

Buying in the Current Market



PRESENTED BY:
MICHAEL MENDENHALL



KELLER WILLIAMS[®]

R E A L T Y

The Path to Home Ownership



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Our Goal



- Help you define your ownership objectives and how to achieve them
- Demonstrate how you can buy a home for the best price with the most favorable terms
- Review the benefits of home ownership
- Guide you through the home buying process
- Assist you in understanding the financing choices
- Acquaint you with the documents required for purchasing your home
- Explain the tax breaks of home ownership



The Steps to Successful Home Ownership



1. Educate Yourself About Home Buying
2. Apply for a Mortgage
3. Summarize Your Costs
4. How to Work with a Professional Real Estate Agent
5. Establish Your Requirements and Desires
6. Find a Home
7. Make an Offer



Pre-Approval Process



Each element below is used by your lender to determine your purchasing power
Consult with your lender to begin the pre-approval process

- **Income:**

Salary, Bonuses,
Commissions, Interest
Income

- **Credit:**

New Accounts, Closed
Accounts, Derogatory
Accounts, Mechanic & Tax
Liens

- **Debt:**

Credit Cards, Auto Loan(s),
Student Loan(s) Personal
Lines of Credit

- **Assets:**

Savings; Checking Stocks,
Bonds, Mutual Funds, 401K,
Pension, Profit Sharing,
Equity from Property



Potential Sources of Down Payment



Gifts



Savings



Stocks, Bonds Investments



Overseas Accounts



The Loan Process

Meet With Lender



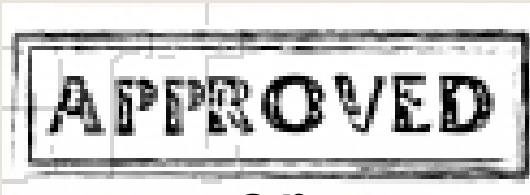
Complete Loan Application



III. TERMS OF LOAN	
Term (years)	No. Months
30	360

If your down payment is less than 20%, this section must be completed to complete the loan application.

APPLICANT INCOME



or



Sign & Mail Release of Information



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Types of Mortgages

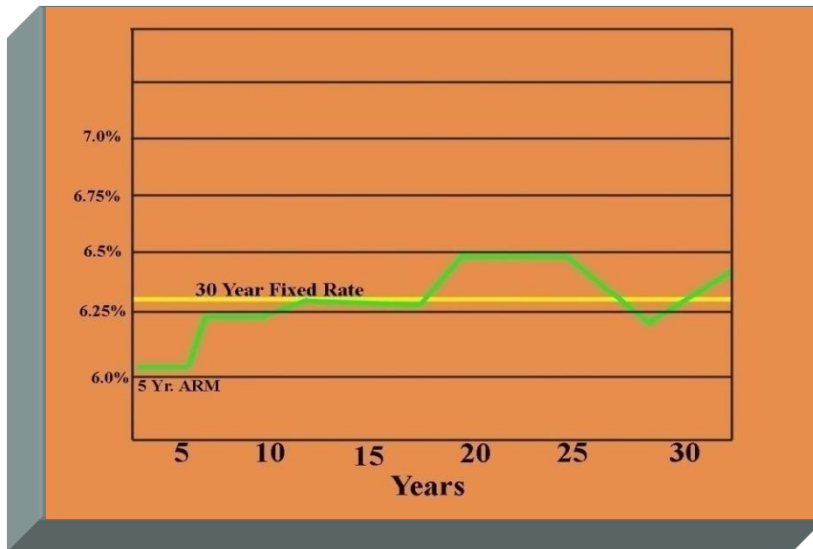


Fixed Rate Mortgage

A mortgage in which the interest rate does not change during the entire term of the loan

Adjustable Rate Mortgage (ARM)

A Mortgage that permits the lender to adjust the rate periodically, based on changes on a particular index.



Other Types

Lenders have different loan programs. Ask your lender what loan best suits your needs.



Estimate of Closing Costs



Sales Prices \$500,000

Mortgage \$400,000

<u>Loan Application Fee</u>	<u>0</u>
<u>Loan Origination Fee (1 pts)</u>	<u>optional</u>
<u>Tax service Fee</u>	<u>\$95.00</u>
<u>Credit Report</u>	<u>\$50.00</u>
<u>Appraisal Fee</u>	<u>\$600.00</u>
<u>Hazard/Fire Insurance (SFR)</u>	<u>\$750.00</u>
<u>P.M.I. (only if loan to value is >80%)</u>	
<u>Impound Accounts</u>	<u>\$2000</u>
<u>CLTA Insurance (Buyer Policy)</u>	<u>\$1600.00</u>
<u>ALTA Title Insurance</u>	<u>\$600.00</u>
<u>Escrow Fee</u>	<u>\$1,000.00</u>
<u>Recording/Notary Fees</u>	<u>\$160.00</u>
<u>Documentation Prep &</u>	
<u>Underwriting Fee</u>	<u>\$600.00</u>

Inspection:

<u>Termite</u>	<u>\$200.00</u>
<u>Roof</u>	<u>\$200.00</u>
<u>Property</u>	<u>\$500.00</u>

Misc. Charges: differ in each county

<u>City Transfer Tax</u>	<u>\$1650.00</u>
<u>County transfer tax</u>	<u>\$550.00</u>
<u>Other</u>	<u>\$</u>

Grand Total \$10,555



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Benefits of Home Ownership



Sales Prices \$500,000



Mortgage \$400,000

Tax Savings

Loan Amount	400,000
Times	
Interest Rate	5.5%
Equals	
Annual Interest	\$22,000
Plus	
Annual Property Taxes	\$6,250
<small>(1.25% of sales price)</small>	
Total Deductions	\$28,250
Times	
Marginal Tax Bracket	X 37%
(28% Fed + 9% State)	
Actual Tax Savings	\$10,453

We do not provide tax or legal advice. Investors should always seek the advice of their tax and/or legal advisors regarding their specific situation.

Requirements or Desires

Number of years you occupy home

5



ROOM	Require	Desire	Neutral	Don't Want
Bedrooms				
Baths				
Separate Family Room				
Separate Dining Room				
Garage / Carport				
APPLIANCE /SYSTEMS				
Ovens/Range				
Refrigerator				
Garbage Disposal/ Trash Compactor				
Dishwasher				
Washer / Dryer				
Heating / Air Conditioning				
Gas / Oil / Electric				
City Sewer / Septic Tank				
Miscellaneous				



Requirements or Desires

Number of years you occupy home

5



EXTERIOR	Require	Desire	Neutral	Don't Want
Type of Roof				
Type of Siding				
Fenced Yard				
Frontages				
Fireplace(s)				
Pool				
Hot tub / Spa				
Deck / Patio				
NEIGHBORHOOD				
Architectural Style				
Price Range				
Home Owner Association				
Access to Parks / Open Space				
COMMUTING TIME				
Work				
School				
Shopping				
Churches				



Types of Homes

A Single Family Home:

- ◆ Shares no common walls
- ◆ Generally includes front & rear yards
- ◆ Owner responsible for maintenance of property inside and outside
- ◆ Owner pays all insurance costs



Townhouses & Condos (Common Interest Developments)

- ◆ Share common walls
- ◆ Associate pays exterior grounds & building maintenance
- ◆ Association generally pays for insurance coverage



Types of Inventory

Foreclosures

- ◆ Lender owned property
- ◆ Special forms

Corporate Transfer

- ◆ Relocation company
- ◆ Special forms & mandates

For sale by owner

- ◆ Sellers real estate knowledge
- ◆ Debt and expectations

Probates

- ◆ Executor(s)
- ◆ Court approval

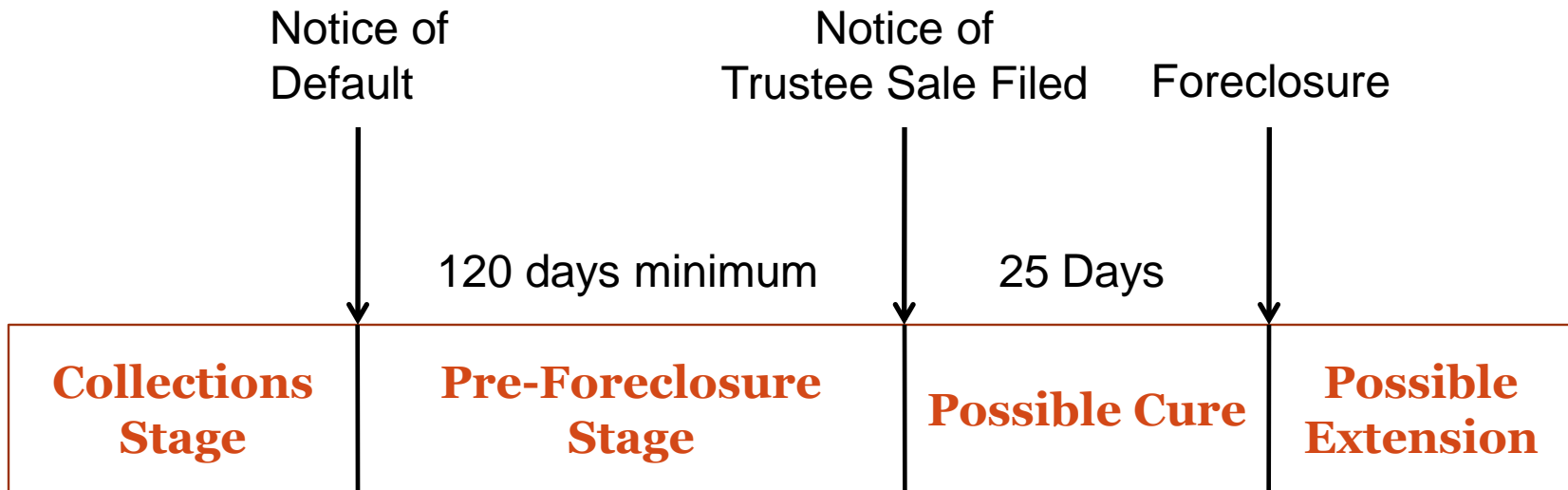
Conventional listing

- ◆ Market forces
- ◆ Negotiable terms



Short Sales

Seller owes more than value of the property



- ◆ Experience of listing agent
- ◆ Evidence of completed short sale package
- ◆ Sellers are motivated, involved and cooperative
- ◆ Extended close of escrow
- ◆ Buyers beware – No concessions – As is

E-mail Home Tour



\$659000

**1347 SIERRA ST
Redwood City , 94061**

MLS#: 437990

Bedroom: 3

Full Bathroom: 2

Partial Bathroom: 0

Sq. Feet: 1226

Property Status: Active

[Map, Aerial photo & Driving directions](#) [Mortgage calculator](#) [Vicinity schools](#)

[FULL MLS DETAIL](#)

[SCHEDULE APPOINTMENT](#)

[MAKE AN OFFER](#)

[EMAIL PROPERTY](#)

Single Family

List Date: Dec 23, 2004

Original list price: \$659,000

Lot Size: 6400

Age: 51

X-street: REDWOOD AVE.

Area: Redwood City

Tract:

Parcel Number: 059-026-050

Zoning: R200

Builder:

Master Bedroom:

Living Room Size:

Family Room Size:

Dining Room Size:

Kitchen Size:

Deck Dimensions:

Association Fee:

City Transfer Tax:

Schools:

Grade School District: 935

High School District: 940

Grade School:

Middle School:

High School:

Maps:

Barclay: --

Thomas: 790-A1

Map Area: 333

Comments

3BR/2BA, 6400 SQ FT LEVEL LOT W/SWEEPING LAWN, NEWLY PAINTED, NEW CARPETS IMMACULATE, HUGE LOT, SEPARATE DINING ROOM, SUN ROOM OFFERS TO BE BE DROPPED OFF AT OUR OFFICE BY 10:00AM FRI. 1/14/2005



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REALTY

Listing Comments



Be Cautious of:

- ◆ TLC (Tender Loving Care)
- ◆ Great for first time homebuyer or investor
- ◆ Cute
- ◆ Contractor Special
- ◆ Fixer-upper
- ◆ Value in land

Look for:

- ◆ Updated
- ◆ Recently remodeled
- ◆ New
- ◆ Renovated
- ◆ Move-in condition
- ◆ No need to preview



Please Do:



- Look at home 24 hours a day 7 days a week
- View listings ASAP



- Try to meet the owners of homes you view



- Look in-under-over when viewing a home

- Remove shoes before entering a home



- Make positive comments as you view homes



Please Do NOT:



Make Negative comments about the home you are viewing

Bring a crowd when viewing homes



Use the bathroom in any home you are viewing

Comparative Market Analysis (CMA)



- ◆ Focus on sold properties - 90 days back
- ◆ List and pending prices are fictitious
- ◆ Use data from same geographic area

#	ML #	Status	Address	List Price	DOM	Beds	Baths	Age	Sale Date	Sq. Ft.	Sale Price	Bedroom Descriptions
1	500444	ACTIVE	523 CARROLL ST	\$625,000	6	3	1	52		1,264		
2	501086	ACTIVE	1084 W MCKINLEY AV	\$639,500	1	3	1	52		1,188		
3	437542	PEND SHOW	128 S MARY	\$658,500	21	3	2	48		1,363		
4	427437	SOLD	919 BIDWELL	\$600,000	9	3	2	48		1,210	\$592,900	1 MB
5	415111	SOLD	1120 REED	\$619,000	15	3	2	48		1,300	\$600,000	1 MB
6	412608	SOLD	860 PAGODA TREE CT	\$626,000	8	3	2	42		1,200	\$675,000	GRND FL

This information is believed to be accurate but is not guaranteed

California Purchase Agreement



CALIFORNIA RESIDENTIAL PURCHASE AGREEMENT AND JOINT ESCROW INSTRUCTIONS
 For Use With Single Family Residential Property — Attached or Detached
 (C.A.R. Form RPA CA, Revised 1/06)

Date: _____ at _____, California.

1. OFFER: A. THIS IS AN OFFER FROM _____ (Buyer) to purchase _____ (Seller) _____ (Buyer) ("Buyer").
 B. THE REAL PROPERTY TO BE ACQUIRED is described as _____, situated in _____, California ("Property").
 C. THE PURCHASE PRICE offered is _____ Dollars \$ _____.

D. CLOSE OF ESCROW shall occur on _____ (date) or _____ Days After Acceptance.

FINANCE TERMS: Offering the loans below is a contingency of this Agreement unless the 2k pre-checked below. If it is not checked, Buyer shall not be obligated to obtain the designated loans. Buyer represents that funds will be good when deposited with the Escrow Holder.

A. INITIAL DEPOSIT: Buyer has given a deposit in the amount of _____ \$ _____ to the agent submitting the offer (or to _____ by registered check (or _____), made payable to _____, which shall be held in escrow until Acceptance and then deposited within 3 business days after Acceptance (or _____, with Escrow Holder (or into Broker's trust account).

B. INCREASED DEPOSIT: Buyer shall deposit with Escrow Holder an increased deposit in the amount of _____ \$ _____ within _____ Days After Acceptance, or _____ \$ _____.

C. FIRST LOAN IN THE AMOUNT OF _____ \$ _____
 (1) NEW First Deed of Trust in favor of lender, encumbering the Property, securing a note payable at maximum interest of _____ % fixed rate, or _____ % initial adjustable rate with a maximum interest rate of _____ % balloon due in _____ years, amortized over _____ 30 years. Buyer's all pay loan fees/points not to exceed _____ % (These terms apply whether the designated loan is conventional, FHA or VA.)
 (2) FHA VA (The following terms only apply to the FHA or VA loan that is checked; Seller shall pay _____ % discount points. Seller shall pay other fees not allowed to be paid by Buyer. not in excess of _____ \$ _____ Seller shall pay the cost of lender required Reserves (including those for wood destroying pest) not otherwise provided for in this Agreement. not to exceed \$ _____ (Aral can amount may increase if mortgage insurance premiums, funding fees or closing costs are financed.)

D. ADDITIONAL FINANCING TERMS: Seller financing (C.A.R. Form SFA); secondary financing _____ \$ _____ (C.A.R. Form ISA, paragraph 4A); assumed financing (C.A.R. Form PAA, paragraph 4B); Buyer is pre-approved with _____.

E. BALANCE OF PURCHASE PRICE (not including costs of obtaining loans and other closing costs) in the amount of _____ \$ _____ to be deposited with Escrow Holder within sufficient time to close escrow.

F. PURCHASE PRICE (TOTAL): _____ \$ _____

G. LOAN APPLICATIONS: Within 7 (or _____) Days After Acceptance, Buyer shall provide Seller a letter from lender or mortgage loan broker stating that, based on a review of Buyer's written application and credit report, Buyer is prequalified or pre-approved for the NEW loan specified in 2C above.

H. VERIFICATION OF DOWN PAYMENT AND CLOSING COSTS: Buyer (or Buyer's lender or loan broker pursuant to 2G) shall, within 7 (or _____) Days After Acceptance, provide Seller written verification of Buyer's down payment and closing costs.

I. LOAN CONTINGENCY REMOVAL: (a) Within 17 (or _____) Days After Acceptance, Buyer shall, as specified in paragraph 14B, remove the loan contingency or cancel the Agreement. OR (b) if checked the loan contingency shall remain in effect until the designated loans are funded.

J. APPRAISAL CONTINGENCY AND REMOVAL: This Agreement is (OR, if checked, is NOT) contingent upon the Property appraising at no less than the specified purchase price. If there is a loan contingency, at the time the loan contingency is removed (or, if checked, within 17 (or _____) Days After Acceptance), Buyer shall, as specified in paragraph 14B, remove the appraisal contingency or cancel this Agreement. If there is no loan contingency, Buyer shall, as specified in paragraph 14B(3), remove the appraisal contingency within 17 (or _____) Days After Acceptance.

K. NO LOAN CONTINGENCY (If checked): Obtaining any loan in paragraphs 2C(a) or (b) here is NOT a contingency of this Agreement. If Buyer does not obtain the loan and as a result Buyer does not purchase the Property, Buyer may be entitled to Buyer's deposit or other legal remedies.

L. ALL CASH OFFER (If checked): No loan is needed to purchase the Property. Buyer shall, within 7 (or _____) Days After Acceptance, provide Seller written verification of sufficient funds to close this transaction.

3. CLOSING AND OCCUPANCY:
 A. Buyer intends (or does not intend) to occupy the Property as Buyer's primary residence.
 B. Seller-occupied or vacant property: Occupancy shall be delivered to Buyer at _____ AM/PM, _____ on the date of Close Of Escrow. on _____ (or no later than _____) Days After Close Of Escrow. C.A.R. Form PAA, paragraph 2. If transfer of title and occupancy occur at the same time, Buyer and Seller are advised to (i) enter into a written occupancy agreement, and (ii) consult with their insurance counsel and adjusters. Buyer's Initials: _____ Seller's Initials: _____

Accepted by _____ Date _____

CA REVISÉD 1/06 PAGE 1 OF 4 CALIFORNIA RESIDENTIAL PURCHASE AGREEMENT (C.A.R. FORM RPA CA) PAGE 1 OF 4
 Agent: Michael Mendenthal Phone: (408) 534-2109 Fax: (856) 870-0817 Prepared using WINForms® software
 Broker: Michael Mendenthal 115 Digital Drive Morgan Hill, CA 95037

- ◆ CAR or PRDS contracts
- ◆ Most recent revision date
- ◆ Broker review
- ◆ Inspection contingency
- ◆ Financing contingency

Offer Process



Identify the property



You & your Realtor
decide what to offer



Your Realtor will
present offer

Sellers will respond, accepting,
rejecting or countering your
offer



You can accept, reject or
counter the sellers response

Finding the Right Real Estate Agent



Questions to ask:

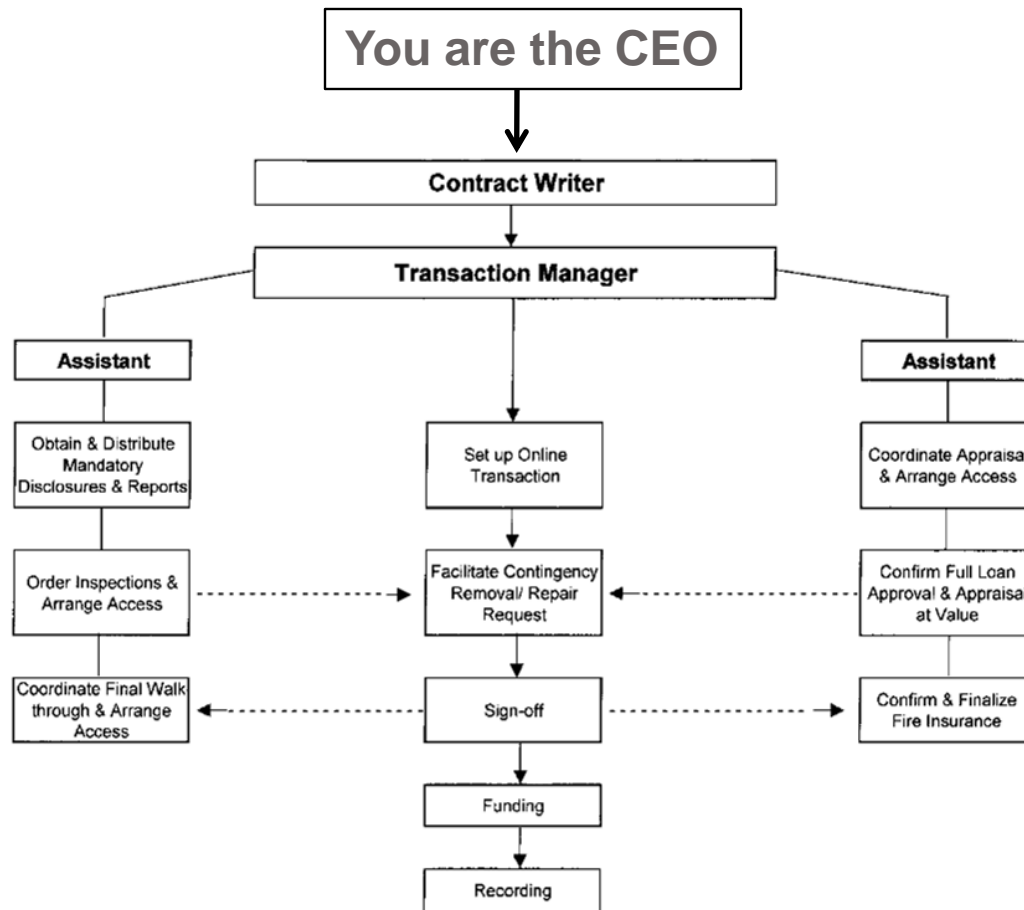
- ◆ Years of experience
- ◆ Number of transactions in previous year
- ◆ Buyer/seller representations in previous year
- ◆ First time home buyer knowledge

During your meeting:

- ◆ Establish goals
- ◆ Determine strategy
- ◆ Develop timeline



Know Your Team



Now the work begins

Escrow Task List



Description	Role	Deadline	Completed
A. Transaction Tasks			
<input type="checkbox"/> * ① Prepare Estimate Closing Statement using Good Faith Estimate	Transaction Manager	Related to another Task's Deadline	
<input type="checkbox"/> * Distribute Comps run during offer process to Appraiser	Office Administrator	Related to another Task's Completion	
<input type="checkbox"/> * Good Faith Estimate Received from Lender	Office Administrator	Related to another Task's Completion	
<input type="checkbox"/> * ① Suspend Buyer's Listing Alert Search	Selling Agent	0 days before start	
<input type="checkbox"/> * ① Update Data Base/Change Intersend Campaign	Contract Coordinator	0 days before start	
<input type="checkbox"/> * ① Email Purchase Agreement to JVP for review (if not JVP's file)	Office Administrator	1 days after start	
<input type="checkbox"/> * ① Obtain Buyer's initials/signature on original purchase agreement/collect EMD	Contract Coordinator	1 days after start	
<input type="checkbox"/> * ① Notify Title Company of Sale	Contract Coordinator	1 days after start	
<input type="checkbox"/> * ① Order Inspections not provided by Seller	Contract Coordinator	1 days after start	
<input type="checkbox"/> * ① Email Realty Assist Invitations to buyer, listing agent, and escrow	Transaction Manager	1 days after start	
<input type="checkbox"/> * ① Add to inventory	Transaction Manager	1 days after start	
<input type="checkbox"/> * Add Terms Section	Office Administrator	2 days after start	
<input type="checkbox"/> * Add/Adjust Vendors in Summary Page	Office Administrator	2 days after start	
<input type="checkbox"/> * ① Fax Purchase Agreement to Lender	Office Administrator	2 days after start	
<input type="checkbox"/> * ① Deliver EMD to Title	Contract Coordinator	Related to another Task's Deadline	
<input type="checkbox"/> * Call Buyer to congratulate and confirm they received email invitation to RA - Ask for Referrals	Selling Agent	Related to another Task's Deadline	
<input type="checkbox"/> * Request Good Faith Estimate from Lender	Office Administrator	3 days after start	
<input type="checkbox"/> * ① Order Home Warranty	Contract Coordinator	3 days after start	
<input type="checkbox"/> * Send TDS comments to Sandy	Selling Agent	3 days after start	
<input type="checkbox"/> * Confirm Appraisal has been ordered/get appraiser contact information	Office Administrator	3 days after start	
<input type="checkbox"/> * Obtain Property Access Information from Agent	Marketing Coordinator	Related to another Task's Deadline	
<input type="checkbox"/> * Receive EMD Confirmation from Title	Office Administrator	Related to another Task's Deadline	
<input type="checkbox"/> * Obtain Picture of Property and Upload into Realty Assist	Office Administrator	5 days after start	
<input type="checkbox"/> * Property Inspection to Take Place	Transaction Manager	7 days after start	
<input type="checkbox"/> * Confirm contractual repairs are in progress	Office Administrator	7 days after start	
<input type="checkbox"/> * ① Confirm Loan Status: Appraisal In & Submission to Underwriting - ask for list of conditions	Office Administrator	7 days after start	
<input type="checkbox"/> * Terminate Inspection to Take Place	Transaction Manager	7 days after start	
<input type="checkbox"/> * Audit Document Section of RA/Eliminate N/A Reports	Office Administrator	Related to another Task's Deadline	
<input type="checkbox"/> * Coordinate Contractual Repairs - Make sure buyer has information for materials choice if applicable	Office Administrator	Related to another Task's Deadline	
<input type="checkbox"/> * ① Check with lender for Loan Documents status	Office Administrator	11 days before close	
<input type="checkbox"/> * Confirm Insurance Requirements and obtain buyer's insurance agent contact information	Office Administrator	Related to another Task's Deadline	



<input type="checkbox"/>	x	🕒	Confirm Buyer's loan document delivery date	Office Administrator	9 days before close
<input type="checkbox"/>	x	🕒	Email Title regarding sign off procedures/order Buyer loan documents and attach TERMS section	Office Administrator	Related to another Task's Deadline
<input type="checkbox"/>	x	🕒	Review Estimated Closing Statement	Transaction Manager	Related to another Task's Deadline
<input type="checkbox"/>	x	🕒	Schedule Buyer sign off	Office Administrator	Related to another Task's Deadline
<input type="checkbox"/>	x	🕒	Buyer sign off	Transaction Manager	Related to another Task's Deadline
<input type="checkbox"/>	x		Check in with Buyer regarding sign off/task for referrals	Selling Agent	Related to another Task's Deadline
<input type="checkbox"/>	x	🕒	Submit Commission Demand	Transaction Manager	Related to another Task's Deadline
<input type="checkbox"/>	x	🕒	Schedule final walk through	Transaction Manager	Related to another Task's Deadline
<input type="checkbox"/>	x	🕒	Return Buyer documents	Transaction Manager	Related to another Task's Deadline
<input type="checkbox"/>	x	🕒	Confirm Seller's sign off completed	Office Administrator	6 days before close
<input type="checkbox"/>	x	🕒	Confirm date for access of final walk through	Office Administrator	Related to another Task's Deadline
<input type="checkbox"/>	x	🕒	Confirm funding status	Office Administrator	1 days before close
<input type="checkbox"/>	x	🕒	Arrange Key Delivery	Office Administrator	1 days before close
<input type="checkbox"/>	x	🕒	Confirm Recording Released	Transaction Manager	0 days before close
<input type="checkbox"/>	x		Archive Buyer File in Realty Assist	Coordinator	0 days before close
<input type="checkbox"/>	x	🕒	Remove from Inventory	Transaction Manager	1 days after close
<input type="checkbox"/>	x	🕒	Schedule Selling Agent's conference call with Buyer to Delete/Adjust Listing Alert Search	Selling Agent	Related to another Task's Deadline
<input type="checkbox"/>	x		Call Client to Congratulate on Closing - Ask for Referrals	Selling Agent	2 days after close
B. Contingency Removal Tasks					
<input type="checkbox"/>	x	🕒	Obtain all existing reports from Listing Agent (NHD, Prelim)	Office Administrator	2 days after start
<input type="checkbox"/>	x	🕒	Buyer to provide verification of downpayment & closing costs (2h)	Office Administrator	7 days after start
<input type="checkbox"/>	x	🕒	Obtain all Ordered Reports	Office Administrator	Related to another Task's Deadline
<input type="checkbox"/>	x	🕒	Review Contingency Removal/Repair Request with Agent	Transaction Manager	Related to another Task's Deadline
<input type="checkbox"/>	x	🕒	Contingency Removal conf. call	Selling Agent	Related to another Task's Deadline
<input type="checkbox"/>	x		Buyer to remove Inspection Contingency	Transaction Manager	10 days after start
<input type="checkbox"/>	x		Follow up on seller's response to repair request	Office Administrator	Related to another Task's Deadline
<input type="checkbox"/>	x		Buyer to remove financing contingency	Transaction Manager	12 days after start
<input type="checkbox"/>	x	🕒	Increased Deposit Due (2b)	Office Administrator	12 days after start
<input type="checkbox"/>	x	🕒	Confirm all signatures on Contingency Removals	Transaction Manager	Related to another Task's Deadline
C. Disclosure Tasks					
<input type="checkbox"/>	x	🕒	TDS Received from Listing Agent	Office Administrator	3 days after start
<input type="checkbox"/>	x	🕒	Water Heater Disclosure received from LA	Office Administrator	3 days after start
<input type="checkbox"/>	x	🕒	Agent to email or voicemail TDS comments to Sandy	Office Administrator	3 days after start
<input type="checkbox"/>	x	🕒	Lead Based Paint Disclosure Received from LA	Office Administrator	3 days after start
<input type="checkbox"/>	x	🕒	Smoke Detector Disclosure received from LA	Office Administrator	3 days after start
<input type="checkbox"/>	x	🕒	HOA Documents received from LA and reviewed	Office Administrator	3 days after start
<input type="checkbox"/>	x	🕒	Call buyer to arrange disclosure delivery	Office Administrator	Related to another Task's Deadline



- * TDS Agent Comments added
- * Water Heater Disclosure sent to Buyer
- * Lead Based Paint Disclosure sent to Buyer
- * HOA Documents sent to Buyer and Lender
- * Smoke Detector Disclosure sent to Buyer
- * TDS Delivered to Buyer
- * Obtain Fully executed Purchase Agreement
- * TDS Returned signed by Buyer
- * Smoke Detector Disclosure returned from Buyer
- * Lead Based Paint Disclosure received back from Buyer
- * Water Heater Disclosure returned from Buyer
- * Water Heater Disclosure sent back to LA
- * Smoke Detector Disclosure sent back to LA
- * Lead Based Paint Disclosure sent back to LA
- * Fully executed TDS returned to Listing Agent
- * File Review/verify all documents complete
- * Verify All Clearances In/All Repairs Completed/Final Audit
- * Walk Thru Completed/Form received

D. Post Closing Tasks

- * Update Gift Log
- * Order Closing Gift
- * Send cooperating Agent's client thank you card
- * Give ESP Check and a copy of HUD-1 Statement
- * Update Data Base
- * Change Intersend Campaign
- * Send our Client "New Home" Card
- * HUD-1 for Jan. 6 mailing
- * Obtain Buyer's new phone number
- * CD Audit - If seller is not local, delete seller cd burn from RA
- * Burn CD for cooperating agent's client
- * Burn Closing CD for our client

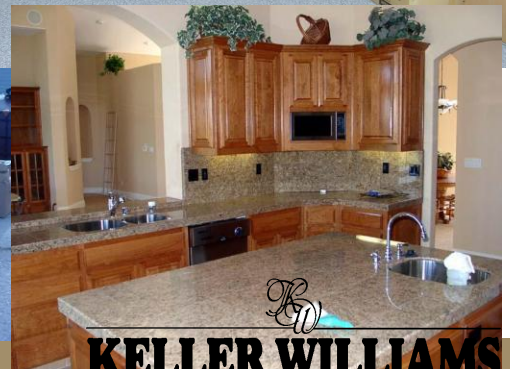
E. Escrow Fallen Through Tasks

- * Update Database
- * Obtain all signatures on Release
- * Remove from Inventory
- * Confirm all inspections are paid
- * Coordinate return of buyer's deposit with Title

- Office Related to another Task's
- Administrator Deadline
- Office Related to another Task's
- Administrator Deadline
- Office Related to another Task's
- Administrator Deadline
- Office Related to another Task's
- Administrator Deadline
- Office Related to another Task's
- Administrator Deadline
- Office Related to another Task's
- Administrator Deadline
- Office 7 days after start
- Administrator
- Office Related to another Task's
- Administrator Deadline
- Office Related to another Task's
- Administrator Deadline
- Office Related to another Task's
- Administrator Deadline
- Office Related to another Task's
- Administrator Deadline
- Office Related to another Task's
- Administrator Deadline
- Office Related to another Task's
- Administrator Deadline
- Office 7 days before close
- Administrator
- Transaction Manager 4 days before close
- Office
- Administrator 2 days before close
- Office Related to another Task's
- Administrator Deadline
- Office Related to another Task's
- Administrator Completion
- Office 2 days before close
- Administrator
- Transaction Manager 1 days after close
- Office 1 days after close
- Administrator 1 days after close
- Office 1 days after close
- Administrator 2 days after close
- Office 2 days after close
- Administrator 2 days after close
- Office 5 days after close
- Administrator 8 days after close
- Marketing Related to another Task's
- Coordinator Deadline
- Marketing Related to another Task's
- Coordinator Deadline
- Listing Agent Related to another Task's
- Assistant Deadline
- Transaction Manager Related to another Task's
- Coordinator Deadline
- Transaction Manager Related to another Task's
- Coordinator Deadline
- Transaction Manager
- Transaction Manager
- Transaction Related to another Task's



Moving Day



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MLS Market Snapshot

Get This Week's Local Market Conditions:

First Name:

Last Name:

Email:

Phone: (optional)

I am:

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School Information

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