



VARNEY REALTY
PARTNERS

BUYER GUIDE

A Complete Guide To The Home Buying Process



Jeni Bell
REALTOR®, ABR®, Certified Residential Appraiser
iheart Real Estate | Varney Realty Partners

Roanoke, VA | Licensed in VA

My promise to you...

WHEN BUYING A HOME

Here at iheart Real Estate, I have made it my top priority to put you and your needs first. Helping people like you purchase their new homes over the last 15 years has allowed me to master the skills of the process. I understand that the process of buying a home can be very stressful. My professionalism, consistency, and dedication are what drives me to help serve you!

This guide includes information gathered throughout my experience in real estate that will help answer your questions and help you fill in any blanks, all while making this process easier for you along the way.

Should you have questions or need clarification during this process, please let me know. Allow me to provide you with amazing service as I guide you through one of the biggest journeys you'll encounter.

YOUR COMMUNITY

MARKET LEADER,

Jeni Bell

AGENT RESPONSIBILITIES

Expert Guidance

- In depth conversation pertaining to your specific goals, wants, needs, and expectations
- Contacts for reputable professionals, including closing professionals, contractors, and inspectors
- Guide you in making informed decisions leading to a satisfactory purchase
- Negotiate the best price and terms available, always keeping your specific needs in mind



Communication

- Act in good faith at all times
- Adhere to your instructions and concerns
- Return calls and emails promptly
- Fast scheduling for showings so that you don't miss out on your dream home
- Immediate notification of listings meeting your search criteria as soon as they come on the market
- Closely track all dates and deadlines



Accounting

- Receive and track all earnest money deposits
- Receive and deliver all documents in a timely manner
- Review final settlement statements and request any changes with the closing professional



Loyalty

- You are my priority!
- Place your interest above all others
- Keep your personal information strictly confidential
- Ensure you are fully informed



Because this can be a very stressful time, I want to ensure your confidence in me to let you know I am here to help the process run effortlessly and smoothly; always putting you and your family first. This is something I am passionate about and enjoy doing; therefore, I am happy to help guide you through the entirety of the process.

My goal as the community's market leader is to provide those in my community with immaculate service. With my years of work, digital marketing strategies, online platforms, and a heart that cares more about serving you than selling you, I ensure you have my full integrity in this process.

What is the reason you are buying? Is it because you have to sell your home? Are you looking to upgrade? Are you looking to downgrade? Do you need to relocate for a job? Are you moving to be closer to family? Are you moving to be in a nicer area or closer to better schools? This is all very important in order for me to serve you best. I can better accommodate you and your needs! What is your "big why"?



STEPS TO A HOME PURCHASE

STEP 1

- LENDER PRE-APPROVAL
- PREVIEW HOMES
- WRITE OFFER & NEGOTIATE PRICE

STEP 2

- HOME INSPECTION
- POST-INSPECTION AGREEMENT
- ORDER HOME WARRANTY (OPTIONAL)

STEP 3

- TITLE SEARCH
- APPRAISAL ORDERED BY LENDER
- CLEAR TO CLOSE

STEP 4

- SCHEDULE HOMEOWNER'S INSURANCE
- FINAL AMOUNT NEEDED FOR CLOSING
- SCHEDULE UTILITY TRANSFER

STEP 5

- FINAL WALK THROUGH
- CLOSING
- HOUSE WARMING PARTY



Choosing Your Lender

Not all lenders are created equal, and contrary to popular belief, it doesn't hurt to shop around. Purchasing a home is not like buying a car. It's ok to search for the best rates and terms to meet your specific needs. In addition, your lender should be responsive and available to update your pre-approval letter as necessary - your home search doesn't take the weekend off! I can also supply contact information for my preferred lenders.

Determine How Much You Can Afford

Of course the purchase price of your new home is important, but at the end of the day you will be living with the monthly payment. Your lender will be able to include taxes and insurance in your estimated payment - it's important to work with them to determine what you can comfortably afford.

Application Process

You can typically submit a mortgage application online. Initially you will supply your income information, social security number (to obtain your credit score), and any savings you may have. You will need to provide some documentation to complete the approval process. The lender will inform you of all needed documentation, but this short list will be a great start:

- () Last 2 pay stubs
- () Last 2 bank statements (all pages)
- () Last 2 years tax filings
- () Driver's License



Viewing Homes

Once you have lender approval and know how much you can comfortably afford, I will create an online portal for you to access listings specific to your search criteria. As soon as a home comes on the market within your price range, wants, and needs, you will receive an email so that you can view the listing online.

When you receive a listing you're interested in viewing, it is important to contact me immediately so that I can schedule a showing as soon as possible.

Below is some home viewing etiquette:

- Respect the current owner's requests, home, and personal belongings - please don't sit/lean on the furniture or go through their personal items
- Respect the time scheduled for showing - typical showings take about 15-30 minutes
- Remove shoes when necessary
- Save negative comments for after the showing, when no longer in the home
- Children are always welcome when viewing homes; however, they should stay with you at all times
- Leave the home in the condition it was prior to showing
- Be considerate of pets - do not let indoor pets outside and vice versa
- Turn off all lights, close and lock all exterior doors upon leaving

*Before viewing any homes, we will discuss the Exclusive Right to Represent Buyer form which will require your signature. As of August 17, 2024, Virginia Real Estate Laws changed regarding the way REALTORS conduct business. Before a real estate agent can provide any substantive real estate services, they are required to have a signed brokerage agreement.



Submitting an Offer

After touring homes in your price range, I'll assist you in writing an offer on the right home. We'll present a fair offer based on the value of comparable homes in the area. The offer can be signed electronically or in person. We may need to negotiate this offer with the sellers until accepted.

When preparing to write an offer, I will need to collect some information:

- Name that will go on title, if different from your pre-approval letter (i.e. - an additional person that will not be on the loan)
- Offer price
- Earnest Money Deposit amount
- Amount requested for seller assisted closing costs, if applicable
- Inspections you intend to have conducted during the due diligence period, and remediation limit amount
- Whether or not you intend to occupy the home
- Personal property you would like to request to convey with the purchase
- Financing terms
- Your preferred settlement office - if you do not have a preferred settlement office, I can provide some options for you
- Whether or not you would like to purchase a home warranty





HOME/SYSTEMS INSPECTIONS

Once your offer is accepted and fully ratified, I will help you schedule any inspections that the offer was contingent upon. You'll have a certain number of days to complete this after the offer is accepted, and I will assist you in meeting all deadlines.

REPAIR ADDENDUM

This form will be used after the home inspection if there are any counter-offers to the seller, asking that items considered defective or problems relating to the safety of the home are corrected prior to closing.

HOME WARRANTY

A home warranty can be purchased to cover repairs and replacements on systems and appliances in your home, usually for a period of a year. This may include coverage of your home's electrical, plumbing, heating, and air conditioning systems as well as other home appliances.

TITLE SEARCH

Title is the right to own, possess, use, control and dispose of property. When purchasing a home, you are actually buying the seller's title to the home.

Before the closing, a title search will be conducted for any problems that might prevent you from a clear title to the home.

You will also want to determine how you wish to hold title to the property - especially if you're buying with a spouse, a partner, family member, or colleague.

APPRAISAL

An appraisal is an estimate of the value of a property. Although the primary goal is to justify the lender's investment, the appraisal can also protect you from overpaying.

Your lender will typically hire the appraiser and charge you a fee for the service at the closing.

CLEAR TO CLOSE

After everything is finished behind the scenes, we'll get a clear to close! This means your loan has been approved for funding, your funds and employment have been verified, appraisal is complete, and all contingencies have been met.

I will schedule your closing at your chosen settlement company, on or about the closing date entered on the contract.



PREPARE FOR CLOSING

I will be supplying your lender and settlement company documentation they will need in order to close your loan. In addition, there are a few things you will need to prepare prior to closing:

HOMEOWNER'S INSURANCE

Lenders also require proof of insurance on a home before issuing a mortgage. Payments toward a homeowners insurance policy are usually included in the monthly payments of the mortgage.

Most people use whomever they have their car insurance with to take advantage of the multi-policy discount; however, some lower cost auto insurance companies cannot provide the best homeowner's insurance rates. It doesn't hurt to shop around for homeowner's insurance as well. Make sure you are getting the coverage you need for your new home, especially if it is located within a flood hazard area.

FINAL AMOUNT NEEDED TO CLOSE

Your lender and/or settlement company will provide you with a preliminary settlement statement which will indicate the amount you will need to bring to close. This should be in the form of a certified check or wire transfer directly to the settlement company.

UTILITY TRANSFER

Once we have a confirmed closing date and time, you will need to transfer all utilities into your name. I am happy to provide a contact list of service providers if needed.

THE FINAL STEP

A FEW THINGS TO BRING TO CLOSING

- A valid government issued photo ID
- Cashier's check for the total amount due

WHAT TO EXPECT

The escrow officer will look over the purchase contract to: identify what payments are owed and by whom; prepare documents for the closing; conduct the closing; make sure taxes, title searches, real estate commissions and other closing costs are paid; ensure that the buyer's title is recorded; and ensure the seller receives any money due.

YOUR COST

Some of the most common fees include:

- Escrow fees
- Recording and notary fees, if applicable
- Title search and title insurance
- Origination, application and underwriting fees from lender
- Appraisal fees
- Local transfer taxes
- Homeowners Insurance
- Homeowners Association fees, if applicable

AFTER CLOSING

- Make sure to keep copies of all closing documents for tax purposes.
- After your big move and you're settled in, contact me ASAP to schedule your housewarming party! I will send out invitations and host your party so that you can show off your new home to all of your friends and family!

closing

101

THE CLOSING PROCESS FINALIZES THE PURCHASE OF YOUR HOME AND MAKES EVERYTHING OFFICIAL. ALSO KNOWN AS SETTLEMENT, THE CLOSING IS WHEN YOU RECEIVE THE DEED TO YOUR HOME.

PRIOR TO CLOSING, WE WILL COMPLETE A FINAL WALK THROUGH TO CHECK FOR ANY OUTSTANDING ITEMS. DON'T FORGET TO NOTIFY YOUR POST OFFICE AND BANKING INSTITUTIONS OF YOUR CHANGE OF ADDRESS!

THE TEN COMMANDMENTS

OF PURCHASING A HOME

As soon as you are initially pre-approved, you should follow these "commandments" during the entire purchase process:

1 THOU SHALT NOT

Change jobs, become self-employed, or quit your job

2 THOU SHALT NOT

Buy a new car, van or truck, RV, etc, (you may end up living in it).

3 THOU SHALT NOT

Use charge cards excessively or let your accounts fall behind.

4 THOU SHALT NOT

Spend money you have set aside for closing.

5 THOU SHALT NOT

Omit debts or liabilities from your loan application.

6 THOU SHALT NOT

Buy furniture even if the payment is deferred until after closing.

7 THOU SHALT NOT

Allow any additional inquiries on your credit except for insurance purposes.

8 THOU SHALT NOT

Make large deposits without first checking with your lender

9 THOU SHALT NOT

Change bank accounts.

10 THOU SHALT NOT

Co-sign on a loan for anyone.



If you have ANY questions or have broken a "commandment", please contact me immediately.



Earnest Money Deposit

- aka "EMD"
- A deposit included with the purchase agreement which shows you are serious about purchasing the home. Typically, an EMD is about 1% of the purchase price and payable to the broker and due upon seller's acceptance of the offer and full ratification of the contract. The EMD is held in the broker's escrow account and goes toward your loan at closing.

Closing Costs

- Fees and costs associated with the real estate transaction that are paid at closing.
- It is not uncommon for purchasers to request assistance from the seller towards their closing costs.

Inspections

- You'll want to have the home inspected for any material defects. Inspections include, but are not limited to:
 - General home inspection
 - Radon
 - Well
 - Septic
 - Wood destroying insect (WDI)
 - Inflow and Infiltration (I & I)
 - Structural
 - Mold/Air Quality

Contingency

- Conditions that must be met as set forth in the contract
- Contingencies can include, but are not limited to:
 - Acceptable inspections
 - Appraisal value to meet or exceed contract price
 - Repairs

Due Diligence Period

- The period in which we have to perform all inspections and decide whether or not the results of any inspections are acceptable in order to move forward with the purchase.
- This period begins once the offer is accepted, and the contract is fully ratified.

Remediation Limit

- The limit set by the buyer in which the seller must contribute toward any repairs requested as a result of any inspections.

Financing Terms

- Terms associated with your loan, i.e., interest rate, length of loan, loan to value ratio, etc.

HOUSE HUNTING CHECKLIST

Address: _____ Price: _____
 Bedrooms/Baths: _____ Ft²: _____
 Year Built: _____ Lot Size: _____
 HOA Fee: _____ Taxes: _____

THE HOME Love Like Dislike
  

Exterior Condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Floor Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kitchen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family Room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Living Room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Laundry Room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bathrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bedrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appliances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Architecture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windows/Doors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flooring/Walls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storage Space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Deck/Patio/Porch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

THE FEATURES Love Like Dislike
  

Front Yard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Back Yard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Landscaping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commute	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neighborhood	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Home Systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Updates/Upgrades	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proximity to Favorite Places	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

DOES THIS HOME MAKE THE SHORT LIST?
 YES NO MAYBE

GENERAL NOTES TO REMEMBER: _____

OVERALL SCORE:

1 2 3 4 5

CUT HERE



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 Roanoke, VA | Licensed in VA

Make copies of this page to take with you during your home search!

AGENT PROFILE



MEET

Jeni

CONTACT

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PROFILE

Jeni Bell is a first generation REALTOR® and second generation Real Estate Appraiser who combines her passion of the industry with her love of helping people. Jeni attended Moseley-Dickinson Academy of Real Estate and Virginia Western Community College's Nursing Program. She is a full time agent with an amazing team of REALTORS® at Varney Realty Partners, LLC in Roanoke. She represents sellers and buyers on a day-to-day basis and considers educating her clients an important role of being a REALTOR®.

Want an easy conversation starter with Jeni? Here are some suggested topics: karaoke (or music in general), food, pool (billiards)...and real estate.



commitment to excellence:

- Represent you and your best interest throughout the process of selling your home
- Communicate every step of the way
- Be honest, trustworthy, competent and present
- Market your home in such a way that exceeds your expectations

customized to fit your needs:

- Communication tailored to your style
- Contract review most convenient for you
- In person or virtual meetings available
- Customized marketing for YOUR home

proven and consistent success:

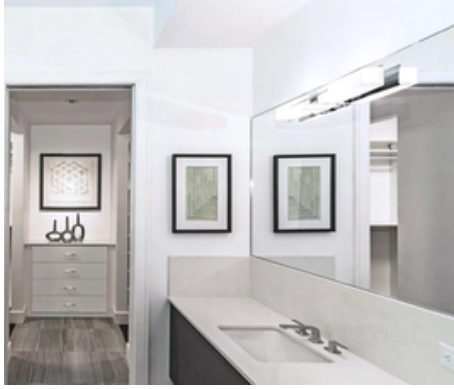
- 5 Star Reviews
- Consistently pleased clients (and friends)
- Consistently low average of days on market (even before 2020-2022)

education

- Licensed Real Estate Agent - Moseley-Dickinson Academy of Real Estate
- Certified Residential Real Estate Appraiser - Moseley-Dickinson Academy of Real Estate
- ABR - Accredited Buyer's Representative

awards

- 5 Star Zillow Agent
- Silver Award Winner
- Gold Award Winner



choose
 AN AGENT YOU
 CAN TRUST,
 WITH THE EXPERTISE
 TO HELP
 SAVE YOU MONEY.

customer testimonials

JAQUI



"Great communicator. Always available when needing answers to any questions or concerns. So grateful for her help in us getting the home we absolutely love! Thank you again!"

KEISHA



"I had a wonderful experience with Jeni Bell. She helped me through every step of the home buying process. I love my new home and wouldn't have found it without her. She is efficient and made me feel like her most important client!! I would definitely use her services again. She was GREAT!!"

ERICA



"In our house buying experience with Jennifer she was always available to answer questions, keep us informed of all listings, and show us houses (multiple times for the one we ended up buying). She had knowledge of locations and paperwork involved that made everything easy on us. She's very friendly and Wonderful to work with!"

MICHAEL



"Jeni Bell is one of the best. She made me feel that my interests, needs, and well being--not just my buying a house--were her top priorities of the moment. She listened carefully to my comments on the houses she showed me, remembered them, and was then able to more efficiently steer me toward the house that is right for me. She was more of a friend wanting the best for me than a salesperson out to chalk up another sale."

Call
Jeni
 Bell

WHETHER YOU BUY OR SELL

considering

BUYING OR SELLING?

Navigate the real estate market with the proper guidance -

- ✓ a proven marketing plan
- ✓ experienced negotiation
- ✓ tips on staging your home
- ✓ constant contact
- ✓ professional photography
- ✓ honesty & integrity



contact me

TO SET UP AN
 APPOINTMENT



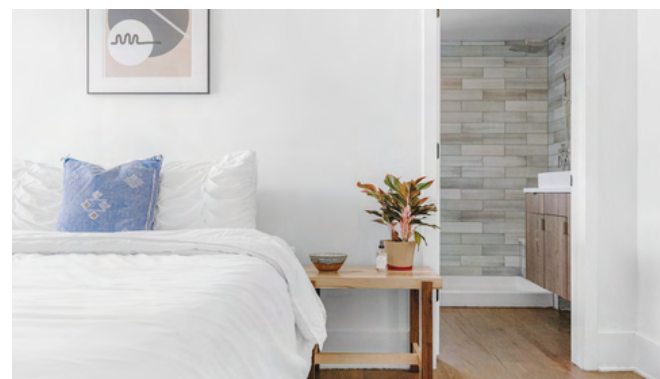
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For more information
about purchasing a home,
contact me today!



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