



THE BLAHA GROUP

ACHIEVING YOUR REAL ESTATE DREAMS



HOME BUYING GUIDE



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JP&R
— REAL ESTATE —

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, 2021 and 2023. Sapphire in 2022, and Fort Worth Magazine and D Magazine Best Realtors 2023.

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.



OUR BUYER SERVICES

When working with me as your Realtor, you can count on me to provide the following services to ensure you find the best home for you. Services include, but are not limited to those listed below.

- Needs Analysis to Find the Best Home for You
- Assistance with Lender Pre-Qualification or Pre-Approval
- Detailed Property Search Including Email Notifications When a New Home Comes on the Market
- Personal Home Tours with Property Details
- School Resources and Neighborhood Information when Available
- Comparative Market Analysis on Properties Prior to Making an Offer
- Writing the Contract and Contract Addendum
- Presentation and Negotiation of Your Offer
- Coordination with the Inspector, Lender, Title Company, and Closing Agent to Make Sure Your Purchase Contract Closes Once it Has Been Accepted
- Communication to Keep You Informed Throughout the Transaction



INFORMATION I WILL NEED

To do the best job for you, I will need the best information you can provide on what you are looking for in your new home. This information will include, but is not limited to:

- What is Your Budget and Preferred Price Range
- How Many Bedrooms and Bathrooms do You Wish to Have in Your New Home
- How Many Garage Spaces Will You Require
- Other Features That Are Important to You, Such as: Media Room, Home Office, Master Down, Swimming Pool, etc.
- The Style of Home You Are Looking For: Single Story or Two Story, etc.
- The Size Yard You Wish to Have
- Preferred School Districts
- Geographical Areas or Neighborhoods of Interest
- Your Time Frame for Purchasing Your New Home



REAL ESTATE TERMS TO KNOW

APPRAISAL

An estimate of value of property resulting from analysis of facts about the property; an opinion of value.

ANNUAL PERCENTAGE RATE (APR)

The borrower's costs of the loan term expressed as a rate. This is not their interest rate.

BENEFICIARY

The recipient of benefits, often from a deed of trust; usually the lender.

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.

CLOSE OF ESCROW

Generally the date the buyer becomes the legal owner and title insurance becomes effective.

COMPARABLE SALES

Sales that have similar characteristics as the subject real property, used for analysis in the appraisal. Commonly called "comps."

CONSUMMATION

Occurs when the borrower becomes contractually obligated to the creditor on the loan, not, for example, when the borrower becomes contractually obligated to a seller on a real estate transaction. The point in time when a borrower becomes contractually obligated to the creditor on the loan depends on applicable State law. Consummation is not the same as close of escrow or settlement.

DEED OF TRUST

An instrument used in many states in place of a mortgage.

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.

DISBURSEMENT DATE

The date the amounts are to be disbursed to a buyer and seller in a purchase transaction, or the date funds are to be paid to the borrower or a third party in a transaction that is not a purchase transaction.

EARNEST MONEY DEPOSIT

Down payment made by a purchaser of real property as evidence of good faith; a deposit or partial payment.

EASEMENT

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

ENDORSEMENT

As to a title insurance policy, a rider or attachment forming a part of the insurance policy expanding or limiting coverage.

HAZARD INSURANCE

Real estate insurance protecting against fire, some natural causes, vandalism, etc., depending upon the policy. Buyer often adds liability insurance and extended coverage for personal property.

IMPOUNDS

A trust type of account established by lenders for the accumulation of borrower's funds to meet periodic payments of taxes, mortgage insurance premiums and/or future insurance policy premiums, required to protect their security.

LEGAL DESCRIPTION

A description of land recognized by law, based on government surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.

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 ESTIMATE (LE)

Form designed to provide disclosures that will be helpful to borrowers in understanding the key features, costs and risks of the mortgage loan for which they are applying. Initial disclosure to be given to the borrower three (3) business days after application.

MORTGAGE

The instrument by which real property is pledged as security for repayment of a loan.

PITI

A payment that includes Principal, Interest, Taxes, and Insurance.

POWER OF ATTORNEY

A written instrument whereby a principal gives authority to an agent. The agent acting under such a grant is sometimes called an "Attorney-in-Fact."

RECORDING

Filing documents affecting real property with the appropriate government agency as a matter of public record.

SETTLEMENT STATEMENT

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

TRID

TILA-RESPA Integrated Disclosures



THE PROCESS OF HOME BUYING



PREQUALIFY

24 - 48 Hours

The mortgage company will pull credit & obtain basic information to run debt ratios. Pre-Qualification Letter is sent to Realtor.



APPLICATION

24 - 48 Hours

Lender will obtain 2-year history for residence & employment. Documentation such as Pay Stubs, W-2s, Bank Statements, etc. will be obtained & file will be processed.



PROCESSING

1 - 2 Weeks

Verifications of employment are completed, IRS Transcripts are obtained, Social Security number verified, etc. Processor will ask for any additional documents needed.



UNDERWRITING

24 - 48 Hours

An underwriter will review your file and make a decision to approve or decline the loan. Underwriter will ask for conditions to be met for closing.



PROCESSING

3 - 7 Days

Processor will notify buyer of any underwriting conditions that are needed & collect these conditions for final approval.



UNDERWRITING

24 - 48 Hours

Processor submits loan to underwriting with conditions to clear the loan for closing.



CLOSING

24 - 48 Hours

Closer will prepare final documents & send to title for signing.



TITLE COMPANY

1 - 3 Days

Buyer signs paperwork.



FUND & RECORD

24 - 48 Hours

Lender authorizes disbursement of funds and the deed is filed and recorded.



MORTGAGE PROFESSIONALS

ARE ALL MORTGAGE LENDERS THE SAME?

The mortgage lender you choose, will be an important part of your home buying process. Something to keep in mind, is that not all mortgage lenders are the same! Therefore, it is important to select one that best fits your needs, and has open communication. The four main types of lenders are; Banks, Credit Unions, Mortgage Lenders, and Mortgage Brokers.

Banks may be a good choice if you prefer to have all your financial information in one place. However, their closing process can take longer, and they may only have limited loan products available.

Credit Unions typically only offer loan products to their members. Like banks, their process can be slower with limited loan products available.

Mortgage Lenders exist with their sole purpose being to process real estate loans. Their loan process is handled "in house", which can shorten the time it takes to process your loan. Typically, they also have a wider variety of loan products available.

Mortgage Brokers do not lend money directly, but have access to different lenders and different programs. They may be of benefit if you have a special income type or lower credit scores.

On-Line Lenders often advertise low rates to pull in customers, and their communication is often not what it should be. The advertised rates, in most cases, are not what you will actually obtain. They are dependent on your credit, loan term, and may include points for buying down the rate to obtain the advertised rate. Though on-line lenders may be licensed in Texas, they are not always familiar with Texas laws and regulations. This can lead to things not being handled properly and delays in closing.

Lenders have different rates based on their pricing models. They may also have different fees based on their pricing, the loan product selected, and the credit risk of the buyer. There are other factors to take into consideration as well, so contact me with any questions you have when selecting the lender that is right for you. If you are not connected with a lender, please let me know and I can connect you with one of my preferred lenders.





PRE-QUALIFIED VS. PRE-APPROVED WHAT'S THE DIFFERENCE?

IDENTIFY YOUR PROPERTY PRICE RANGE & STRENGTHEN YOUR BARGAINING POWER BY UNDERSTANDING THE DIFFERENCE BETWEEN THESE TWO BUYER TOOLS.

Pre-Qualification

- Provides an estimate of your buying power
- Based on summary information of your income and assets
- Requires a satisfactory review of property, financial documents & program requirements to issue final approval
- Offered by most lenders

Pre-Approval

- Provides proof to Real Estate agents and sellers that you're pre-approved for a specific loan amount
- Based on verification of your income, credit and assets
- Does not require a satisfactory appraisal and title review until final approval
- We offer this service at no cost before you find a home



HOW TO PREPARE MORTGAGE APPLICATION

INCOME:

- [] 2 years Federal Tax documents (1040s). Please include ALL pages and schedules, including all W-2 forms for each year
- [] 1 month most recent 30 days' pay stubs

IF SELF-EMPLOYED, WE WILL NEED:

- [] Year to date Profit & Loss statement
- [] 1 Month most recent 30 days' pay stubs

IF YOU RECEIVE SOCIAL SECURITY, DISABILITY, OR PENSION INCOME:

- [] Current year benefits letter from US Social Security Administration and/or Disability Benefits provider
- [] If you receive pension income, we will need a letter from your Pension Provider evidencing continuance

ASSETS:

- [] 2 months bank statements for all accounts. Please provide all pages, including blanks.
- [] 2 months most recent statement for all investment accounts, including: IRA's, Mutual Funds, Stock Portfolios, Retirement Fund, 401K, etc.

IF YOU OWN MULTIPLE PROPERTIES, WE WILL NEED:

- [] Current lease agreements, if applicable
- [] Current mortgage statement on each property
- [] Insurance declarations pages

PURCHASES:

- [] Fully executed purchase contract
- [] Copy of your canceled check used for the earnest deposit, as well as the corresponding bank statement showing it has cleared your account
- [] Gift letter if the down payment is a gift

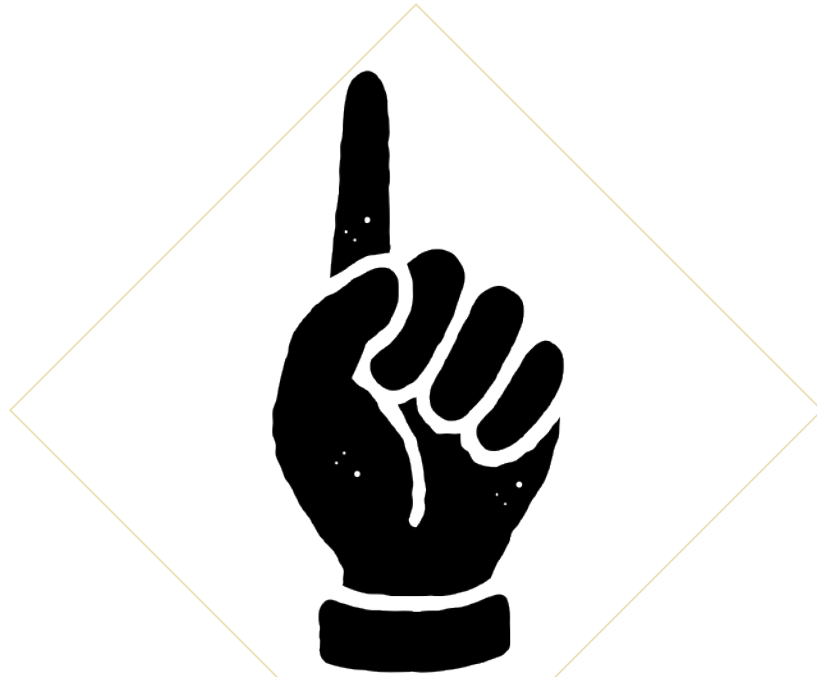
LIABILITIES FOR REFINANCES AND/OR RETAINED PROPERTIES:

- [] The name and phone number of your homeowners (hazard) insurance provider, along with a copy of your declarations page
- [] Copy of your most recent mortgage statement
- [] Copy of your most recent HOA statement (Please make sure this includes the HOA name and phone number)

MISC:

- [] Legible photocopy of your driver's license (front and back) or password
- [] Copy of the complete divorce decree, including child support/alimony if applicable
- [] If you receive trust income or have assets in a trust, we will need a COMPLETE copy of the trust





DOS AND DON'TS TO KEEP YOUR LOAN ON TRACK

LET THESE GUIDE YOUR ACTIONS DURING THE
LOAN PROCESS SO THAT THINGS CONTINUE SMOOTHLY

DO THIS

- Continue making your mortgage/rent payments
- Stay current on all existing accounts
- Keep working at your current employer
- Continue living at your current residence
- Call us if you have any questions

DON'T DO THIS

- Make major purchases
- Apply for a new credit card
- Transfer balances
- Pay off charge-offs/collections
- Change bank accounts
- Charge up credit cards
- Take out a new loan
- Open a new cell phone account
- Start home improvement projects
- Join a fitness club
- Apply or shop for insurance
- Pay off loans or credit cards



HOME TOUR CHECK LIST

ADDRESS:

THE HOME

	EXCELLENT			UNACCEPTABLE		NOTES
	5	4	3	2	1	
Square Footage	5	4	3	2	1	
Exterior Appearance	5	4	3	2	1	
Interior Appearance	5	4	3	2	1	
Number of Bedrooms	5	4	3	2	1	
Number of Bathrooms	5	4	3	2	1	
Floorplan Practicality	5	4	3	2	1	
Closet Storage Space	5	4	3	2	1	
Fireplace	5	4	3	2	1	
Landscaping/Yardspace	5	4	3	2	1	
Patio/Deck	5	4	3	2	1	
Garage	5	4	3	2	1	
Energy Efficiency	5	4	3	2	1	
Screens/Storm Windows	5	4	3	2	1	
Roofing	5	4	3	2	1	

THE NEIGHBORHOOD

Nearby Home Appearance	5	4	3	2	1
Traffic	5	4	3	2	1
Noise Level	5	4	3	2	1
Safety / Security	5	4	3	2	1
Parking	5	4	3	2	1
Schools	5	4	3	2	1
Pet Restrictions	5	4	3	2	1
Police & Fire Departments	5	4	3	2	1



STAGES OF THE CONTRACT

You found the home you want, and have submitted an offer. So what's next? Following are the next steps in the process, for the stages of contract.

- **Acceptance of Offer** - Once all terms to the contract have been agreed upon by all parties to the contract, the contract is executed and becomes binding.
- **Delivery of Checks** - Once the contract is executed, the buyer has 3 days to deliver the Option Fee to the seller. The buyer also has 3 days to deliver Earnest Money to the designated Title Company. For Earnest Money, if the 3rd day falls on a Saturday or Sunday, or legal holiday, the time to deliver the Earnest Money check is extended to the next business day that is not a Saturday, Sunday, or Holiday.
- **Option Period** - Upon execution, the contract enters the Option Period. The Option Period gives the buyer the unrestricted right to terminate the contract with in the days allowed for the option period. This is also the time frame in which the buyer will have a home inspection, and submit a repair request to the seller. All repairs must be agreed to with in the Option Period. The Option Period expires at 5:00pm the last day of option.
- **Pending Status** - Upon expiration of the Option Period, the contract will enter Pending Status. During Pending Status, all agreed upon repairs are to be completed by the seller. This is also the time frame in which the buyers loan process will be completed by the mortgage lender and the lenders underwriting team. The appraisal will also be ordered, to substantiate that the appraised value of the property is equal to or greater than the contract price. If appraised value is below contract price, the contract price is renegotiated, unless specific terms were agreed upon beforehand.
- **Closing** - The appraisal is good, loan conditions have been met, and the buyer's loan has received final approval. Buyer and Seller now schedule time with the designated Title Company to sign all documents pertaining to the purchase transaction. The appointment with Title to sign documents is called "The Closing".
- **Funding** - Once all documents have been signed by the buyer and the seller, they are submitted to the mortgage lender for final review to ensure documents have been signed correctly. Approval is then given to "fund" the loan, and monies are dispersed as designated. The contract process is now complete.



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
- Homeowner's 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 - ($\$974 + \$5,575 = \$6,549$)

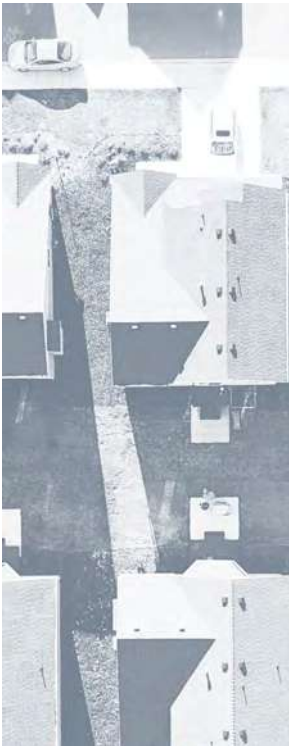
Total Premium on a \$1,225,000 Policy is \$6,549



DO YOU NEED A HOME INSPECTION?

While the decision is yours as to whether or not you obtain a home inspection, it is advisable to do so. Most people will have an inspection done when buying a preowned home, but what about new construction?

It is also beneficial to have an inspection completed on a new construction home. Even though new, new homes are not always perfect. If you choose not to have a home inspection at the time of purchase on a new construction home, it is a good idea to have one at the 10 month mark of ownership. This will create a punch list for items to be covered under the homes 1 year warranty.



The five main components of a home inspection are:

- 1) **Structural** - Covers the foundation, grading/drainage, roof, attic structure, walls (interior & exterior), ceilings/floors, doors (interior & exterior), windows, stairways, fireplace/chimney, and porches
- 2) **Electrical** - Covers electrical panels/circuit breakers, outlets, and fixtures
- 3) **Heating, Ventilation, and Air Conditioning (HVAC)** - Covers heating & cooling equipment, and duct work system
- 4) **Plumbing System** - Covers the plumbing supply, drains (waste & venting), water heater, and jetted tubs
- 5) **Appliances** - Covers the dishwasher, garbage disposal, range hood & exhaust, cook top & oven, microwave, bathroom exhaust vents, garage door openers, and dryer exhaust systems.

.A home inspection typically cost in the range of \$450, but there are several factors that can effect the price. They may include, but not be limited to; age of home, size of home, slab or pier & beam foundation, and travel distance for the inspector. There may also be additional cost for sprinkler systems, septic systems, and swimming pools. If you are utilizing a VA loan, you will also need a Wood Destroying Insect report (WDI), and a water test if the property is on a well. If the VA appraiser deems it necessary, you may also need a separate septic system inspection.





HOME INSPECTOR EDUCATION REQUIREMENTS



A Real Estate Inspector is a person who is licensed to perform an inspection of property that is the subject of a Real Estate Transaction. Home Inspectors are licensed through the Texas Real Estate Commission, and applicants must complete 90 classroom hours of qualifying real estate inspection courses. These courses include:

10 hours in foundation; 8 hours in framing; 10 hours in building enclosure; 10 hours in roof systems; 8 hours in plumbing systems; 10 hours in electrical systems; 10 hours in heating, ventilation, and air conditioning systems; 8 hours in appliances; 4 hours in Texas Standards of Practice; 4 hours in Texas Standard Report Form/Report Writing; and 8 hours in Texas Legal/Ethics

There are three levels of Inspector licenses. They are:

Apprentice Inspector - An Apprentice Inspector is an entry level license. The Apprentice is required to train under the direct supervision of a Professional Real Estate Inspector. After gaining experience under this supervision and completing certain educational requirements, an Apprentice is eligible to sit for the exam to become a Real Estate Inspector.

Real Estate Inspector - A Real Estate Inspector is an intermediate level license. To obtain this license, an applicant must be an Apprentice and meet educational requirements. A Real Estate Inspector is also required to work under the indirect supervision of a Professional Real Estate Inspector.

Professional Real Estate Inspector - This is the highest level of inspector license available in Texas. To acquire this license, the applicant must be a Real Estate Inspector and meet certain experience and educational requirements. This level of inspector is not required to be sponsored by another license holder to perform a real estate inspection.

Though Real Estate Inspectors have certain educational requirements, they are not experts certified in any one field (for example: air conditioning, plumbing, electrical, etc.) It is important to keep this in mind when reviewing your inspection report. Inspectors are also required to inspect a home to the current year standards, regardless of when the home was built. For instance, a home built in the year 2001, would still have to be inspected to current year standards, even though standards have changed. Inspection Reports may seem scary, but they don't have to be. It is important to not let the report scare you, and to discuss it with your Real Estate Agent and the Real Estate Inspector.



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.



THE PROCESS OF CLOSING

ONE

The signed contract and Earnest Money are delivered to the settlement agent. NOTE: the Title Company often acts as the settlement agent. Now the title order begins and information is collected.

TWO

The title search will determine the legal owner of the property and any outstanding liens and/or assessments. This search is critical to making sure the property will transfer legally to the buyer.

THREE

Over the next few weeks the following will occur: inspections, repairs if needed, payoffs obtained from current lenders, HOA's, lien holders, ect, and loan document preparation. It's important the buyers and sellers are responsive to requests for information.

FOUR

Once the invoices, payoffs, statements, and loan documents are received, the settlement statement is prepared. This document includes the closing calculations and is used to inform the buyer and seller of their bottom line figures.

FIVE

The closing paperwork must then be signed by the buyer and the seller. This will include documents such as the deed, settlement statement, loan documents (if applicable) and others.

SIX

All payees, including the seller, payoff lenders, Real Estate professionals, and others are paid according to the settlement statement.

SEVEN

The final documents, including the deed and loan instrument, are sent to the county recorder's office for recordation. After recording, the deed will be sent to the buyer. The title insurance policy is sent to the buyer and the lender.



YOUR PERSONAL GUIDE TO A SMOOTH CLOSING

- Keep in mind, the loan is not "closed" until it has been funded and monies have been dispersed
- Do not allow your credit to be pulled, in cases where it can be avoided
- Be sure to provide all pages of financial statements, even if the page is blank
- Don't make large purchases on credit until you have discussed it with your lender. It is customary for lenders to take another look at your credit balances during final underwriting, looking for higher credit obligation
- Maintain your employment status during the entire loan process, and do not change employers. Lenders may make last minute employment verifications
- Be sure all bills are paid on time, and do not bounce checks
- Keep complete records of all financial transactions, including receipts, copies of cleared checks (front and back), bills of sale, redemption documents, etc.
- Moving funds from one account to another is acceptable, however, lenders will need to see a paper trail that documents the source of funds
- The loan process is interactive, so if you are going to be out of town during the transaction, let me and your lender know when you will be back, and how to reach you
- If you have any questions throughout the process, do not hesitate to contact me or your lender. Proper communication throughout the transaction is crucial to ensure a smooth and timely closing



SMOOTH CLOSING CHECKLIST



ALL

- [] Confirm location time/date where you will be signing the documents.
- [] Bring 2 forms of government issued ID, one with a photo for all signers.

BUYERS

- [] A few days prior to your signing, confirm the funds needed for settlement, then arrange for the wire transfer with your bank. A cashier's check may be allowed, check with your settlement agent to confirm.

SELLERS

- [] Bring your bank account information to the closing (do not send your private information in an email). Also, remember to bring keys, garage openers, access codes, and any property warranties or equipment user manuals.



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 enroute. 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?





HOW TO APPLY FOR A HOMESTEAD EXEMPTION

TAX EXEMPTIONS ARE DETERMINED BY THE STATUS OF THE OCCUPANT
ON JANUARY 1ST OF EACH YEAR.

To qualify for a residential homestead exemption you must:

Once your purchase transaction has closed, you can file for a Homestead Exemption immediately. Keep in mind, the address on your driver's license must match the address of the home you are filing the Homestead Exemption for. Beware of solicitation you will receive in the mail from companies wanting to charge you a fee for filing your Homestead Exemption. Filing your Homestead Exemption is free, and all you have to do is contact your Appraisal District. You can only claim a Homestead Exemption on one property.

For more information about exemptions contact your appraisal district.

APPRAISAL DISTRICTS

Collin County	469.742.9200	collincad.org
Dallas Central	214.631.0910	dallascad.org
Denton County	940.349.3800	dentoncad.org
Ellis County	866.348.3552	elliscad.org
Johnson County	817.648.3000	johnsoncad.com
Parker County	817.596.0077	isouthwestdata.com
Rockwall County	972.771.2034	rockwallcad.org
Tarrant County	817.284.0024	tad.org
Wise County	940.627.3081	wisecad.org





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 BUYING SUMMARY

The purchase of real estate is one of the largest financial investments you will make. It is important for you to have representation by a licensed professional Real Estate Agent during the process. Things to remember are:

- Typically there is no compensation from you throughout the process. All realtor fees are typically paid by the seller
- I can obtain information on properties for you and show you any listed property on the market
- You can search properties on your own, but you should involve me once you have found a property which interest you
- Keep in mind Zillow, Realtor.com, and similar sites are not always up to date in regard to property status. Alternatively, you can set up a property search on my website, www.TheBlahaGroup.com, which links directly to the MLS
- You can attend open houses without me, but be sure to identify our working relationship to the agent hosting the open house
- A Buyer Representation Agreement details our working relationship, and my fiduciary duties to you as my client
- It is important to communicate all information and any changes in information to me and your lender during the buying process. This includes, but is not limited to: employment status, financial status, and wants/needs in the home you purchase



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:
 - that the owner will accept a price less than the written asking price;
 - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
 - 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 FIND YOUR DREAM HOME!

ACHIEVING YOUR REAL ESTATE DREAMS



PATRICK BLAHA
BROKER ASSOCIATE

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PATRICK@THEBLAHAGROUP.COM
THEBLAHAGROUP.COM

