan at your own expense.



WHO PAYS FOR WHAT?

Below you will find the customary distribution of expenses for the purchase of Real Estate in Texas. Keep in mind that many of these items can be negotiated by either party at the time of the offer, excluding some expenses the lender requires the seller to pay.

BUYER TYPICALLY PAYS FOR:

Escrow Fees
Document Preparation
Recording charges for all documents related to the transfer of the title to the buyer
Prorated share of taxes (from the date of acquisition)
All new loan charges and fees (except those the lender requires the seller to pay), including:

- Appraisal
- Credit report
- Tax service
- Loan origination/discount
- Reserves for taxes and insurance
- Flood certification
- Mortgage insurance premium

Title insurance premium: lender's Policy
Interest on the new loan from the date of funding to 30 days prior to the first payment date
Inspection fees
Homeowners transfer fee
Fire insurance premium for the first year

SELLER TYPICALLY PAYS FOR:

- Escrow Fees
- Real Estate Agents commissions
- Payoff of all loans in the seller's name (unless the existing loan balance is being assumed by the buyer) including:
 - Interest accrued to the lender that is being paid off
 - Statement fees, release fees and any prepayment penalties
- Home warranty (according to contract terms)
- Any judgments, tax liens, etc. against the seller
- Prorated share of taxes (for any taxes unpaid at the time of transfer of title)
Any unpaid homeowners association dues
- Recording charges to clear all documents of record against the seller
Any outstanding assessments
- Any and all delinquent taxes
- Title insurance premium: Owners policy
- Seller credit for closing costs (according to contract terms)



OWNER'S TITLE POLICY



WHAT IS TITLE INSURANCE?

Title Insurance can protect buyers and lenders against expensive litigation when a property has faulty ownership records or unresolved liens.

DO I NEED AN OWNER'S TITLE POLICY?

Owner's Title Insurance provides protection to the homeowner if someone sues, and says they have a claim against the home before the homeowner purchased the property. Therefore, you may want an Owner's Title Policy to help protect your financial investment in your home. A buyer's lender will typically require Title Insurance to be obtained.

IS THERE A SET RATE FOR TITLE INSURANCE IN TEXAS?

Yes. In Texas, the premium rates for Title Insurance are set by the commissioner of The Texas Department of Insurance. Because these rates are the same for all policies, Escrow Agents do not compete on price, but on service. Though the rates for Title Insurance are the same, there may be other fees which vary slightly between different Title Companies.

IS THERE A DIFFERENCE BETWEEN AN OWNER'S TITLE POLICY AND LENDER'S TITLE POLICY?

Yes. An Owner's Title Policy protects the buyer, and last as long as you (or your heirs), have an interest in the insured property. A Lender's Title Policy protects the lender/investor as security for making mortgage money available to a buyer, but does not protect the buyer.



OWNER'S TITLE POLICY RATE CALCULATION

Using the table below, apply the steps shown to determine the basic premium for policies above \$100,000.

Step 1 - Find the range that includes the policy's face value in column 1
Step 2 - Subtract the value in column 2 from the policy's face value.

Step 2 - by the value in column 3, and round to the nearest dollar.

Step 3 - Multiply the result in

Step 4 - Add the value in column 4 to the resulting value from Step 3

Basic Calculation for Title Policies in Excess of \$100,000

Policy Range	Subtract	Multiply By	Add
\$100,001 - \$1,000,000	\$100,000	0.00527	\$832
\$1,000,001 - \$5,000,000	\$1,000,000	0.00433	\$5,575

Example #1:

Policy Amount is \$250,000

Subtract \$100,000 - ($\$250,000 - \$100,000 = \$150,000$)

Multiply By .00527 - ($\$150,000 \times .00527 = \790.50 ; Round to \$791)

Add \$832 - ($\$791 + \$832 = \$1,623$)

Total Premium on a \$250,000 Policy is \$1,623

Example #2:

Policy Amount is \$1,225,000

Subtract \$100,000 - ($\$1,225,000 - \$1,000,000 = \$225,000$)

Multiply By .00433 - ($\$225,000 \times .00433 = \974.25 ; Round to \$974)

Add \$832 - ($\$974 + \$5,575 = \$6,549$)

Total Premium on a \$1,225,000 Policy is \$6,549



REMINDERS FOR SELLERS



ARE YOUR LOAN PAYMENTS WITHDRAWN AUTOMATICALLY?

If so, you may want to contact your current lender and ask them to stop any automatic withdrawals. Sometimes communication that your loan has been paid off can be slow in reaching the department in charge of automatic withdrawals.

HAZARD INSURANCE (FIRE,FLOOD,ETC.)

After recording is confirmed, you should talk to your insurance agent about canceling any insurance policies affecting the property.

FINAL SETTLEMENT STATEMENT

After closing and recording, you will receive your final in the mail. Please keep it for tax purposes.

KEY EXCHANGE

Your real estate professional typically handles the key exchange.

UTILITIES

Contact the utility companies to remove your name and close out the accounts. The final utility bill is not being paid through escrow; you will need to make arrangements directly with the utility company to cover payment for charges incurred between your last statement and the closing date.

WHAT HAPPENS NEXT?

Once all parties involved with the transaction have given their approval, we will record and disburse all funds, including your proceeds.

ESCROW ACCOUNT

If you pay taxes and insurance to your current mortgage holder you may be entitled to a refund of the balance on that account. Mortgage companies typically process refunds within 30 days of closing. Make sure they have your forwarding address to ensure receipt of the refund.



SELLER'S CHECKLIST



PRIOR TO CLOSING

Provide title company with current loan information so a payoff statement can be ordered from your lender.

You will need to provide your Social Security Number and you may be required to sign a form authorizing your lender to provide the payoff to the title company.

Complete a Confidential Information Statement if you have a common surname. Provide documentation of any change in marital status (divorce, marriage, death) during current ownership. If the property is inherited, the title company will need a copy of the probated will. Have your Power of Attorney approved prior to closing in the event you will not be present to sign documents.

REQUIRED AT CLOSING

- Driver's license
- Social Security number
- Bring extra house keys, garage door openers, warranties/operational manuals for appliances (heating, AC, stove, etc.) or let your real estate professional know where in the house they are located.

AVOIDING CLOSING DELAYS

Lenders & title insurers may require single owners who have married to have their spouse sign paperwork or a deed at closing. Discuss this with your escrow officer early in the transaction.

The Confidential Information Statement should be completed and returned promptly. It will help clarify the identity of the actual person or persons named on judgments in the title search.

AFTER CLOSING

Cancel your homeowners insurance if you are moving from the property at closing. If you are remaining at the property after closing, you should notify your agent of this change.

Make sure your lender has your forwarding address. The lender will refund monies left in your escrow/impound account and send final paperwork regarding the paid loan.

Keep your final settlement statement with tax documents. You will need it when filing taxes.



TIPS FOR A TIMELY CLOSING

FOR THE SELLER

MORTGAGES ON THE PROPERTY

Please provide detailed information, including loan number and payment address, on all mortgages on the property. Home equity lines, even if they have a zero balance, will also require detailed mortgage information in order to satisfy the original loan requirements. You may have to provide signed authorization for the lender to send the payoff.

CONFIDENTIAL INFORMATION STATEMENT

You may be asked to complete this form if you have a common surname. In addition to the form, you may have to supply supporting documentation of a change in marital status or if the property was inherited.

MAINTENANCE CONTRACTS

If the buyer will be assuming service contracts on equipment or appliances, please provide the closing agent with a copy of the service contract. They may be easily transferred and the unused portion can be credited to you on the settlement statement at closing.

JUDGMENT SEARCH

Any judgments, tax liens, etc., filed against you which attach to the property, must be paid from your seller proceeds at closing.

FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT OF 1980 (FIRPA)

If you are not a United States citizen, it may be required to deduct and withhold a tax equal to 10% or 15% of amount realized (generally the amount paid for the property). Please review the FIRPA requirements prior to closing.

INTERNAL REVENUE SERVICE (IRS)

Title is required to report the sale of the property to the IRS. Please provide your social security number(s) and forwarding address at closing.

POWER OF ATTORNEY

The use of a power of attorney must be approved in advance of settlement. If you are planning to use a power of attorney, please inform your escrow officer as soon as possible to allow time to properly review the document.

MARITAL STATUS

Spouses may be required to sign closing documents even though they do not appear to hold title and their name does not appear on the deed.

MAIL-AWAY

If you are unable to attend the signing, please provide the address where the closing documents should be mailed and a contact phone number. Your signature on certain affidavits, real estate deeds and other documents may require the services of a notary.

REQUIRED AT SIGNING

Identification such as U.S. driver's license, passport or military ID must be provided at the signing appointment.

SALE PROCEEDS

Please provide written instructions for delivery of sales proceeds. For security purposes, Title cannot accept verbal instructions and may contact you prior to closing to confirm your instructions.

AS A REAL ESTATE
SPECIALIST, I KNOW WHAT IT
TAKES TO SELL YOUR HOME.

PATRICK BLAHA



AVOIDING COMMON CLOSING DELAYS

LOAN PAYOFFS

Provide the title company with your current loan information so they may order your payoff in time for closing. They need the lenders name, address and/or telephone number, loan account number, and when you made your last payment. Your lender will mail your original promissory note marked "Paid."

TAX INFORMATION

Most title companies prefer to collect delinquent property taxes at closing. If you pay them prior to closing, you must be able to furnish an original tax receipt; otherwise these monies will be withheld from your sales proceeds until payment of these taxes can be confirmed.

ESCROW FUNDS

Any escrow/impound reserves held by your lender will not be netted from your payoff at closing. Your lender will refund these monies after your payoff has cleared and an analysis of your escrow/impound account has been completed.

THINGS TO BRING TO CLOSING

- 1) Picture ID (drivers license)
- 2) Social Security number(s)
- 3) Any extra house keys, garage door openers, and security access or gate card keys to give to buyers.
- 4) Operating guides for your appliances which are remaining with the property or any warranty materials.
- 5) Any extra wallpaper, paint, etc that was used at the property is always nice to leave for the buyers.

POWER OF ATTORNEY

If either party intends to use a Power of Attorney at closing, i.e. will not be there to sign:

- 1) The title company must approve the Power of Attorney prior to closing.
- 2) The original Power of Attorney must be delivered to the title company prior to closing, as the original must be recorded with the County Clerk ahead of all other closing documents.
- 3) The title company must be able to contact you via telephone on the day of closing to be certain you are alive and well and have not revoked the Power of Attorney.

MARITAL STATUS

- 1) Texas is a community property state. If you purchased your property when you were single and you have married, the title company will require that your spouse join in the signing of the deed at closing.
- 2) If you are divorced and your divorce proceeding was handled in a county in Texas, please have a certified copy of the Divorce Decree delivered to the title company prior to closing, or provide which county the Divorce Decree has been filed.

COMMON NAMES

If you have a common surname, please complete a confidential information statement and return it to the title company prior to closing.

OUT OF TOWN MAIL OUTS

- If any document must be mailed out for signatures:
- 1) All documents must be signed exactly as requested.
 - 2) All documents must have proper notarization.
 - 3) Any documents mailed out of the country must be notarized in English.





EMAIL SCAMS TARGETING CLOSING FUNDS

EASY TIPS FOR AVOIDING EMAIL PHISHING SCAMS

THE SCAM

Email phishing scams trick people into clicking a link, opening an attachment or responding to a message so criminals can exploit personal information. The Federal Trade Commission & the National Association of REALTORS® have warned consumers of an email phishing scam in which hackers compromise the email accounts of buyers and/or sellers, pose as a trusted Realtor or title insurance co. and attempt to fool the targets into wiring closing funds into the hackers own account.

HOW TO AVOID THE SCAM

- Be wary of emails that are unusual, unexpected or require a change in routine. Look carefully for grammar or spelling mistakes, & be leery of those that use threats if swift action is not taken.
- Avoid giving sensitive information through unsecured email accounts or websites. Be aware that info you share on social networks can be used by scammers.
- Do not click on links in emails. Instead hover your mouse on the link to view its true web address. If it's different than what the email says, beware.
- Create "fake" answers to password recovery questions: "real" answers can be discovered and used against you. If anything in any email ever seems suspicious call the sender. Never reply or respond to the suspicious email.



HOME SELLING SUMMARY

The sale of your home is a big decision, and can be a stressful time. It is important for you to have representation by a licensed Real Estate Agent during the process. I will work to ensure a smooth transaction during the sale of your home, thus helping to reduce the stress selling your home can bring. Some things to remember throughout the process are:

- Communication and timeliness are key. It is important to keep the lines of communication open with your Realtor and the Title Company, and to submit requested information in a timely manner. The selling process has time lines that must be met to keep the transaction going.
- Flexibility in scheduling showing appointments may be needed. Placing too many constraints on showing times can deter potential buyers from viewing your property.
- The photographs have been taken and are highlighted in the MLS listing. That doesn't mean keeping a tidy home can fall to the side. Remember to think like a buyer when preparing your home for showings, and keep your home clean and tidy inside and out.
- While you want to get the most for your home, the buyer is often looking for a deal. Let your agent handle the negotiations, but remember, there may have to be some give and take from both sides of the transaction. With this in mind, I will work to negotiate the best terms for you.
- Keep your final Closing Disclosure/Settlement Statement for your tax documents. You will need this information when filing your taxes for the year.



CLIENT TESTIMONIALS

Patrick is the best of the best. A Realtor you can truly count on. He is honest, a person of high integrity. I had a sale that involved some unusual issues, and Patrick did an excellent job in researching, gathering the information to resolve the issues quickly. He is very personable, knowledgeable, and always kept me informed. He has been my Realtor on multiple transactions. I highly recommend him. - **Kevin K**

Patrick was a tremendous help during the process of both buying our new home and selling our existing home. He knew the market and exactly what to price our home to sell. He stayed in constant contact with us updating us on potential buyer feedback and walked us through everything when we received a full price offer on our home! Patrick also worked with our builder to ensure that we received everything we asked for. During closing, he did everything in his power to make it as seamless as possible. I HIGHLY recommend Patrick and The Blaha Group to anyone looking for an agent to buy and/or sell their home. You won't be disappointed! - **Kim C**

In all of my years of buying and selling houses, I never found an Agent like Patrick Blaha. My being in Florida and closing in Texas was overwhelming. Patrick made it happen. Patrick checked on my house during bad weather, after each showing, helped me sell some furniture and even found someone reliable to mow the lawn and I closed on my house while in my home in Florida. Looking for an efficient, reliable and honest person...LOOK NO FURTHER....Patrick Blaha thank you from the bottom of my heart! - **Karen B**

We were first time home buyers, so this entire process was very intimidating in the beginning until we met Patrick. He is a great listener, patient, proactive and honest. We could tell he really loves his job. He provided us a step by step guide and was just a call or a text away if we had any questions about anything in this process. We are definitely recommending him to anyone who needs an agent." - **Carlos & Lourdes R**

My Husband and I are from out of state. We did not know very much about the DFW area. Patrick was recommended to us by a friend who said he was the best!!! He is absolutely amazing! He is very knowledgeable about the area and could recommend places based on schools, neighborhoods, and resale value. He listened to everything on our wish list and stayed in our price point. He also had everything scheduled and ready to view upon our arrival to the area. Absolutely no wasted time. We were able to select the perfect house for us in just 4 days. We will always use Patrick for all our real estate adventures!!! - **Neal & Jamie F**

As a first time buyer, I can tell you with great confidence that Patrick and everyone at The Blaha Group are totally professional, experienced, and knowledgeable about every step of the home buying process. They made me feel very comfortable and helped me every step of the way. And when Patrick wasn't available, he made sure his assistants were available to assist me at a moments notice. I would recommend them to anyone who is seriously in the market for a new home. You won't be disappointed! - **Bobby R**





Information About Brokerage Services

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

TYPES OF REAL ESTATE LICENSE HOLDERS:

- A **BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- A **SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
 - o that the owner will accept a price less than the written asking price;
 - o that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - o any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

AS SUBAGENT: A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

LICENSE HOLDER CONTACT INFORMATION: This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

JPAR® - Real Estate	9002729	support@jpar.com	(972) 836-9295
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Antonio F (Tony) Delgado	0414679	support@jpar.com	(972) 836-9295
Designated Broker of Firm	License No.	Email	Phone
Antonio F (Tony) Delgado	0414679	support@jpar.com	(972) 836-9295
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Patrick Blaha	0636015	Patrick@TheBlahaGroup.com	(817) 507-5666
Sales Agent/Associate's Name	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials

Date

THANK YOU FOR PLACING YOUR TRUST IN ME.
I LOOK FORWARD TO HELPING YOU SELL YOUR HOME!

ACHIEVING YOUR REAL ESTATE DREAMS



PATRICK BLAHA
BROKER ASSOCIATE

PHONE: 817.507.5666
PATRICK@THEBLAHAGROUP.COM
THEBLAHAGROUP.COM

