



## **YOUR HOME-BUYING PACKET**

### **A Complete Guide to the Home-Buying Process**

*Welcome!* You are about to embark on the exciting journey of finding your ideal home. Whether it is your first home or your tenth home, a retirement home, or an investment property, we will make your home-buying experience fun and exciting. We can help you find the ideal home with the least amount of hassle; and we are devoted to using our expertise and the full resources of our Office to achieve these results!

Purchasing a home is a very important decision and a big undertaking in your life. In fact, most people only choose a few homes in their lifetime. We are going to make sure that you are well equipped and armed with up-to-date information for your big decision. We are even prepared to guide you through every phase of the home-buying process. This packet gives you helpful information during and after your transaction. Use its reference pages, note pages and agency explanations as an invaluable guide on your home-buying journey.

Please keep this packet with you during your home-buying process. There are pages that contain important phone numbers and dates and areas for notes to help you stay organized.

So, let's take an exciting journey together! We look forward to meeting your real estate needs every step of the way!

## **The Fuller Team**

**Mark Fuller**  
Team Leader  
[mark@markfuller.net](mailto:mark@markfuller.net)

**Sophia Vo Nguyen**  
Business Manager  
[homes@markfuller.net](mailto:homes@markfuller.net)

**Office**  
713-470-2161  
[www.luxuryhomeshoustontexas.com](http://www.luxuryhomeshoustontexas.com)  
[www.swretexas.com](http://www.swretexas.com)



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**SWRE**  
REAL ESTATE SERVICES

## MEET THE FULLER TEAM



□ **Mark Fuller**  
**Broker / Realtor** □

**Mark has been a resident of Houston since 1966. He earned a BBA in Finance from Sam Houston State University and for 16 years built a successful career in the oil and gas industry. In 1996, Mark founded Real Estate Solutions, Inc., a Texas Corporation that specializes in buying, rehabilitating, and selling problematic residential real estate in the Houston area. He personally bought and sold over one hundred and twenty homes during his first five years of operation. Since then, he has become a licensed realtor and sells between \$12 and \$18 million dollars' worth of real estate each year. Mark was formally one of the top selling realtors for 15 years at Keller Williams Realty Memorial Office (out of 500+ agents) and is consistently ranked in the top five in the entire South Texas Region (out of 2,000 agents). Mark is an expert negotiator, an expert homebuyer's representative, a Certified Luxury Home Marketing Specialist and is now the Broker for Southwestern Real Estate in the Texas Region. He is President of Downtown Houston Exchange Club, past President of his local homeowners Board; a volunteer with under privileged children and is active in his church. Hobbies include golf, travel, reading and exercise.**



## ABOUT MARK FULLER

### □ MISSION STATEMENT □

To exceed your expectations in providing a solution to your housing needs, in a professional and timely manner, with the least amount of stress to you.

### □ VISION STATEMENT □

To create a large circle of satisfied clients that actively refer business to The Fuller Team.

### □ BUSINESS EXPERIENCE □

- Southwestern Real Estate 2016- Present
- President, Real Estate Solutions, Inc. 1996 – Present
- Keller Williams Realty 2000-2016
- Accounting Manager, Oil & Gas Industry 1981-1995

### □ PROFESSIONAL DESIGNATIONS □

- Licensed Broker, State of Texas
- Licensed Realtor, State of Texas
- Certified Luxury Home Marketing Specialist
- Expert Luxury Home Buyers Representative
- Certified EagentC Internet Specialist
- Certified E-Pro Realtor
- 2008, President, Tealwood Homeowners Association
- 1996 to Present – President Real Estate Solutions, Inc.
- 2006 Architectural Advisory Board – Tealwood Homeowners Association
- 2006 to Present - Member, Houston Networking News
- 2005 President, Royal Oaks Country Club Business Networking Group
- 2003-2016 Member, Keller Williams Agent Leadership Council
- 2001-2003 Vice President, Business Networking International, Galleria Chapter
- 2014 Member of Houston Exchange Club
- 2015 President of Downtown Houston Exchange Club

### □ PRIMARY SPECIALTIES □

- Luxury Homes
- Investment Homes
- New Construction

### □ HOBBIES □

- Golf
- Volunteering
- Travel



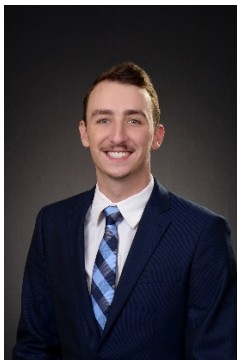
## TEAM PROFESSIONALS

### ☞ Sophia Vo Nguyen – Business Manager, Agent Apprentice ☞

Sophia is proud to call Houston her home after taking a leap of faith and moving from California. Sophia brings with her over 20 years of excellent customer service experience working with diverse people and cultural backgrounds in various hospitality industries. Her professional approach, combined with strong organizational, interpersonal, management and creativity skills prove to be a great value to our clientele. Because of her love of serving, she can quickly learn the needs of people and adapt to new situations while preserving a positive attitude that delivers desirable results. Her passion for helping people led her to pursue a career in real estate, Sophia worked hard to study for and pass the real-estate exam on her very first attempt. She is grateful for the opportunity to be mentored by Mr. Fuller to learn as much information as possible. She is excited to utilize and apply these skills to provide all SWRE clients a fuller experience.



### ☞ Kyle Smitherman – Goosehead Insurance ☞



Kyle is a Texas A&M Graduate, who worked for the Aggie Football team in his time as a student at A&M. He now works for Goosehead Insurance - Ashley Dolan Agency. Goosehead Insurance is the largest insurance brokerage in the United States and his agency is ranked in the Top 10 Nationally. They cater to home buyers in the home closing process and work hand in hand with realtors, lenders, and title companies to ensure a seamless process for the client and home closing. Kyle has been recognized as Champions Club Agent and continues to lead in the Texas region.

☞ Eduardo  
Senior Partner

Adame,  
and



### Loan Officer, Rock Mortgage ☞

Eduardo Adame is one of the two founding Partners of Rock Mortgage and has more than 20 years of experience in the Mortgage Industry. Eduardo has always conducted his business and personal life the same way: with integrity, honesty, knowledge, service and hard work. Informing his clients and helping them make the right decisions has always been a primary goal for Eduardo. Always thirsty for knowledge, Eduardo enjoys constantly learning every aspect of Real Estate and he is an advocate of daily self-improvement in all areas of his life. He understands that his job is not just to provide a rate and a program, but to explain in detail all the options available and tailor the right choice for each of his clients. This is one of the many reasons why Eduardo does 100% of his business by referrals from previous clients and Realtors for several years. He can provide the vast majority of mortgage products and programs available in the entire state of Texas, such as FHA, VA, JUMBO, Purchases, REFINANCES, Texas Cash-Outs, etc. Eduardo Adame is a banker and a broker with key relationships with the top banks in the United States, which allows him to shop around and find the best possible loan products for each client at any given time.



Phone: (832) 230-3067  
Fax: (281) 901-5342  
Cell (713) 962-8221  
[Eadame@rockmtg.com](mailto:Eadame@rockmtg.com)

### ☞ Heath Barnes, Loan Officer, Peoples Home Equity ☞



As a top producer in the mortgage industry since 2002, I view the lending process from my client's perspective, providing a professional, personal level of service that is rare in the industry. I've worked with clients ranging from high-net-worth borrowers to first-time homebuyers and offer a range of loan options that are tailored to their individual circumstances and needs. And our agents and clients remain consistently informed throughout the entire loan process.

At Peoples Home Equity, I currently spearhead a staff of ten dedicated, driven professionals with 50 years of combined industry experience. Prior to joining Peoples Home Equity, the Barnes team generated over \$70 million in closings annually over a five-year period. 832-771-8194



⌘ JAVIER SIERRA – Atlantic Relocation Systems ⌘



Atlantic Relocation Systems is a multi- year “*Milt Hill Quality Award*” winning Agent for Atlas Van Lines. We have been in business since 1966. Atlas Van Lines has been helping families “*Go New Places*” for 67 years. We are a full-service moving company providing quality services including local, interstate, intrastate and international jobs. “As an experienced Account Executive, I specialize in household, corporate, and office relocation. I have 10 years in the moving industry, I am dedicated to serving my customers, so that their transition is seamless whether they are relocating locally, interstate or internationally.” 713.856.2304

⌘ Jeanne Kugler, Director of Business Development at Providence Title ⌘



Jeanne Kugler works as the Director of Business Development for Providence Title Memorial. Jeanne has worked in the title and real estate related professions for over 30 years. Jeanne and her team have a wealth of knowledge and experience in the closing process. We pride ourselves in making each closing a smooth, seamless, and exceptional experience.



## **ABOUT SOUTHWESTERN REAL ESTATE**

Often, we judge the caliber of people by the company they keep – therefore we would like to tell you a little bit about Southwestern. Out of the great 150-year tradition of this company comes a residential real estate brokerage ready for today's marketplace. At Southwestern Real Estate we understand that the real estate market is always changing. Today's buyers and sellers need a market expert who can provide them with the information they need to make good decisions, as well as provide an unprecedented level of support and communication. The old ways of doing business are gone. We are your market experts. We will listen to you. We will return your call.

Our business ties us strongly to my valued clients and our goal is to continue to extend to you a level of service and attention that is not dependent on whether you are prepared to do a transaction. We appreciate the opportunity to serve you. Feel free to contact us with any questions you may have about real estate or the community. And if you know of someone that may be interested in making the exciting decision to buy or sell a home, we would be honored to provide the same level of superior service. We greatly appreciate your support!





# UNDERSTANDING AGENCY...

## Who Works for Whom?

### Seller

#### SELLER AGENCY (SINGLE AGENCY)

- Agent will represent the best interests of the seller
  - Agent will owe the seller fiduciary duties
  - Agent must give the buyer all material facts so that the buyer can make an educated decision
- 

#### BUYER AGENCY (SINGLE AGENCY)

- Agent will represent the best interests of the buyer
  - Agent will owe the buyer fiduciary duties
  - Agent must give the seller all material facts so that the seller can make an educated decision
- 

#### TRANSACTION BROKER (DUAL AGENCY)

- Agent represents both the buyer and the seller equally
- Agent's objective is to get a mutually satisfactory agreement among all parties
- Agent gives all options to the buyer and the seller
- Depending on the local market, all parties may be present at contract presentation to negotiate on their own behalf
- All parties have confidentiality. Agent may do nothing to the detriment of either the buyer or the seller
- Both the buyer and the seller have a right to counsel. Before making any decisions, both parties have the right to seek family, religious, legal, or financial counsel.



## WHY DO YOU NEED A BUYERS AGENT?

**In all relationships, as your Agent I have a duty to act honestly with both the buyer and the seller.**

Today, due to advances in technology, the process of finding a home is much easier than ever before. In fact, the client might find the home online, see the home driving by or by visiting an open house or find the home as a result of the realtor's efforts. Because of this, the role of the buyer's agent has changed dramatically. Finding the home is just a small part of the entire process. Once the right home is identified, that is when we go to work. We will make sure the price of the home is within tolerances. As expert negotiators, it is our job to make sure you get the best possible price for the home. In addition, we will negotiate the most favorable terms, which can save you thousands of dollars in closing cost.

**Your time is valuable! As your Realtor, I will save you endless amounts of time, money and frustration. Here are a few of the ways:**

- You will have access to tools that are not available to the general public. You will receive your own personalized home search web site that contains only those homes that match your criteria. On this site, you can view all the details and photos, view the home on a road map as well as a Satellite photo. You can research the schools. You can group the homes by "favorites", "possibilities" or "not interested". You can type and save notes about each home. You can track all price reductions. You will be notified the minute a new home comes on the market.
- As your agent, I will help you avoid making critical mistakes that can cost you thousands of dollars. As a former real estate investor, we have evaluated thousands of homes for investment purposes. We understand the dynamics of what makes one home more valuable than the next and what things to absolutely avoid.
- Based on your needs, I will recommend areas you may not have otherwise considered.
- I will help you avoid areas that may look good on paper, but are actually high crime areas or area that are starting to decline for other reasons.
- As your buyer's agent, I will provide all the behind the scenes details about each home such as how many days has the home been on the market, when did the current owner purchase the home and what did they pay, why are they moving, has there been any flooding or recent fires on the home etc.
- As your buyer's agent, I can show you any home, even if it is listed by a different broker or if it is being sold directly by the owner, or it is a bank owned foreclosure.



- As an experienced Realtor® I will refer you to the best local lenders and will be your advocate to make sure you are getting the best financing available. I can also help you understand the pros and cons of how much to put as a down payment, who pays closing costs, and what financing terms will best suit your situation.
- As an experienced Realtor® I will refer you to the best local inspectors. I will help you understand the most common types of defects in a home and which items you should expect the Seller to repair and which items are typically acceptable for the buyer to handle.
- As an experienced Realtor® I will refer you to the best local insurance companies and will be your advocate in helping you get the best possible rates for the best possible coverage.
- As a knowledgeable Realtor®, I am an excellent source for both general and specific information about the community such as schools, churches, shopping, and transportation.
- As an experienced Realtor®, I will present your offers to the homeowner in a way that will help you achieve the lowest possible price.
- As your agent, I will bring objectivity to the negotiating process. I will act as a buffer between you and the seller's agent, removing any emotional attachments that might otherwise cause you to make decisions you might regret later.
- As an experienced agent, you will be informed about each paragraph in the purchase contract and how that adversely affects you down the road
- I will make sure you get a home warranty on your home, whether it is new or pre-owned

#### NEW CONSTRUCTION:

- You should know that the sales consultant works for the builder. This nice person will look for every opportunity to give the builder the advantage in the transaction. They will try to write terms in the contract that are not normally acceptable, such as who pays which closing costs, and when or if earnest money is refunded upon default.
- A builder is MUCH less likely to “strong-arm” an individual buyer that is represented by a top agent. The buyer is just one person, but the agent can influence thousands of potential buyers.
- The builder is quick to point out the “pros” of a home – but who will point out the “cons”?
- As an experienced agent, I will keep you informed about which builders have a good track record and which builders to avoid.
- **HAVING THE FULLER TEAM REPRESENT YOU AS YOUR BUYER'S AGENT WON'T COST YOU A CENT! THE SELLER PAYS THE FEE FOR YOU TO BE REPRESENTED.**

## HAR CLIENT EXPERIENCE RATING



**Mark Fuller**  
SWRE  
★★★★★ 4.92/5.0 →  
"For a Fuller Real Estate Experience"

[Request Callback](#) [Show Phone](#) [Email Agent](#) [View Website](#)

[Profile](#) [Listings](#) [Neighborhoods](#) [Ratings](#) [Blog](#) [QA Score](#) [Recommendations](#)

### Mark Fuller Client Experience Rating

**Overall Rating**  
4.92 / 5.00  
★★★★★ 241 Completed Surveys

Ratings are based on Competency, Market Knowledge, Communication and Overall Experience

[View Full Rating Report](#)

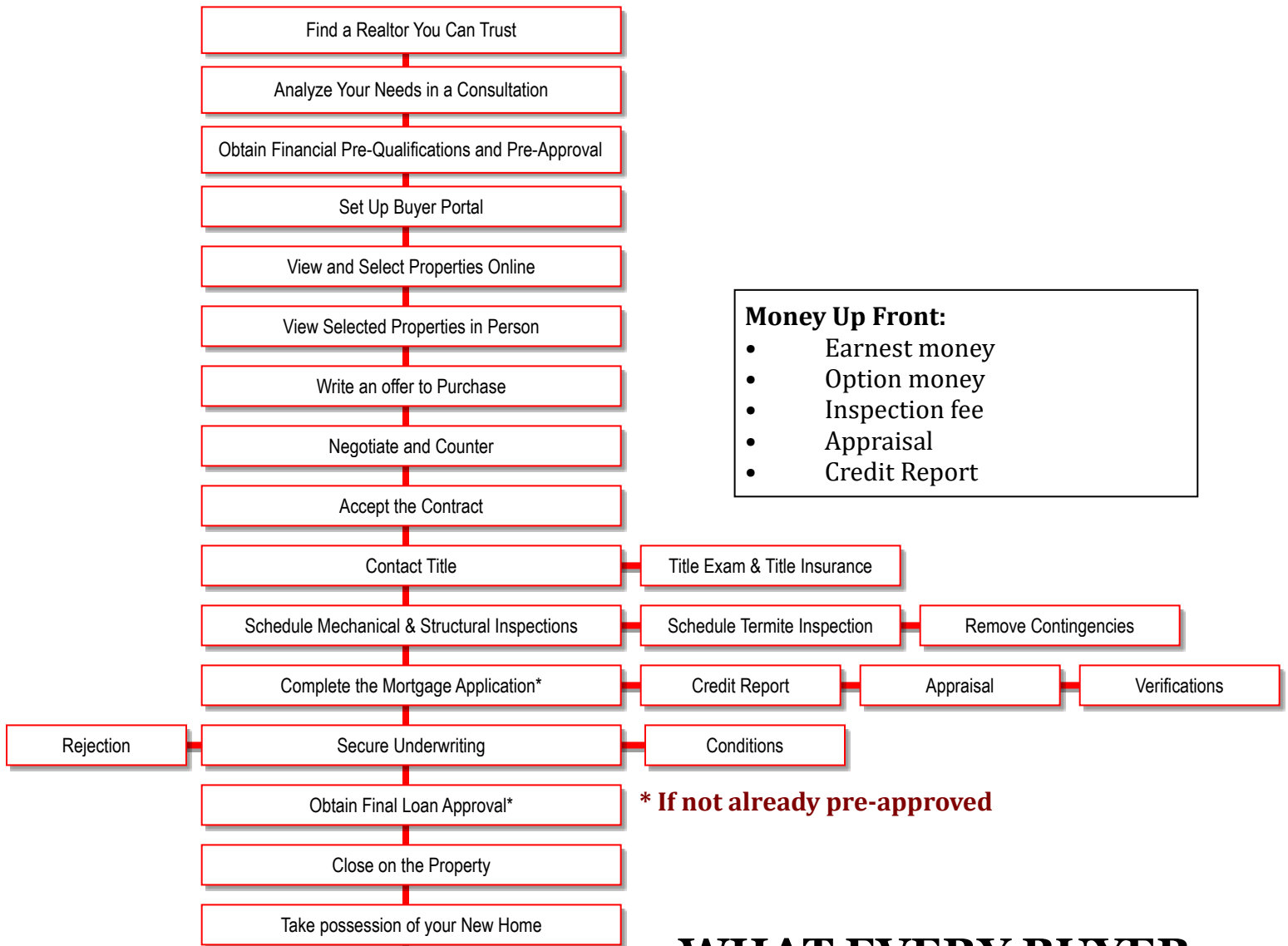


## **REASONS TO BUY A HOME**

1. Quality of Life
2. Tax Deductibility of Mortgage Interest
3. Tax Deductibility of Property Taxes
4. Appreciation Potential
5. Deferred Gain and Capital Gain Treatment
6. Once in a Lifetime Exclusion
7. Principal Accumulation
8. Pride in Your Home
9. No Landlord
10. Leverage (where else can you buy this size of an investment with 5-10% down?)
11. The Real Cost of Renting (At \$700 per month, with a 6% rental increase per year, you will pay \$110,719 over a 10-year period.)

## **THE HOME-BUYING PROCESS**

We have designed this packet to assist you with the purchase of your new home. We assure you that it is our goal to provide you with the most professional and informative service available. We are always just a phone call away!



## WHAT EVERY BUYER SHOULD KNOW BEFORE PURCHASING

1. Property taxes and qualified interest are deductible on an individual's federal income tax return.



2. Often, a home is the largest asset an individual has and is considered one of the most valuable investments available.
3. A portion of each amortized mortgage payment goes to principal which is an investment.
4. A home is one of the few investments that you can enjoy by living in it.
5. A REALTOR® can usually show you any home whether it is listed with a company, a builder, or even a For Sale By Owner home.
6. Working through a REALTOR® to purchase a For Sale By Owner home can be very advantageous because someone is looking out for your best interest.
7. Your Real Estate professional can provide you with a list of items you'll need to complete your loan application so you'll be prepared.
8. A homeowner can exclude up to \$500,000 of capital gain tax if married and filing jointly or up to \$250,000 if single or filing separately. The home must have been the taxpayer's principal residence for the previous two years.
9. Beginning with May 07, 1997, there is no longer a requirement to purchase another home more expensive than the one sold. Homeowners are free to buy up or down with no tax consequences assuming their gain is less than the allowable amounts.
10. Ask the Real Estate professional if they are familiar with the neighborhoods where you want to live.
11. Ask the Real Estate professional whom he/she is representing in the transaction.
12. Ask the Real Estate professional what he/she will do to keep you informed.
13. Your Real Estate professional should provide you with the highest level of service and advice.

## **BEFORE WE BEGIN...PRE-QUALIFICATION & PREAPPROVAL**

Many buyers apply for a loan and obtain approval before they find the home they want to buy. Why?

Pre-qualifying will help you in the following ways:

1. Generally, interest rates are locked in for a set period of time. You will know in advance exactly what your payments will be on offers you choose to make.

2. You won't waste time considering homes you cannot afford.

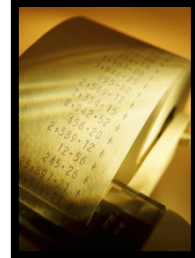
Pre-approval will help you in the following ways:

1. A seller may choose to make concessions if they know that your financing is secured. You are like a cash buyer, and this may make your offer more competitive.
2. You can select the best loan package without being under pressure.

### HOW MUCH HOME CAN YOU AFFORD?

There are three key factors to consider:

1. The down payment
2. Your ability to qualify for a mortgage
3. The closing costs associated with your transaction.



### DOWN PAYMENT REQUIREMENTS:

Most loans today require a down payment of between 3.5% and 5.0% depending on the type and terms of the loan. If you can come up with a 20% down payment, you may be eligible to take advantage of special fast-track programs and eliminate mortgage insurance. Depending on your credit history and financial situation, you may qualify for 100% financing.

### CLOSING COSTS:

You will be required to pay fees for loan processing and other closing costs. These fees must be paid in full at the final settlement unless you are able to include them in your financing. Typically, total closing costs will range between 2-5% of your mortgage loan.

### QUALIFYING FOR THE MORTGAGE:

Most lenders require that your monthly payment is less than 25-28% of your gross monthly income. Your mortgage payment to the lender includes the following items (PITI):

- The principal on the loan (P)
- The interest on the loan (I)
- Property taxes (T)
- The homeowner's insurance (I)

Your total monthly PITI and all debts (from installments to revolving charge accounts) should be at or below 33-38% of your gross monthly income. These key factors determine your ability to secure a home loan: Credit Report, Assets, Income, and Property Value.

## HOW MUCH CAN YOU AFFORD?

Use the following to chart to determine your monthly principal and interest payments at various interest rates for either a 15 or 30-year term.

### INTEREST RATE FACTORS PER \$1,000





Interest Rates	Term 15 Years	Term 30 Years	Interest Rate	Term 15 Years	Term 30 Years
4	7.40	4.77	8	9.56	7.34
4 ¼	7.52	4.92	8 ¼	9.70	7.51
4 ½	7.65	5.07	8 ½	9.85	7.69
4 ¾	7.78	5.22	8 ¾	9.99	7.87
5	7.91	5.37	9	10.14	8.05
5 ¼	8.04	5.52	9 ¼	10.29	8.23
5 ½	8.17	5.68	9 ½	10.44	8.41
5 ¾	8.30	5.84	9 ¾	10.59	8.59
6	8.44	6.00	10	10.75	8.77
6 ¼	8.57	6.16	10 ¼	10.90	8.96
6 ½	8.71	6.32	10 ½	11.05	9.15
6 ¾	8.85	6.48	10 ¾	11.21	9.33
7	8.99	6.65	11	11.36	9.52
7 ¼	9.13	6.82	11 ¼	11.52	9.71
7 ½	9.27	6.99	11 ½	11.68	9.90
7 ¾	9.41	7.16	11 ¾	11.84	10.09

1. Find the appropriate interest rate from the chart above.
2. Look across the column to the appropriate term to determine your interest rate factor.
3. Multiply the interest rate factor by your loan amount in \$1,000s.

**AN EXAMPLE**

Interest Rate = 6 ½  
Desired term = 30 years  
Interest rate factor per \$1,000 = 6.32  
Mortgage = \$200,000  
Monthly Principal & Interest = \$1,264 (6.32 x 200)



Add your monthly insurance premium and your property tax to your principal and interest to determine your total monthly payment. I am providing this information as a guide. I strongly recommend that you contact our mortgage specialist.

## **LOAN APPLICATION CHECKLIST**



**⌋ General:**

Picture ID with Social Security Number

Payment to cover application fee.

Name and complete address of all landlords (past 2 years).

**☑ Income:**

Employment history, including names, addresses, phone numbers, and length of time with that company (past 2 years).

Copies of your most recent pay stubs and W-2 form (past 2 years).

Verification of other income (social security, child support, retirement).

If you are self-employed: Copies of signed tax returns including all schedules (past 2 years), and a signed profit and loss statement of the current year.

If you are retired: Tax returns (past 2 years).

If you have rental property income: Copies of all lease agreements.

**☑ Assets:**

Copies of all bank statements from checking/savings accounts (past 3 months).

Copies of all stock/bond certificates and/or past statements/retirement accounts.

Prepare a list of household items and their values.



Copies of title documents for all automobiles, boats, or motorcycles.

Face amount, monthly premiums, and cash values of all life insurance policies (Cash value may be used for closing costs or down payments. You need documentation from the carrier indicating cash value).

**Creditors:**

Credit cards (account numbers, current balances, and monthly payments).

Installment loans (car, student, etc.) Same details as for credit cards.

Mortgage loans (property address, lender with address, account numbers monthly payment and balance owed on all properties presently owned or sold within the last 2 years). Bring proof of sale of properties sold.

Childcare expense/support (name, address, phone number).

**Other:**

Bankruptcy – bring discharge and schedule of creditors.

Adverse credit – bring letters of explanation.

Divorce – bring your Divorce Decrees, property settlements, quitclaim deeds, modifications, etc.

VA only – bring Form DD214 and Certificate of Eligibility.

Retirees – bring retirement and/or Social Security Award Letter.



## **THE TEN COMMANDMENTS**

### **When applying for a Real Estate Loan**

1. Thou shalt not change jobs, become self-employed or quit your job.
2. Thou shalt not buy a car, truck or van (or you may be 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.
7. Thou shalt not originate any inquiries into your credit.
8. Thou shalt not make large deposits without first checking with your loan officer.
9. Thou shalt not change bank accounts.
10. Thou shalt not co-sign a loan for anyone.





# THE ROAD MAP TO YOUR HOME!

## Narrowing the Search

“If you don’t know where you’re going...you’ll probably end up somewhere else.” Taken from a book title, this quote conveys a very simple message – **To achieve an objective – create a plan!**

If you plan to buy a home soon, you will need to know “where you are going”. For a most enjoyable home-buying experience, first build a road map to your new home, a list of priorities that will lead you to your objective – a new home!

The first priority is time frame. Write down the date by which you would like to move in to your new home: \_\_\_\_\_

Keep in mind that it may take 30-60 days (or more) to locate the right home, secure financing, and complete the home-buying process.

The next priority is to develop a detailed description of the home you hope to find. The following page contains a **Home Search Criteria** form to help you distinguish between “Need to Have” features and “Nice to have” features. Be Specific. Include architectural style, number of bedrooms and baths, location, lot size, and other special requirements. Number your preferences in order of greatest importance to you.

This form, along with the information you share during our initial consultation, will enable me to narrow the home search. I will take this information and enter your requirements into the Multiple Listing Service (MLS) system. I will use my personal market knowledge to come up with a list of those homes that best meet your needs and wants.

During the home search, I will...

- Discuss the benefits and drawbacks of each home in relation to your specific needs.
- Keep you informed on a regular basis.
- Check the MLS database and with other brokers regularly for new listings.
- Prepare a list of all homes that best meet your needs and wants.
- Keep you up to date on changing financial conditions that may affect the housing marketing.
- Be available to answer your questions or offer assistance regarding your home purchase.
- Discuss market trends and values relative to properties that may be of interest to you.

## THE NEIGHBORHOOD

There are many factors to consider when selecting a neighborhood that is right for you. Below are just a few of the many factors -- You may think of others that are important to you. Please write them on your Home Search Criteria form so they do not get forgotten.

Neighborhoods have characteristic personalities designed to best suit single people, growing families, two-career couples, or retirees. Investigate to determine if the neighborhood matches your lifestyle and personality.

We recommend that you purchase a key map for Houston and Harris County areas. This will be an excellent tool to help you as you scout the various areas of town.

### Neighborhood Factors to Consider --

- Look for things like access to major thoroughfares, highways, and shopping.
- Listen for noise created by commerce, roads, railways, public areas, schools, etc.
- Smell the air for adjacent commerce or agriculture.
- Check with local civic, police, fire, and school officials to find information about the area.
- Research things like soil and water.
- Look at traffic patterns around the area during different times of the day and drive from the area to work.
- Is the neighborhood near parks, churches, recreation centers, shopping, theaters, restaurants, public transportation, schools, etc.?



Does the neighborhood belong to a Homeowner's Association?

### Scout out the Neighborhood!

It is important that you scout the neighborhood in person. You live in more than your house.

- Talk to people who live there.
- Drive through the entire area at different times of the day, during the weekends.
- Look carefully at how well other homes in the area are being maintained; are they painted, are the yards well cared for; are parked cars in good condition, etc.







# THE HOME TOUR

Property Address: \_\_\_\_\_

✓ View		✓ Foundation	
✓ Lot Size		✓ Roof	
✓ Landscaping		✓ Architectural Style	
✓ Square Footage		✓ Deck/Patio	
		✓ Swimming Pool	
✓ Number of Bedrooms		✓ Garage	
✓ Number of Bathrooms		✓ General Exterior Condition	
✓ Living Room			
✓ Kitchen		✓ Convenience to Work	
✓ Dining Room		✓ Convenience to Shopping	
✓ Family Room		✓ Convenience to Schools	
✓ Study		✓ Convenience to Day Care	
✓ Fireplace(s)		✓ Nearby Recreational Facilities	
✓ Openness of Home		✓ General Appearance of Houses in the Area	
✓ General Interior Condition		✓ House Value Relative to the Area	



## WORKING WITH HOME BUILDERS

### WHY USE AN AGENT TO PURCHASE A NEW HOME?

The advantages of having an agent help you purchase a new home are the same as those for purchasing a resale home...

- Assist in buying from a reputable builder
- Assist in choosing a neighborhood with potential for appreciation in value
- Knowledge of the market
- Help in finding the perfect home quickly
- Expertise in contract writing/negotiation
- Assistance in choosing the correct financing
- Closing assistance

The builder has a professional representative working for them. Although this representative can be helpful and friendly, you must understand – when given the opportunity – they will always place the builder's needs above your own. You need the same expert representation.

Buying a new home can be more difficult and time-consuming than buying a resale. We can professionally guide you through this process.

It is very important that your interests be professionally represented when you are entering into a contract for a semi-custom or build-to-suit home. These transactions are complex and the contract details must be exact in order to protect you and to ensure you get exactly the home you want! **REMEMBER – the Builder requires that your Agent accompany you on your first visit to the Builder's sales office, or they will NOT PAY your representative's fee!**



## **BUILDER QUESTIONS**

1. How long have you been in business?
2. In what areas have you built?
3. What sets you apart from other builders?
4. What type of warranty program do you offer?
5. What are your fees for building a home (fixed price, costs plus management fee)?
6. How do you charge for extras? Are deposits involved?
7. Who supervises your construction?
8. How long have your trade people been working with you?
9. How often will we be updated on the progress of the home?
10. How often, during the week, are you at the job site? The superintendent?
11. Who will I be dealing with during construction?
12. Will that person have the authority to make final decisions? If not, who will?
13. How many hours per month do you and your supervising staff participate in continuing education within the home building industry?
14. Do you belong to a local trade association? If yes, which one(s)? In what activities are you involved?
15. Can you provide a list of references, including homeowners, suppliers, subcontractors, and consultants such as architects and engineers?
16. Have you ever been sued and won, sued and lost; or are there any suits currently pending?  
If yes, please explain.
17. Do you have any liens against any of the properties that you have built?
18. Have you ever filed for bankruptcy protection?
19. Have you ever been approached by the Better Business Bureau to resolve a consumer matter? Please explain.

## MAKING AN OFFER

Once you have found the home you wish to purchase, we will need to determine the offer you are willing to make. To help in this process, we will prepare a comparative market analysis on the home based on similar homes in the neighborhood. It is important to remember that the more competition there is for the home, the higher the offer should be. Remember to be realistic. Make offers you want the other party to sign!

To communicate your interest in purchasing a home, we will present the listing agent with a written offer. The One to Four Family Residential Contract (Resale) used is a standard document promulgated by The Texas Real Estate Commission. In addition to price, the offer will include other components such as closing date, terms of financing, earnest money and who pays which closing costs. We will also help you with these variables based on the customary terms for this area. When the seller accepts an offer, it becomes a legal contract. When you write an offer you should be prepared to pay an earnest money deposit. This is to guarantee your intention to purchase the property.

After we present your offer to the listing agent it will either be accepted, rejected, or the seller will make a counteroffer. This is when we will negotiate terms of the contract if necessary.

This contract constitutes your offer to buy and, once accepted by the seller, becomes a valid, legal contract. For this reason, it is important for you to understand your obligations. I have included a copy of the contract in this packet for you to review.





## BEHIND THE SCENES

### What happens next?

Now that you have decided to buy your home, what happens between now and the time you legally own the home? A Title Company will handle the following items. NOTE: in different parts of the country attorneys, lenders, escrow companies and other persons who are independent of title companies perform some or all of these functions.

Earnest Money – An agreement to convey starts the process once it is received at the Title Company. Once you submit the loan application, it is usually subject to a credit check, an appraisal, and a survey of the property.

Tax Information – What taxes are owed on the property? The Title Company contacts the various assessor-collectors.

Title Search – Copies of documents are gathered from various public records: deeds, deeds of trust, various assessments and matters of probate, hardship, divorce, and bankruptcy are addressed.

Examination – Verification of the legal owner and debts owed.

Document Preparation – Appropriate forms are prepared for conveyance and settlement.

Settlement – An Escrow Officer oversees the closing of the transaction: seller signs the deed, you sign a new mortgage, the old loan is paid off and the new loan is established. Seller, Realtors, attorneys, surveyors, Title Company, and other service providers are paid. You will receive a complete accounting of all fees and charges at closing. Your Realtor will review those with you prior to signing.

Title Insurance - There are two types of title insurance:

- Coverage that protects the lender for the amount of the mortgage,
- Coverage that protects your equity in the property.

Both you and your lender will want the security offered by title insurance. Why?

Title agents search public records to determine who has owned any piece of property, but these records may not reflect irregularities that are almost impossible to find. Here are some examples: an unauthorized seller forges the deed to the property; an unknown, but rightful heir to the property shows up after the sale to claim ownership; conflicts arise over a will from a deceased owner; or a land survey showing the boundaries of your property is incorrect.

Title insurance will safeguard you against these types of problems including those which an exhaustive search may not reveal.

## POTENTIAL PITFALLS

### The Buyer/Borrower:

1. Does not tell the truth on the loan application.
2. Submits incorrect information to the Lender.
3. Has recent late payments on credit report.
4. Found out about additional debt after loan application.
5. Borrower loses job.
6. Co borrower loses job.
7. Income verification lower than what was stated on loan application.
8. Overtime income not allowed by underwriter for qualifying
9. Applicant makes large purchase on credit before closing.
10. Illness, injury, divorce or other financial setback during escrow.
11. Lacks motivation.
12. Gift donor changes mind.
13. Cannot locate divorce decree.
14. Cannot locate petition or discharge of bankruptcy.
15. Cannot locate tax returns.
16. Cannot locate bank statements.
17. Difficulty in obtaining verification of rent.
18. Interest rate increases and borrower no longer qualifies.
19. Loan program changes with higher rates, points and fees.
20. Child support not disclosed on application.
21. Borrower is a foreign national.
22. Bankruptcy within the last two years.
23. Mortgage payment is double the previous housing payment.
24. Borrower does not have steady two year employment history.
25. Borrower brings in handwritten pay stubs.
26. Borrower switches to job with a probation period.
27. Borrower switches from salary to 100% commission income.
28. Borrower/Co borrower/seller dies.
29. Family member or friends do not like the home that buyer chooses.
30. Buyer is too picky about property in price range they can afford.
31. Buyer feels the house is misrepresented.
32. Veterans DD214 form not available.
33. Buyer comes up short of money at closing.
34. Buyer does not properly "paper trail" additional money that comes from gifts, loans, etc.
35. Buyer does not bring cashier's check to title company for closing costs and down payment.

### The Seller:



36. Loses motivation to sell (job transfer does not go through, reconciles marriage, etc.).
37. Cannot find a suitable replacement property.
38. Will not allow appraiser inside home.
39. Will not allow inspectors inside home in a timely manner.
40. Removes property that the buyer believes was included.
41. Cannot clear up liens-is short on cash to close.
42. Did not own 100% of property as previously disclosed.
43. Encounters problems getting partners' signature.
44. Leaves town without giving anyone Power of Attorney.
45. Delays the projected move out date.
46. Did not complete the repairs agreed to in contract.
47. Sellers' home goes into foreclosure during escrow.
48. Misrepresents information about home & neighborhood.
49. Does not disclose all hidden or known defects and they are subsequently discovered.
50. Builder miscalculates completion date of new home.
51. Builder has too many cost overruns.
52. Final inspection of new house does not pass.
53. Seller does not appear for closing and will not sign papers

#### **The Realtor(s):**

54. Have no client control over buyers or sellers.
55. Delays access to the property for inspection and appraisals
56. Unfamiliar with their client's financial position. Do they have enough equity to sell, etc.
57. Does not get completed paperwork to the lender in time. and wastes everyone's time.
58. Inexperienced in this type of property transaction.
59. Takes unexpected time off during transaction and can't be reached.
60. Misleads other parties to the transaction-has huge ego.
61. Does not do sufficient homework on their clients or the property.

#### **The Property:**

62. County will not approve septic system or well.
63. Termite report reveals substantial damage and seller is not willing to fix or repair.
64. Home was misrepresented as to size and condition.
65. Home is destroyed prior to closing.
66. Home not structurally sound.
67. Home is uninsurable for homeowner's insurance.
68. Property incorrectly zoned.
69. Portion of home sits on neighbor's property.
70. Unique home and comparable properties for appraisal



**SWRE**  
REAL ESTATE SERVICES

**The Escrow/Title Company:**

71. Fails to notify lender/agents of unsigned or unreturned documents.
72. Fails to obtain information from the beneficiaries, lien holders, insurance companies, or Lenders in a timely manner.
73. Allows principals to leave town without getting all necessary signatures.
74. Loses or incorrectly prepares paperwork.
75. Does not pass on valuable information quickly enough.
76. Does not coordinate well, so that many items can be done simultaneously.
77. Does not bend the rules on small problems.
78. Finds liens or other title problems at the last minute.

**The Appraiser:**

79. Is not local and misunderstands the market.
80. Is too busy to complete the appraisal on schedule.
81. No comparable sales are available.
82. Is not on the Lender's "approved list."
83. Makes important mistakes on appraisal and brings in value too low.
84. Lender requires a second or "review" appraisal.

**Inspectors:**

85. Pest inspector not available when needed.
86. Pest inspector too picky about condition of property
87. Home inspector not available when needed.
88. Inspection reports alarm buyer and sale is cancelled





## TRANSACTION CHECKLIST

	Order Mechanical and Termite Inspection
	Notify Landlord if currently renting
	Order Insurance Policy
	Transfer Utilities
	Order Telephone Service
	Make final walk through
	Schedule appointment with movers
	Make extra keys/change locks
	Order cable TV service
	Order new checks
	Change driver's license/credit cards
	Change of address cards with post office





## **FULLER TEAM RECOMMENDED SERVICE PROVIDERS**

THE INDIVIDUALS AND COMPANIES BELOW ARE KNOWN TO US AND WE HAVE RECEIVED GOOD REPORTS ON THEIR WORK. HOWEVER, YOU ARE ENCOURAGED TO FIND OTHERS THROUGH THE SERVICES OF THE BETTER BUSINESS BUREAU, BY RESEARCHING VIA SEARCH ENGINES, BY CHECKING WITH THE HOUSTON ASSOCIATION OF REALTORS, OR BY TALKING WITH FRIENDS AND THOSE WITH WHOM YOU WORK. NEITHER SWRE NOR ITS AGENTS MAKE ANY WARRANTIES OR ANY REPRESENTATIONS ON ANY WORK PERFORMED BY ANYONE ON THIS LIST. IT IS PROVIDED AS A RESOURCE GUIDE ONLY.

### **INSPECTORS:**

A-ACTION INSPECTIONS (STRUCTURAL MECHANICAL, PEST, POOL)	713-730-3151
FOX INSPECTIONS (STRUCTURAL / MECHANICAL / PEST)	713-723-3330
MICHAEL GRAY, P.E. (STRUCTURAL ONLY)	281-358-1121
HEDDERMAN ENGINEERING, INC. (STRUCTURAL ONLY)	281-355-9911
AMRID PEST CONTROL – TONY THAYER (PEST ONLY)	713-880-3479
TEXSUN POOLS & SPA – ED DRAKE ( POOL ONLY)	281-320-8242
QUICK ROOFING –PHILLIP PATRICK (ROOF INSPECTIONS)	281-980-0315
SUN COAST ROOFING- TIM ABBOTT (ROOF INSPECTIONS)	832-523-8520
STUCCO INSPECTIONS- LYNN DE GEORGE	713-724-5844
STUCCO CHECK INSPECTIONS-MICHAEL LUNA	713-319-5751
MOLD INSPECTIONS-AQ TESTING SERVICES	281-391-9604
MOLD INSPECTIONS- INTEGRITY RESIDENTIAL	713-532-9300

### **HOME WARRANTY PROTECTION COMPANIES:**

FIDELITY NATIONAL HOME WARRANTY – JEN FOX	832-800-9980
FIRST AMERICAN HOME BUYERS PROTECTION	800-444-9030
OLD REPUBLIC HOME PROTECTION	800-445-6999
2-10 HOME WARRANTY	800-743-4270

### **INSURANCE COMPANIES:**

GOOSEHEAD INSURANCE – KYLE SMITHERMAN	409-767-3747
NATIONWIDE INSURANCE – TONY MAY	713-870-8264
SELECT SPECIALTY INSURANCE – JEROME MAGANA	713-538-2640
LIBERTY MUTUAL- ERNESTO BARRIOS (BI-LINGUAL)	832-573-5382

### **MORTGAGE COMPANIES:**

ROCK MORTGAGE – EDUARDO ADAME	832-230-3067
HOME USA MORTGAGE – DAN STOUT	281-265-3415
ONETRUST HOME LOANS- JEFF WAGNER	713-927-6003
LEGACY MUTUAL MORTGAGE – JENNIFER HERNANDEZ	713-579-3600
PEOPLE’S HOME EQUITY- WILLIAM SWALLEN	713-201-9838
PEOPLE’S HOME EQUITY- HEATH BARNES	832-771-8194
REGIONS BANK (DR’S PROGRAM)- JESSE PERALTA	281-658-0155
BBVA COMPASS (DR’S PROGRAM))-PATRICK LOFTUS	832-693-4176

### **HVAC COMPANIES:**

MORGAN AIR SERVICES- NICK CUBBLER	832-712-3008
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### **PLUMBING COMPANIES:**

HUNTER-JACKSON PLUMBING Co.	713-465-6731
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## **HOME WARRANTY**



### NEW HOME WARRANTIES —

When you purchase a newly built home, the builder usually offers some sort of full or limited warranty on things such as the quality of design, materials, foundation and workmanship. These warranties are usually for a period of one-year from the purchase of the home. Some components such as foundation will be covered up to 10 years.

At closing, the builder will give you the manufacturer's warranties that were provided to the builder for materials, appliances, fixtures, etc. For example, if your dishwasher were to become faulty within one year from the purchase of your newly built home, you would call the manufacturer of the dishwasher – not the builder.

If the homebuilder does not offer a warranty, BE SURE TO ASK WHY and consider choosing another builder!

### RESALE HOME WARRANTIES —

When you purchase a resale home, you can purchase warranties that will protect you against most ordinary flaws and breakdowns for at least the first year of occupancy. The warranty may be paid for by the Seller as part of the contract negotiations or by the Realtor. Even with a warranty, you should have the home inspected before you purchase it.

A home warranty program will give you peace of mind, knowing that the major covered components in your home will be repaired if necessary. We have provided you a list of the largest home warranty companies for your convenience.

<b>WARRANTY INFORMATION</b>	
Company Name: _____	Contact: _____
Address: _____ _____	Phone: _____ Fax: _____
Policy Number: _____	Policy Value: _____
Coverage: _____	Duration: _____



## **HOME INSPECTION WHAT TO EXPECT?**

If you are purchasing a resale property, we highly recommend that you have a professional home inspector conduct a thorough inspection. The inspection will include the following:

- Appliances
- Plumbing
- Electrical
- Air conditioning and heating
- Ventilation
- Roof and Attic
- Foundation
- General Structure

The inspection is not designed to criticize every minor problem or defect in the home. It is intended to report on major damage or serious problems that require repair. Should serious problems be indicated, the inspector will recommend that a structural engineer or some other professional inspect it as well.

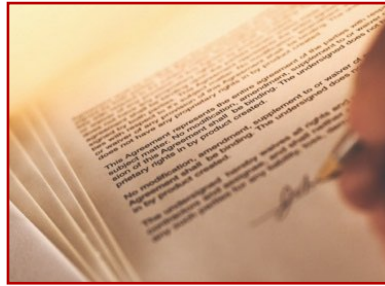
Your home cannot “pass or fail” an inspection, and your inspector will not tell you whether he/she thinks the home is worth the money you are offering. The inspector’s job is to make you aware of repairs that are recommended or necessary.

The seller may be willing to negotiate completion of repairs or a credit for completion of repairs, or you may decide that the home will take too much work and money. A professional inspection will help you make a clear-headed decision. In addition to the structural and mechanical inspection, you may wish to have separate tests conducted for termites or the presence of harmful environmental pollutants.

In choosing a home inspector, consider one that has been certified and licensed by The Texas Real Estate Commission.

I recommend being present at the inspection. This is to your advantage. You will be able to clearly understand the inspection report, and know exactly which areas need attention. Plus, you can get answers to many questions, tips for maintenance, and a lot of general information that will help you once you move into your new home. Most important, you will see the home through the eyes of an objective third party.

## WHAT IS A REAL ESTATE CLOSING?



### WHAT IS A REAL ESTATE “CLOSING”?

A “closing” is where you and I meet with some or all of the following individuals: the Seller, the Seller’s agent, a representative from the lending institution and a representative from the title company, in order to transfer the property title to you. The purchase agreement or contract you signed describes the property, states the purchase price and terms, sets forth the method of payment, and usually names the date and place where the closing or actual transfer of the property title will occur.

If financing the property, your lender will require you to sign a document, usually a promissory note, as evidence that you are personally responsible for repaying the loan. You will also sign a mortgage or deed of trust on the property as security to the lender for the loan. The mortgage or deed of trust gives the lender the right to sell the property if you fail to make the payments. Before you exchange these papers, the property may be surveyed, appraised, or inspected, and the ownership of title will be checked in county and court records.

At closing, you will be required to pay all fees and closing costs in the form of “guaranteed funds” such as a Cashier’s Check. Your agent or escrow officer will notify you of the exact amount at closing.

### WHAT IS AN ESCROW ACCOUNT?

An escrow account is a neutral depository held by your lender for funds that will be used to pay expenses incurred by the property, such as taxes, assessments, property insurance, or mortgage insurance premiums which fall due in the future. You will pay one-twelfth of the annual amount of these bills each month with your regular mortgage payment. When the bills become due, the lender pays them from the escrow account. At closing, it may be necessary to deposit enough into the account to cover these amounts for several months so that funds will be available to pay

the bills as they become due. This will be included as part of your closing costs. The title officer and lender can explain more about this at closing.

## MOVING



**CONGRATULATIONS!** You have closed on your new home and now you are ready to move! The next few pages contain tips and checklists so that your move is as organized and effortless as possible. Think about your move as a series of small projects that you can begin while your home is under contract. Your move will progress as your contract and closing progresses. That way, when the day comes to physically move your belongings, most of the details will be taken care of.

### **Keep detailed records – some moving expenses are tax deductible!**

Keep detailed records of all moving expenses if your move is job related. Many expenses, including house-hunting trips, are tax deductible. If your move is work related and 35 miles or more from your existing home, you may be able to deduct your family's travel expenses, including meals and lodging; the cost of transporting furniture, other household goods and personal belongings; food and hotel bills for up to 30 days in the new city if you have to wait to move into your new home; and the costs associated with selling your old home or leasing your new home.



Note: There is a ceiling on deductions which is outlined in detail in the IRS's Publication 521, "Tax Information on Moving Expenses," available free from the IRS offices.

## MOVING CHECKLIST

### **Two months before**

Sort through your belongings to reduce the number of things to move.

Have a garage sale or donate items you no longer need.

Decide whether to move yourself or hire professionals. Make

Gather packing supplies: boxes, packing material, tape, felt markers, and

If you're moving a long distance, make travel arrangements with the

Save all moving receipts. Some moving expenses are tax deductible. Check the

Place your legal, medical, financial, and insurance records in a safe and

Purchase insurance coverage for valuables to be moved.





**One month before**

Start packing items that aren't regularly used such as off-season clothes and furniture. Make travel arrangements for your pets.

If you're driving, get your car tuned up.

Get medical records from your doctors, dentist, optometrist, and veterinarian.

Send items (rugs, drapes, clothing, quilts, and bedding) to the cleaners.

Back up important computer files to floppy disk.

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## **MOVING CHECKLIST**

### **WHAT TO DO BEFORE YOU MOVE**

**Two weeks before moving**



Contact your utility companies and notify them of your move.

Sign up for services at your new address.

Contact your long distance phone company and notify them of your move.

Call friends and family and recruit help for the moving day.

Confirm your travel reservations.

Arrange to close or transfer your bank account, if appropriate. Pick up items you're your safety deposit box.

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**One week before moving**

Pick up items from the cleaners, repair shops, or friends.

Pack a survival kit of clothes, medicines, special foods, etc. to carry you through the day while you unpack.

Finish packing all boxes minus what you'll need in the final week.

Inform the post office of your upcoming move.



*Send change-of-address cards with your new address and phone number to:*

Friends and family

Banks, insurance companies, credit card companies, and other financial institutions

Magazines and newspapers

Doctors, lawyers, accountants, realtors, and other service providers

State and federal tax authorities and any other government agencies as needed

Workplace, schools, and alma maters

**The day before**

Set aside moving materials, such as tape measure, pocketknife, and rope.

Pad corners and stairways of house.

Lay down old sheets in the entry and hallways to protect floor coverings.

Remove hanging fixtures.

If you are moving yourself, pick up the rental truck and a dolly to move heavy boxes.

If you are driving, check oil, tire pressure, and gas in your car.



If you are flying, make sure you have tickets, charge cards and other essentials.

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## **MOVING CHECKLIST**

### **WHAT TO DO BEFORE YOU MOVE**

#### **Moving Day**

*Carry with you:*

The keys to your new home.

A map of your new town and directions to your home.

The telephone number of the moving company.

Cash or traveler's checks.

Documentation related to the sale of your home.

Your insurance policies and agent's phone number.

Your current address book or personal planner.



Prescription and non-prescription medicines.

Enough clothing to get by if the movers are late.

The telephone number of the moving company.

Cash or traveler's checks.

Any items of great personal value to you that are virtually irreplaceable.

Back-up copies of important computer files.

Sheets, towels and personal hygiene items for the first night in your new home.

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**Arrival Day**

Show movers where to place furniture and boxes.

Check inventory to ensure that everything was delivered before signing delivery papers.  
Note any damages on the inventory sheet.

Unpack any valuable items, such as silver, art, and jewelry, upon arrival.



Inform the post office of your upcoming move.

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## **HELPING CHILDREN COPE WITH THE MOVE**

1. Show the children the new home and their new room prior to moving. If this is not possible, pictures or videos will help them visualize where they are going.
2. Assure children that you won't forget their friends.
3. Make a scrapbook of the old home and neighborhood.
4. Throw a good-bye party. At the party have their friends sign a t-shirt.
5. Have your children write good-bye letters and enclose their new address. You may wish to call the other children's parents so that they will encourage return letters.
6. When packing, give your children their own box and let them decorate it.
7. Start a scrapbook for your new home.



8. Visit your children's new school, park, church, etc... Take a camera.
9. Help your children invite new friends over to your new home.
10. Let your children choose a new favorite restaurant. This will help them feel in control of their New world.
11. Encourage them to send letters about their new home to their friends.
12. Involve your children in groups, sports, and activities like the ones they used to participate in.
13. Remember, even if you only lived in a home for a few years, to a young child it is nearly their entire lifetime.

## HELPFUL PHONE NUMBERS

Make arrangements for canceling home utilities such as the following. Advise them of your desired date for final reading and give them your new address for final billing. Request deposit return if appropriate, and arrange for immediate service at your new address.

### UTILITIES CONCIERGE

**ERICKSON NADAL**  
713.725.0177

[ERICKSON.NADAL@GREENMOUNTAIN.COM](mailto:ERICKSON.NADAL@GREENMOUNTAIN.COM)

### ELECTRIC COMPANIES

**TXU Energy**  
move

[www.txu.com/](http://www.txu.com/)  
866-225-5898

**Reliant**  
[www.reliant.com](http://www.reliant.com)

**Energy**  
713-207-7777

### WATER/SEWER

**City of Houston**  
[www.houstonpublicworks.com](http://www.houstonpublicworks.com)

713-371-1400

**M.U.D. districts**  
[www.harriscountytexas.gov/](http://www.harriscountytexas.gov/)

<http://>



**SWRE**

REAL ESTATE SERVICES

**GAS**

**713-659-2111**

**CENTERPOINT ENERGY**

**LOCAL PHONE SERVICE**

**Southwestern Bell**

**[www.sbc.com](http://www.sbc.com)**

**800-464-7928**

**MCI**

**[www.mci.com](http://www.mci.com)**

**800-950-5555**

**AT&T**

**[www.att.com](http://www.att.com)**

**800-662-3036**

**Logix**

**713-862-2000**

## **HELPFUL PHONE NUMBERS**

**CABLE T.V.**





**SWRE**

REAL ESTATE SERVICES

**TVMax** 866-846-3488  
**www.tvmax.com**

713-341-1000

**Comcast** 281-821-1994  
**www.comcast.com**

**Dish T.V.** 1-800-531-5000  
**[www.dishnetwork.com](http://www.dishnetwork.com)**

**[Direct T.V.](http://www.directv.com)**  
**www.directv.com**

800-483-4000

**INTERNET**

800.288.2020

**Verizon**  
**www.22.verizon.com**

713-341-1000

**AT&T** **www.att.com**

**Comcast**  
**www.comcast.com**

713-856-2304

**MOVERS**

847-323-9546

**Atlantic Relocation systems**  
**Javier Sierra**

713-270-1616

**Atlas Van Lines**  
**Ruth Hall, Corporate Account Executive**



## NEW HOME CHECKLIST

### **Heating System**

Check filters every month.

Have annual system maintenance service done one month before the heating season.

### **Electrical System**

To prevent power outages, limit the number of appliances plugged into one circuit.

### **Air Conditioning**

Check filters every month.

Have annual system maintenance service done one month before the air-conditioning season begins.

Keep the condensing unit free of debris.

### **Microwave**

Do not use pans or dishes that are metal or have metallic trim.



Only use mild soap and/or baking soda to clean the interior. Abrasive cleaners or scouring pads can damage the lining.

**Refrigerator**

Clean the interior shelves, shell and gaskets every three months.

Once a year, clean the coils on the back or underneath.

**Range/Oven**

To avoid damaging the burners, do not use extra-large/heavy cooking pots and pans.

If you have a self-cleaning oven, do not use any other method to clean it.

**Dishwasher**

Mineral deposits on the heating elements can be cleaned with vinegar.

Be sure dishes don't block or damage the spray arm.

**Garbage disposal**

To clean the disposal, push a full tray of ice cubes through it while running cold water.

Always remember to run water during use and for at least 2 minutes after you finish. This prevents stoppages.

**Washer/Dryer**



Clean the lint screen after each load of clothes has been dried and the unit is empty.

**Trash Compactor**

Replace the deodorant supply regularly to prevent odors.

## LOCAL SCHOOL DIRECTORY

**SCHOOL NAME**

**PHONE NUMBER**

**Houston Independent School District**

**713-892-6391**

**Spring Branch Independent School District**

**713-464-1511**

**Katy Independent School District**

**281-396-6000**

**Cypress-Fairbanks Independent School District**

**281-897-4000**

**Alief Independent School District**

**281-498-8110**

**Fort Bend Independent School District**

**281-634-1000**



## GLOSSARY

**ACCEPTANCE:** The date when both parties, seller and buyer, have agreed to and completed signing and/or initialing the contract.

**ADJUSTABLE RATE MORTGAGE:** A mortgage that permits the lender to adjust the mortgage's interest rate periodically on the basis of changes in a specified index. Interest rates may move up or down, as market conditions change.

**AMORTIZED LOAN:** A loan, which is paid in equal installments during its term.

**A.P.R. (ANNUAL PERCENTAGE RATE):** A term used in the Truth in Lending Act. It represents the relationship of the total finance charge (interest, discount points, origination fees, loan broker, commission, etc.) to the amount of the loan.

**APPRAISAL:** An estimate of real estate value, usually issued to standards of FHA, VA, and FHMA. Recent comparable sales in the neighborhood is the most important factor in determining value. This should be contrasted against the home inspection.

**APPRECIATION:** An increase in the value of a property due to changes in market conditions or other causes. The opposite of depreciation.

**ASSUMABLE MORTGAGE:** Purchaser takes ownership to real estate encumbered by an existing mortgage and assumes responsibility as the guarantor for the unpaid balance of the mortgage.

**BILL OF SALE:** Document used to transfer title (ownership) of PERSONAL Property.

**CLOSING STATEMENT (HUD1):** A financial statement rendered to the buyer and seller at the time of transfer of ownership, giving an account of all funds received or expended.

**CLOUD ON TITLE:** Any condition that affects the clear title to real property.

**COMPARABLE SALES:** Sales that have similar characteristics as the subject property and are used for analysis in the appraisal process.

**CONTRACT:** An agreement to do or not to do a certain thing.

**CONSIDERATION:** Anything of value to induce another to enter into a contract, i.e., money, services, a promise.

**DEED:** Written instrument, which when properly executed and delivered, conveys title to real property.

**DISCOUNT POINTS:** A loan fee charged by a lender of FHA, VA or conventional loans to increase the yield on the investment. One point = 1% of the loan amount.

**EASEMENT:** The right to use the land of another.



**ENCUMBRANCE:** Anything that burdens (limits) the fee title to property, such as a lien, easement, or restriction of any kind.



## GLOSSARY

**EQUITY:** The value of real estate over and above the liens against it. It is obtained by subtracting the total liens from the value.

**ESCROW PAYMENT:** That portion of a mortgagor's monthly payment held in trust by the lender to pay for taxes, hazard insurance, mortgage insurance, lease payments and other items as they become due.

**FANNIE MAE:** Nickname for Federal National Mortgage Corporation (FNMA), a tax-paying corporation created by congress to support the secondary mortgages insured by FHA or guaranteed by VA, as well as conventional home mortgages.

**FEDERAL HOUSING ADMINISTRATION (FHA):** An agency of the U.S. Department of Housing and Urban Development (HUD). Its main activity is the insuring of residential mortgage loans made by private lenders. The FHA sets standards for construction and underwriting but does not lend money or plan or construct housing.

**FHA INSURED MORTGAGE:** A mortgage under which the Federal Housing Administration insures loans made, according to its regulations

**FIXED RATE MORTGAGE:** A loan that fixes the interest rate at a prescribed rate for the duration of the loan.

**FORECLOSURE:** Procedure whereby property pledged as security for a debt is sold to pay the debt in the event of default.

**FREDDIE MAC:** Nickname for Federal Home Loan Mortgage Corporation (FHLMC), a federally controlled and operated corporation to support the secondary mortgage market. It purchases and sells residential conventional home mortgages.

**GRADUATED PAYMENT MORTGAGE:** Any loan where the borrower pays a portion of the interest due each month during the first few years of the loan. The payment increases gradually during the first few years to the amount necessary to fully amortize the loan during its life.

**INVESTOR:** The holder of a mortgage or the permanent lender for whom the mortgage banker services the loan. Any person or institution that invests in mortgages.

**LEASE PURCHASE AGREEMENT:** Buyer makes a deposit for future purchases of a property with the right to lease the property for the interim.

**LOAN TO VALUE RATION (LTV):** The ratio of the mortgage loan principal (amount borrowed) to the property's appraised value (selling price). Example – on a \$100,000 home, with a mortgage loan principal of \$80,000 the loan to value ratio is 80%.



**MORTGAGE:** A legal document that pledges a property to the lender as security for payment of a debt.

## GLOSSARY

**MORTGAGE INSURANCE PREMIUM (MIP):** The amount paid by a mortgagor for mortgage insurance. This insurance protects the investor from possible loss in the event of a borrower's default on a loan.

**MORTGAGOR:** The borrower of money or the giver of the mortgage document

**NOTE:** A written promise to pay a certain amount of money.

**ORIGINATION FEE:** A fee paid to the mortgagee for paying the mortgage before it becomes due. Also known as prepayment fee or reinvestment fee.

**PRIVATE MORTGAGE INSURANCE (PMI):** See Mortgage Insurance Premium.

**PROMISSORY NOTE:** A written contract containing a promise to pay a definite amount of money at a definite future time.

**REALTOR:** A member of local and state real estate boards, which are affiliated with the National Association of Realtors (NAR).

**RENT WITH OPTION:** A contract, which gives one the right to lease property at a certain sum with the option to purchase at a future date.

**SECOND MORTGAGE/SECOND DEED OF TRUST/JUNIOR MORTGAGE OR JUNIOR LIEN:** An additional loan imposed on a property with a first mortgage. Generally, a higher interest rate and shorter term than a "first" mortgage.

**SEVERALTY OWNERSHIP:** Ownership by one person only. Sole ownership.

**SURVEY:** The process by which a parcel of land is measured and its area ascertained.

**TENANCY IN COMMON:** Ownership by two or more persons who hold an undivided interest without right of survivorship. (In event of the death of one owner, his/her share will pass to his/her heirs.)

**TITLE INSURANCE:** An insurance policy which protects the insured (purchaser or lender against loss arising from defects in the title).







## LET'S ADHERE TO "THE PLAN"

**A successful real estate transaction hinges on numerous details involving deadlines that must be met so that you can move into your ideal home as soon as possible.**

<b>TO DO:</b>	<b>DATE COMPLETED:</b>
✓ Loan Application: (Application fee is due at this time).	_____
✓ Sign Purchase Contract	_____
✓ Seller's Disclosure must be signed:	_____
✓ Set inspection date and time:	_____
✓ Written notice due – all items from the inspection that you wish to be repaired:	_____
✓ Negotiation of inspection repair items complete:	_____
✓ Title Commitment due:	_____
✓ Insurance: (You are required to arrange for insurance coverage and to inform your mortgage company of your agent's name and phone number).	_____
✓ Loan approval:	_____
✓ Closing Date:	_____

Please note: During the loan and home-buying process, you will be asked to supply documentation, respond to phone calls requesting information, schedule dates into your calendar, etc...

## YOUR REALTY TEAM ROSTER



The following is a roster of the members of YOUR real estate team. Please keep this book with you throughout the home-buying process. It is also very helpful if you keep it for future reference.

<b>SWRE®</b> THE FULLER TEAM 10030 Cedardale Dr. Houston, TX 77055 2161. Direct <a href="mailto:homes@markfuller.net">homes@markfuller.net</a>	
★ <b>Agent's Name:</b>	Mark Fuller
★ <b>Mortgage Company:</b>	<u>Rock Mortgage</u>
★ <b>Loan Officer:</b>	<u>Eduardo Adame</u>
★ <b>Phone:</b>	<u>(832)-230-3067</u>
★ <b>Pager:</b>	
★ <b>Address:</b>	
★ <b>Insurance Company:</b>	<u>Goosehead Insurance</u>
★ <b>Agent:</b>	<u>Kyle Smitherman</u>
★ <b>Phone:</b>	<u>409-767-3747</u>
★ <b>Address:</b>	
★ <b>Title Company:</b>	<u>Providence Title Company</u>
★ <b>Escrow Agent:</b>	<u>Amy Kellar</u>
★ <b>Phone:</b>	<u>713-840-1130</u>
★ <b>Address:</b>	<u>10497 Town and Country Way, Suite 120</u>
★ <b>Moving Company:</b>	
★ <b>Contact:</b>	
★ <b>Phone:</b>	



**SWRE**  
REAL ESTATE SERVICES

## Notes

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# SWRE

REAL ESTATE SERVICES

OFFICIAL MEMBER

# GIVEBACKHOMES



FOR EVERY  
HOME  
WE SELL,  
WE HELP  
BUILD  
A HOME FOR A  
FAMILY IN NEED

Giveback Homes is changing lives by creating a sustainable relationship between real estate professionals, homebuyers and sellers, and people in need locally and across the globe. Rest assured that 100% of every contribution goes directly to the field and will have an immediate and positive impact. The more homes we sell, the more homes we are able to build for families in need.



**MARK FULLER**

The Fuller Team



(p) 713.470.2161 | (m) 832.423.4762 | Mark@MarkFuller.net | www.MarkFuller.net

SWRE-Southwestern Real Estate 10030 Cedardale Dr.

[WWW.GIVEBACKHOMES.COM](http://WWW.GIVEBACKHOMES.COM)