THE ULTIMATE

BUYER'S *guide*

Alina Vandergaast

First-time Home Buyer REALTOR®

realtywithalina@gmail.com Realtywithalina.ca

403-903-8290

A STEP-BY-STEP PROCESS TO YOUR NEW HOME

Alina Vandergaast

ABOUT ME

Hello! I'm Alina, a REALTOR® specializing in first-time home buyers.

WHY WORK WITH ME?

I love to teach

I will make sure all contracts and paperwork are explained in terms you can actually understand (I have made a few helpful first-timer documents just for this reason!)

Working with a realtor as a buyer is free!

Generally, you don't pay anything!

I get you

I can put myself in your shoes - I've recently been through this process myself as a first-timer and recall all the questions I too once had

Communicate your way

I get not everyone wants a tradtional phone call or in person meeting - tell me your communication style and I will accomodate you

FUN FACTS

I love riding dirtbikes

I used to be a bush pilot flying in northern Ontario

I used to teach a pilot grounschool course

I have lived in all 4 quadrants of Canada - North, East, South and West!

403-903-8290 realtywithalina.ca realtywithalina@gmail.com

CHARITABLE DONATION

Giving Back

*As a way of giving back I give **$100 from my own comission** as a charitable donation*

Option 1: Charity of your choice

If you have a charity in mind, I would love to contribute for you as way of saying thank you!

I will reach out to you once the purchase is complete and get the details on where you would like to see the $100 donation go.

Option 2: Calgary Seniors

If you don't have a charity in mind, I would be happy to donate to Calgary Seniors - a local organization I volunteer with.

This $100 donation could help in the following ways;

- *Purchasing pet food for a senior*
- *Delivering a care package to a seniors door*
- *Giving a senior a ride to an important appointment*
- *A friendly visit*

Calgary Seniors

HOME BUYING ROADMAP

A Step-By-Step Guide

1

Get pre-approved

Speak to a lender about getting your first mortgage. If you need some recomendations, I would be happy to give you some!

2

Find a REALTOR®

Find and meet with a realtor whom you would like to work with

3

Review and sign documents

Legally, we will need to get a few things signed in order to represent you as an agent

4

Tour homes

The fun part! Reach out about homes you wold like to see or have your realtor compile a selection for you.

5

Write and negotiate offers

When you find *the one*, we will discuss and write an offer together

6

Pay a deposit

Aside from a *down deposit* there is also an *offer deposit* which is to accompany your offer

7

Remove conditions

If your offer includes conditions, we will work on getting those removed.

8

The waiver

This is the moment in which you are fully committed to the purchase once conditions are removed

9

Find a lawyer

To help us with all the closing legalities

10

Final walkthrough

Final check on the homes condition before you take possession

11

Posession!

Its all yours!

GETTING PRE-APPROVED

TIMELINE: 1 DAY - UP TO 2 WEEKS

01

While most people may assume touring homes comes before pre-approval, getting pre-approved first makes the process most efficient!

Find a lender

- *Usually this is through a preferred bank or a mortgage broker*
- *Banks offer mortgage options specific to that bank*
- *Brokers search a number of mortgage options offered by a variety of lenders*
- *You choose the option that best suits you!*

Get the paperwork done

- *Your lender will ask you a number of questions and get you to fill out paperwork*
- *Tell them you are new and dont be afraid to ask lots of questions!*

Get your letter

- *Once you are pre-approved you will receive a commitment letter - your realtor may ask to see this along with lender contact info*
- *NOTE: you do not get pre-approved from filling out a quick questionnaire online - sometimes we can get a quick idea this way but it is not the same as pre-approval*

How I Can Help

I can provide recomendations if you do not already have a preffered lender

FIND A REALTOR®

TIMELINE: BUYER DISCRESSION

02

Buyers don't generally pay for using a REALTOR®!

Its your choice who you work with

- *Interview a couple people*
- *Find someone who understands your position and needs*
- *Reach out!*

Know the dynamic

- *Some REALTORS® work as independant agents and others work as a team*
- *Understand your agent's position - they should go over this in detail with you!*

License status

- *In order to act as your REALTOR® an individual needs to be licensed*
- *you can always double check if someone if licensed by searching their name at procheck.reca.ca*

SIGN DOCUMENTS

TIMELINE: 1 HR

03

Legally, we need to get a few paperwork items out of the way to act on your behalf if you choose to be represented by a REALTOR®

Consumer Relationship Guide

- *This breaks down some of the options you have in terms of representation as a buyer*
- *I will be going over this document with you and getting you to sign it*

Buyer Representation

- *This is a legal contract - it sets out the terms and expectations for us working together*
- *I will be going over this document in detail with you so you know exactly what you are agreeing to and getting your signature*

FINTRAC

- *This is a fraud screening process*
- *I will need some basic info from you such as your full name, employer and job title to get this started*

Certificate and Consent of Purchaser

- *Currently non-Canadians are prohibited from purchasing residential real estate in Canada (with certain exceptions)*
- *This form has you sign to declare you are* ***not a non-Canadian*** *(aka - you are Canadian)*

How I Can Help

I can provide you with additional documents which explain the contract terms so you fully understand what you are signing

TOUR HOMES

TIMELINE: BUYER DEPENDANT

04

This is the exciting bit! We are done with the paperwork for a little and can get out there and view some homes!

Understand your needs and preferences

- If we haven't already - we will set you up to receive emails of homes that come onto the market based on your needs and preferences

Your expectations may change

- *The first couple viewings may be a process of finding out what it is you truly want or need - that is normal!*
- *We can always change up what you are looking for - take notes on what you do and do not like and let me know!*

Be aware of viewing new builds alone

- *If you wish to view a new build or a show home - it's best I come along with you*
- *Sometimes if you choose to sign-in to these showings I cannot act as your REALTOR® unless I sign in alongside you*
- *Having a REALTOR® by your side in the purchasing of a new build is especially recommended as these processes/contracts are tricky and buyers can sometimes find themselves taken advantage of*

WRITE AND NEGOTIATE AN OFFER

TIMELINE: MARKET DEPENDANT

05

When you think you found the one, its time to put in an offer!

Knowing the contract

- *At some point during the home viewing process, we will probably meet up and go over the Purchase Contract and some other good-to-knows before its time to write an offer so you are prepared - especailly in a hot market!*

You have control

- *While I can make suggestions and offer help with offer details - at the end of the day you have the say*
- *I will help you decide on things like conditions, deposits, timelines, possession date... and so on*

The process

- *Don't be discouraged if our first offer isnt accpeted - this is quite normal*
- *There may be a fair amount of back and forth in negotiations depending on the market conditions*
- *Generally each party will give 24-72 hours hours to accept/counter an offer, but this may change depending on how quick the current market is moving*
- *Keep in mind I may need a quick response from you! If we are in the middle of negotiations its best we are able to communicate quickly so we don't miss out in the case of another offer - and especially in the case of a multiple offer situation*
- *If our offer is accepted I will notify you as soon as possible!*

THE OFFER DEPOSIT

TIMELINE: 1-3 BUSINESS DAYS

06

Many new buyers get the down deposit confused with the offer deposit...

What is the deposit for?

- *This deposit is written into the purchase contract and signifies to the seller you are a serious buyer*
- *The deposit acts as a security for the seller in that the buyer can no longer back out of the deal after the contract is signed and deposit received - unless for a permitted reason (eg. conditon falls through)*
- *If the buyer does walk away for 'no good reason' they will not get this deposit back and it will go to the seller*

The amount

- *The amount is totally up to you and may get further negotiated in the purchase contract with the seller*
- *Typically buyers will offer 1-5% of the purchase price in the form of the deposit*

Time is of the essence

- *Keep in mind a seller may cancel our offer even if the deposit is 1min after the agreed upon time - timing and communication will be very important during this stage!*
- *Generally we will need to deposit 1-3 business days after our offer has been accepted and signed depending on what has been agreed upon with the seller*

REMOVING CONDITIONS

TIMELINE: 5-10 BUSINESS DAYS

07

This may be the most stressful part of the whole process

What are conditions?

- *Conditions are like our ‘to-do’ list of the contract we agreed to*
- *We have a very strict deadline on when these items must be completed/waived by - if we miss this deadline the purchase can be a no-go*
- *Both the buyer and seller may have thier own conditons they have placed in the contract - or sometimes there may be no conditons if neither party wants/needs them*
- *Buyer conditions are set by the buyer and for the benefit of the buyer*

Common buyer conditions

- *Typically a buyer will set two/three common conditions; financing, condo document review and inspection*
- *The financing condition allows you to confirm with the lender they will in fact give you a mortgage and the details of that mortgage are to your satisfaction (surprise: pre-approval doesn't mean the lender will give you a mortgage just because you found a home within your approval range...)*
- *The inspection condition allows you to hire a home inspector to look over the home and share any concerning findings with us so that issues may be dealt with before the sale is final (or if its really bad - we can back out)*
- *If you are purchasing a condo we will get a professional condo document reviewer to look over your documents to check for any red flags - these documents can be extensive and confusing!*

In the Background...

I will get your condo documents (if applicable), send over contract paperwork to your lender and arrange access for an appraisal (for your financing condition)

THE WAIVER

TIMELINE: PART OF CONDITIONS TIMELINE

08

The hardest part is over!

No backing out now!

- *Once the conditions are satisfied or removed we use a docuemnt which basically 'waives' our right to back out from this point on*
- *It sounds scary - but this is basically the time where the house becomes legally yours!*

The process

- *All conditions MUST be removed or waived by their determined deadline in order for us to proceed with the purchase - I will help you will all this of course!*
- *Generally we try and set the deadline for all conditions on the same date so we only need to track one deadline*
- *We sign some paperwork to signify either we are happy with the conditions, or we just want to scrap them all together and more forward with the sale anyway*
- *Timing is once again very important to get this waiver singed*
- *A 1min late submission could mean the loss of the purchase*

How I can help...

I will track our condition deadlines and help with the whole process!

FIND A LAWYER

TIMELINE: AGREED POSSESSION (GENERALLY 30-60 DAYS)

09

More paperwork...

Finding a lawyer

- *If you don't have a preferred lawyer I can recommend you a couple*
- *Lawyers differ in the technology they use, thier process time and cost*
- *Pick the option that suits your needs best and let me know who you would like to work with*

The process

- *The lawyer will receive the purchase contract and mortgage instructions*
- *The lawyer will then likely reach out to gather more information and meet you sometime before the closing date*
- *When you meet the lawyer you will pay any remaining closing costs (more on this later) and sign documents*
- *The lawyer will transfer the mortgage and complete the purchase*
- *This meeting will probably take between 2-4 hours*

In the meantime

- *You should arrange for home insurance to begin on the day of possession*
- *You should begin setting up utilites and other services (see checklist later in the guide)*

FINAL WALKTHROUGH

TIMELINE: 48 HRS BEFORE POSSESSION - MORNING OF POSSESSION

10

We are almost there!

The purpose

- *We will attend a final walkthrough together to make sure the home is in the same condition as expected*
- *NOTE: only those purchasing the home and the realtor are allowed to attend the walkthrough*
- *We will check a number of things both on the interior and exterior of the home to ensure they are in normal working order and free of unexpected damage*
- *If we do find something wrong we can attempt to get it fixed with the seller or holdback part of the payment*

POSESSION DAY

TIMELINE: TYPICALLY 30-90 DAYS AFTER OFFER ACCEPTANCE

11

FINALLY!

Getting your keys

- *On the agreed date and time your laywer will either contact myself or you that the keys are ready to be picked up and you can offically enter your new home*

The caveat...

- *Unfortunately timing isn't as strict with possession time as it is with other aspects of this process*
- *Many times possession does not occur at the time or date agreed upon - don't be discouraged this is unfortunately normal*
- *This may happen due to lawyers being busy or processing taking a little longer than expected*

My suggestions

- *We will try and arrange your closing date to be a business day which;*
  - *does not fall on the 1^{st}, 15^{th} or last day of the month when lawyers are busiest*
  - *not on a Friday in case we are delayed a day and waiting until the following Monday*
- *You may not want to have your movers ready to go at the exact time of closing (they are costly and we wouldn't want you paying for extra time!)*
- *I also suggest you try and have a place to stay the night of our proposed closing day just in case*

Congratulations!!!

TYPES OF MARKETS

Buyer's

- A high supply of properties for sale compared to a low buyer demand
- Buyer's are said to have more negotiating power, more time to shop around, and more options overall
- Buyer's may be able to purchase below asking price

Seller's

- Few properties for sale compared to a high buyer demand
- Sellers have negotiating power here and may see multiple offers - and even bidding wars
- Buyer's may need to sumbit competitive offers and offer close (or sometimes above) asking price

Balanced

- Demand for properties is roughly equal to the number of properties for sale
- Negotiations are fair and reasonable as neither party may have much advantage
- Homes sell at fair price - often close to asking price

CLOSING COSTS

Most costs are paid on closing day

Item	Description	Cost
Home Inspection	Part of the conditions if you so choose. Inspecting quality and lifespan of systems and components	$500-$1000 (depends on home size)
Appraisal	To make sure the value of the home is equal to or more than the price paid for the banks	$300-$500
Condo Document Review	If you are buying a condo	$400 - $500
Lawyer	Help process legal documents	$1500 - $3000
Title Insurance (optional)	Protects and covers the new owners for title related issues that may come up	$300 - $500
Mortgage Insurance (if you put less than 20% down)	Protects the lender as you have less equity in the home	approx. 3 - 4% of total mortgage amount depending on your down payment
Adjustments	The previous owner may have already paid a portion of this years taxes and/or utilities so you will need to pay this back to them	Varies
Land Title Registration Fees	Property transfer fee + mortgage registration fee	$50 base + $5/$5000 value

OTHER COSTS TO KEEP IN MIND

Costs after closing...

Item	Description	Cost
Home Insurance	Take effect at the time you take possession	$2300/year average in Calgary
Movers	If you require labour and a vehicle	$150/hour + $200-$500 truck rental
Updates	HIGHLY recommend changing you locks after moving in	Varies
Maintenance	Upkeep of the home yearly	1-3% of the home value per year

BUYER'S HOME PREFERENCE CHECKLIST

Desired location(s): ______________________ *(City/Neighborhood)* **Bedrooom:** _____ **Bathroom:** _____

Preferred square footage: ________________ *(Approximate size)* **Year Built:** _____ **Price range:** _________

Property type:

- ☐ Detached
- ☐ Semi-detached
- ☐ Condo
- ☐ Row/Townhome
- ☐ Other:

Garage:

- ☐ No
- ☐ Single
- ☐ Double
- ☐ Oversized

Attached / Detached

Outdoor:

- ☐ Yard
- ☐ Deck / Balcony
- ☐ Shed
- ☐ No backyard neighbours
- ☐ Fence

Home features:

- ☐ Home office
- ☐ Finished basement
- ☐ Modern/updated
- ☐ Carpet
- ☐ Wood/Other floors
- ☐ Island
- ☐ Walk-in pantry
- ☐ Gas stove/oven
- ☐ Dishwasher
- ☐ Renovated/modern

Bedroom:

- ☐ Walk-in closet
- ☐ Ensuite bathroom

Bathroom:

- ☐ Walk-in shower
- ☐ Double vanity

Additional Features:

- ☐ Central AC
- ☐ Fireplace
- ☐ Main level laundry
- ☐ Other:
- ☐ Other:

Close to:

- ☐ Schools
- ☐ Parks
- ☐ Commute to:
- ☐ Stores
- ☐ Other:

Other

- ☐ ....
- ☐ ....
- ☐ ....
- ☐ ....
- ☐ ....

SHOWINGS

Preferred days for home showings:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Preferred time for home showings:

☐ Morning (9 AM–12 PM) ☐ Afternoon (12 PM–4 PM) ☐ Evening (4 PM–7 PM)

BUYER'S FINAL WALKTHROUGH
CHECKLIST

Indoors:

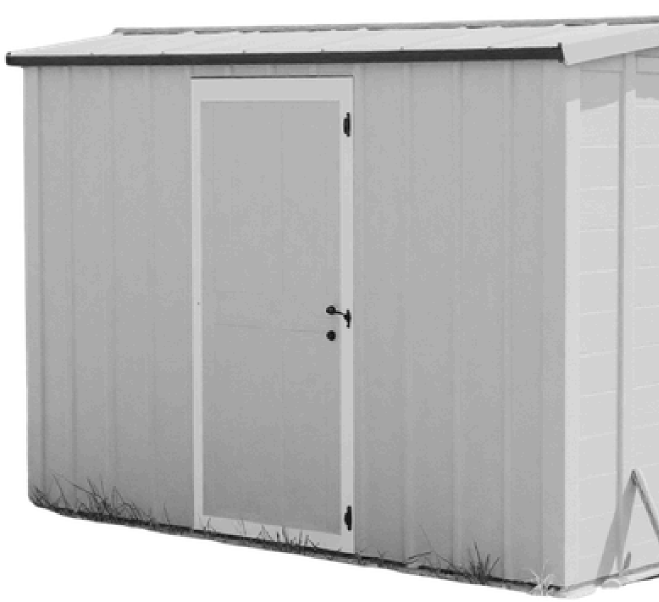
- [ ] Check electrical outlets and light fixtures to make sure they are in working order
- [ ] Test faucets and pipes and ensure they drain (listen for gurgling) and free of leaks (under sink especially)
- [ ] Double check for mold (wood windowsiles is a common place or dark enclosures)
- [ ] Look out for pest infestations - keep an eye out for droppings, shredded materials and gnaw marks. The best places to look are in corners, behind appliances, in bathrooms, and outdoors.
- [ ] Make sure appliances (stove, microwave, fridge, dishwasher, dryer, washing machine) are in working order
- [ ] Ensure windows and doors can open, close, and lock
- [ ] Flush all the toilets

Inspect the walls, ceilings, and floors for damage

- [ ] Test the heat and air conditioning and all HVAC units
- [ ] Ensure the seller has taken all their belongings
- [ ] Ensure seller left fixtures outlined in the sales agreement
- [ ] Verify repairs agreed to in purchase agreement and inspection report
- [ ] Make sure the home is clean as agreed
- [ ] Window coverings are present if agreed upon
- [ ] Inspect crawlspaces and attic for items or damages
- [ ] Turn on and check all exhaust fans
- [ ] Turn on all fireplaces

Outdoors:

- [ ] Yard is free of garbage/seller belongings
- [ ] Look for signs of pests (tracks, nesting, droppings, etc)
- [ ] Check for damage to the front and back yard, mailbox and other areas
- [ ] If storage sheds and other yard items were included in the home sale, check to make sure they are there. (plants, trees and flowers affixed to the ground are expected to be included)
- [ ] If the home has garage door openers and remotes, check if they work
- [ ] Ensure no shrubs, plants or flowers have been removed
- [ ] Air Conditioning system is free from debris
- [ ] Ensure external gates open with the keys
- [ ] Eaves troughs and spouts are in working order



BUYER'S MOVING CHECKLIST

Most people underestimate how long it takes to move... start early if possible!

8 weeks before moving day:

- ☐ Get an estimate from at least 3 moving companies - ensure they offer the services you want, are within your budget and they are licensed/insured
- ☐ Set a moving budget
- ☐ Start a 'Moving File' for all receipts, papers and estimates
- ☐ Request time off work
- ☐ Find a school for the kids and arrange to transfer school records
- ☐ Start planning to get rid of unwanted items if you have them (start selling online, plan a garage sale, donate...)
- ☐ Start collecting boxes and moving supplies

6 weeks before moving day:

- ☐ Select a rental truck and arrange pick up and delivery dates
- ☐ Pack up a little every day
- ☐ If you are moving to a new city ask you lawyer, doctor and other providers for referrals and necessary records
- ☐ If you have a pet request records from the vet

4 weeks before moving day:

- ☐ Schedule disconnection dates with your current utilities
- ☐ Notify utilities of the connection dates for the new home
- ☐ Cancel subscriptions to end this month (gym, food delivery, lawn care, snow removal...)

2 weeks before moving day:

- ☐ Set up mail forwarding
- ☐ Start furniture disassembling
- ☐ Dispose of flammables (create a method to move flammables/hazardous materials such as paint, propane, gas)
- ☐ Schedule a dump run - you will probably find the garbage pile up as you pack!

1 week before moving day:

- [ ] Confirm all utility connection dates
- [ ] Ensure all loose items are packed into boxes and boxes are labeled (room and if fragile)
- [ ] Disassemble furniture
- [ ] Update your address (see 'Who to Notify' list)
- [ ] Get your car serviced if you are moving a long distance
- [ ] Clean your home

  Clean out freezers and allow to defrost
- [ ] Plan a meal to have the first night in your new home
- [ ] Prepare a 'quick-access' box which may include;
  - [ ] Toilet paper
  - [ ] Snacks/coffee
  - [ ] Scissors/knife
  - [ ] Packing tape/box labels
  - [ ] Personal duffle bag (clothes, toiletries, chargers...)
  - [ ] Dish supplies (minimal dishes, soap, towel)
  - [ ] Flashlight
  - [ ] Tool kit
  - [ ] Last minute cleaning products

On Posession Day:

- [ ] Plan to leave the home well before possession time (9am is a good aiming point)
- [ ] Turn off the water
- [ ] Leave spare keys in a drawer or on the counter

  Optional - leave a thank you letter
- [ ] Organize manuals, notes, and other documents in a pile in a drawer or on the counter

Reminder: Possession often does not occur at the exact time as stated in the contract...

WHO TO NOTIFY CHECKLIST

Service and Utilities:

- [ ] Water
- [ ] Gas
- [ ] Electricity
- [ ] Phone
- [ ] Post office
- [ ] Cable/internet
- [ ] Bank
- [ ] CRA
- [ ] Credit card companies
- [ ] National Saving and Bonds
- [ ] Employer
- [ ] Insurance companies

Health:

- [ ] Doctor
- [ ] Dentist
- [ ] Insurance
- [ ] Vet
- [ ] Pharmacy
- [ ] Health card

Vehicle:

- [ ] AMA/CAA
- [ ] Driver's license
- [ ] Insurance
- [ ] Leasing/financing

Other:

- [ ] Family and friends
- [ ] Online subscriptions
- [ ] Clubs
- [ ] Schools