

# Buyer's Package

Steps to Making your Buying Process Easier!



# Debbie Maue

gri, cips, abr

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During her 31+ years in Chicago real estate, Debbie has honed her expertise to achieve the maximum results for her clients at every transaction and to make their experience effortless. Her keen insight into the industry offers clients in-depth knowledge on community information, school district performance and changing trends in the housing market. Her experience reaches beyond the Chicagoland area as well. With a real estate license for the state of Montana and key contacts in all the premier sea, ski and sun destinations around the world, Debbie can help you find your perfect place, wherever it may be. She has served as the National Association of Realtor's President's Liaison to Costa Rica, held the Chicago President position of the International Real Estate Federation, and was a past Chair of the Chicago Association of Realtor's International Council.

Debbie's experience and dedication to her clients have also resulted in her being awarded as a Chicago Association of Realtors Top Producer and a Top Producer at Jameson Sotheby's International Realty. Her dedication to personal fitness also gives her the focus and strength to power through challenges in the real estate business. She has competed in many triathlons and is a 4-time Ironman finisher. She is also very connected to her community and gives back through Big Brothers Big Sisters of Chicago. She also acts as President for Realtors to the Rescue, an organization that supports Chicago pet shelters and rescue centers.

With her business based 100% on referrals from existing clients, Debbie continues to build her strong reputation in the Chicago market. She currently splits her time between Chicago and NW Montana.





# Partners for Life

Throughout the year I take the time to celebrate you. Don't be surprised if you find cards in the mail to celebrate anniversaries or invitations to one of our holiday parties. Even after a sale is complete I try to stay in touch and continue to help in any way that I can. I have established relationships with companies all around Chicago to help with any household needs and connections with Agents around the world if you plan to relocate.



*Happy Halloween!*



DOGGY PADDLE  
 1430 WEST WILLOW STREET CHICAGO, IL 60643

## YAPPY HOUR

APRIL 28TH

Please join me, Mia and Gody at Doggy Paddle for a night of networking and fun swimming for your dog!

Beer, wine, light appetizers, & dog treats will be provided.

Maue invites you to

## YAPPY HOUR

April 28th, 4:00 - 7:00pm

SWIPE FOR ADDITIONAL DETAILS >>>



**Client Appreciation Party**  
 Come celebrate the holiday season with us while enjoying fine dining, drinks, great conversation and a fun time!  
 December 5:00pm -  
 The Ambassador  
 1301 N. State Pkwy, Chicago, IL  
 Sponsored by Dean Vlamis - Guaranteed Rate, John M. Vidmer - Real Estate Law, Sergio Giangrande - Grant Advisor, Tony Fiorio - Fio Creative, Greg Jarczek - Star  
 Please RSVP to Maue De Sotheby's International Realty



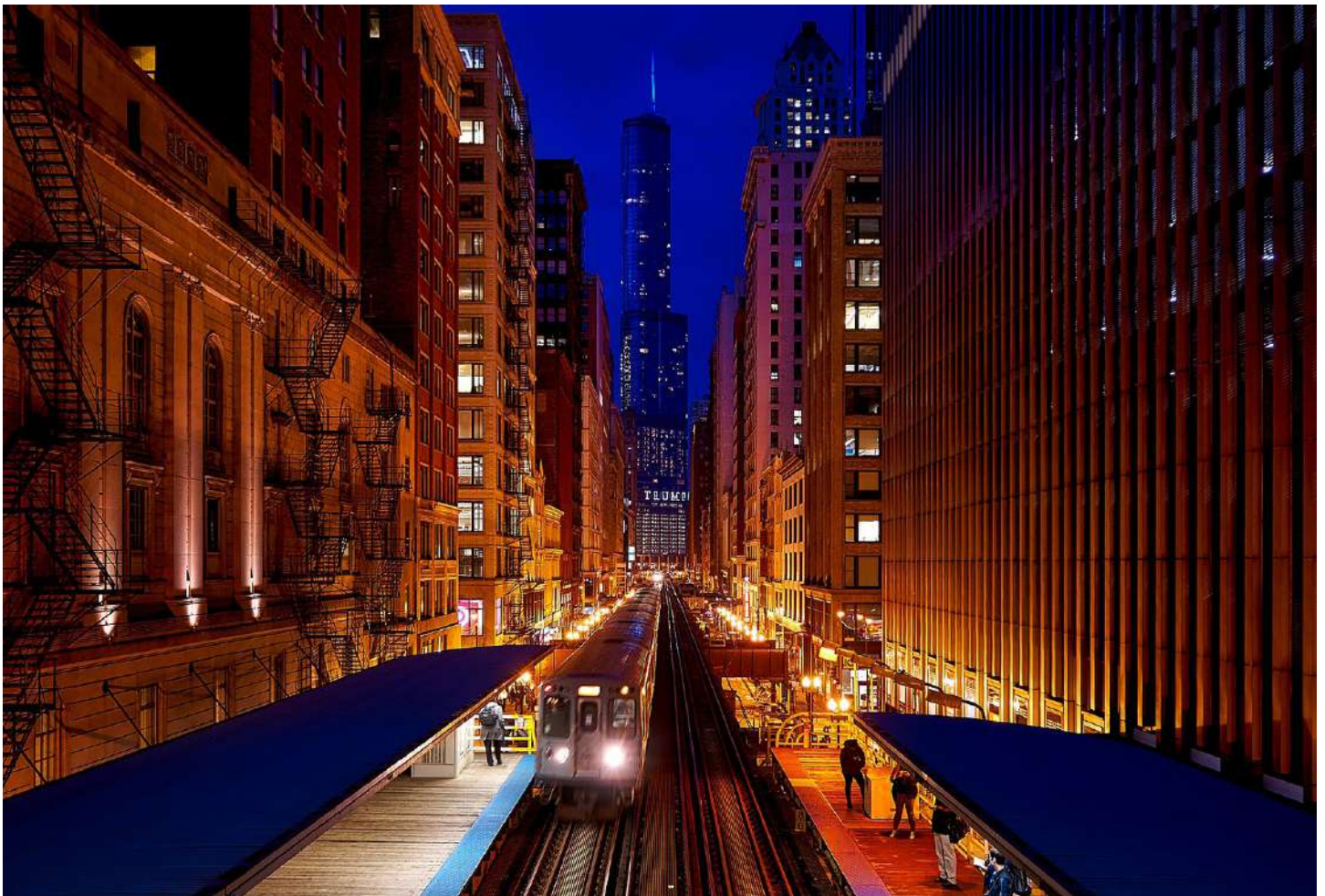


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An aerial photograph of a city skyline, likely Chicago, viewed from across a large body of water. The skyline is composed of numerous skyscrapers and buildings, with the most prominent ones in the center. The water is a deep blue, and the sky is a light blue with some white clouds. The overall scene is bright and clear.

# OUR COMPANY

Leading residential brokerage firm Jameson Sotheby's International Realty is the exclusive Chicagoland affiliate of the *Sotheby's International Realty* global network. As real estate's most celebrated luxury lifestyle brand, we offer unrivaled access to qualified people and distinctive properties around the world.

Our commitment to excellence reflects the Sotheby's experience and the outstanding level of service that has been the global benchmark for three centuries. With access to cutting edge technology, research and marketing, we are able to provide our clients a customized approach to real estate that is unsurpassed in the industry. Armed with the most sophisticated resources and the built-in integrity, exclusivity, and global reach of the *Sotheby's International Realty* brand, we are dedicated to artfully uniting extraordinary properties with extraordinary lives.

# OUR CULTURE

Jameson Sotheby's International Realty is recognized as where the exceptional aspire to be. Many of our agents have grown their business 20-150% in the past year and top agents that have joined us unilaterally say we have a platform and culture that just doesn't exist elsewhere.

# TOP REASONS TO BUY

1. Tax Advantages
2. Pride of Ownership, Control & Predictability
3. Homes have appreciated 4.7% on average annually since 1940
4. Equity/Principal Paydown (forced savings)
5. Bankruptcy Protection

# OWN VS RENT

Compare the advantages and considerations of owning after a 10 year period vs. renting a home.

		RENT	OWN
CURRENT RENT	<b>\$4,000</b>	-	<b>\$775,000</b>
PURCHASE PRICE OF HOME	<b>\$700,000</b>	-	<b>\$505,521</b>
PERCENTAGE OF DOWN PAYMENT	<b>20%</b>	-	<b>\$75,000</b>
LENGTH OF LOAN TERM (YEARS)	<b>30</b>	AVG. MONTHLY PAYMENT OVER TIME	<b>\$4,200</b>
INTEREST RATE	<b>4%</b>	TOTAL PAYMENT	<b>\$230,400</b>
YEARS YOU PLAN TO STAY IN THIS HOME	<b>5</b>	TOTAL SAVINGS	<b>- \$252,000 + \$129,479</b>
YEARLY PROPERTY TAX RATE	<b>2%</b>		
YEARLY HOME VALUE INCREASE RATE	<b>2%</b>		

*Note: These items were not used in the above calculations: private mortgage insurance, homeowner's insurance cost, loan closing cost, cost of selling a home, property tax, homeowner's tax saving, and rent increases. Results are estimates only.*

# *Introduction*

While every financially significant investment poses risks, the 2020 Chicago, IL real estate market offers more opportunities than ever before. Whether you are an experienced real estate investor with a sophisticated and diverse portfolio, or a first-time homebuyer contemplating the purchase of your first home, it's important to educate yourself on the latest economic and real estate market trends, the basics of the home buying process and to understand the unique local market trends impacting your neighborhoods of interest. It's also essential that you select a skilled and experienced real estate advisor to help you navigate the process.

Jameson Sotheby's International Realty provides homebuyers with expert advice, accurate market and property information, prompt access to coveted properties and the highest level of service and discretion. We offer skilled and authoritative assessment of real estate opportunities, as well as exclusive access to some of the best properties on the market.





**THE HOME BUYING PROCESS:  
A BASIC OVERVIEW**

# *The Home Buying Process: A Basic Overview*

Finding and purchasing a home involves the general steps outlined in the following section; however, most homebuyers and real estate investors have unique financial, property and personal requirements that demand advice from a real estate advisor with specialized expertise. These include instances when you wish to purchase a:

- Home that is dependent on the sale of another property
- Vacation home
- Secondary or multiple investment property
- First home



# *The Home Buying Process: A Basic Overview*

## Step 1: Secure Financing

Before starting your home search, it's important to evaluate your financial situation, confirm your budget, familiarize yourself with mortgage options and secure pre-approval from your lender. This will help you conduct your search with confidence and negotiate your desired home successfully.

### ◆ *Establish Your Budget*

As a general guideline, total monthly housing costs for your primary home, including mortgage payments, taxes, maintenance fees, insurance, interest charges and utilities, should not exceed 32% of your gross monthly household income.

Many financial advisors also suggest that total monthly debt, including mortgage payments, credit card and car payments, should not exceed 40% of your gross monthly income.

Those purchasing a real estate investment property should consult their real estate and financial advisor to understand tax and financial implications of their purchase.

### ◆ *Confirm Down Payment*

If your down payment amount is less than 20 % of the total purchase price, you will need to purchase mortgage loan insurance that guarantees the debt against default. In most cases this will be added to the mortgage loan.

### ◆ *Check Your Credit Rating*

Your credit report plays an important role in your mortgage approval process and in determining the interest rate and other loan terms that a lender offers you. Before meeting with a potential lender, you may wish to confirm your credit rating so you have time to resolve any issues. Contact Transunion.com, Experian.com or Equifax.com for more information.

### ◆ *Understand Mortgage Basics*

#### INTEREST RATES

Mortgage interest rates are fixed, variable or adjustable.

- Fixed: A fixed mortgage interest rate is a locked-in rate that will not change for the term of the mortgage.
- Variable: A variable rate fluctuates pending market conditions while the mortgage payment itself remains unchanged.
- Adjustable Mortgage Interest Rate: With an adjustable rate, both the interest rate and the mortgage payment change based on market conditions.

# *The Home Buying Process: A Basic Overview*

## *◆ Understand Mortgage Basics continued*

Work with your lender to optimize your mortgage payment schedule for your unique situation. Many primary homeowners aim to pay off their mortgages as quickly as possible, which can be achieved with more frequent installments. Your mortgage may also be structured to allow an increase in payments as cash flow permits, and you may be able to make lump sum payments each year to be applied directly to the principal.

If you are purchasing real estate solely for investment purposes, other considerations such as tax implications come into play. Consult your mortgage and financial advisor for assistance.

## *◆ Get Written Pre-Approval*

In markets where there is high demand and a low volume of the type of home you wish to purchase, written pre-approval is essential and will give you the competitive edge in securing your desired home. For example, in a scenario where a seller receives two similar offers, one accompanied by a letter that confirms financing pre-approval, and another other without supporting documents, the former offer is frequently considered first.

# *The Home Buying Process: A Basic Overview*

## Step 2: Define Your Goals, Needs and Budget

Prior to meeting with your real estate advisor, it's important to clarify your budget, personal property preferences, and any anticipated life stage and lifestyle requirements that may impact the purchase of your home.

As a starting point for your consultation, complete the worksheet and review with your Jameson Sotheby's International Realty associate.

### BUDGET RANGE

Target Budget \_\_\_\_\_

Maximum Budget \_\_\_\_\_

### PREFERRED PROPERTY TYPE

Condo/Apartment

Townhouse

Single-Family Home

Multiplex

Vacation Home

Other \_\_\_\_\_

### PRIMARY PROPERTY USAGE

Primary Family Home

Vacation/Secondary Property

Investment/Revenue Property

Other \_\_\_\_\_

### PROPERTY FEATURES

Need

Want

How many bedrooms do you need?

\_\_\_\_\_

\_\_\_\_\_

How many bathrooms do you need?

\_\_\_\_\_

\_\_\_\_\_

Do you need space for a home office?

\_\_\_\_\_

\_\_\_\_\_

What kind of parking facilities do you need? For how many cars?

\_\_\_\_\_

\_\_\_\_\_

Do you require air conditioning?

\_\_\_\_\_

\_\_\_\_\_

Do you require storage or hobby space?

\_\_\_\_\_

\_\_\_\_\_

Do you require garden/outdoor space?

\_\_\_\_\_

\_\_\_\_\_

Is a fireplace high on your list?

\_\_\_\_\_

\_\_\_\_\_

# *The Home Buying Process: A Basic Overview*

## Step 3: Select Your REALTOR®

A REALTOR® represents your interests when purchasing a home, one of the most significant financial investments you can make. For this reason, it's essential to select an advisor with in-depth knowledge of your local real estate market and specialized experience in the property types you are interested in.

### *We offer our clients:*

#### ◆ *Local Expertise*

Our associates offer in-depth knowledge of your local real estate market, from advice on the homes and developments with the best potential return-on-investment, to insight into the properties and neighborhoods that best match your life stage and lifestyle.

#### ◆ *Exclusive Access*

In some areas, many homes are sold within hours and days of being listed on MLS. Other properties are marketed exclusively and privately within the Sotheby's International Realty network without ever being made available to the public. Our connection to over 20,000 associates worldwide gives you direct and priority access to real estate opportunities that would otherwise be difficult to view.

#### ◆ *Global Connections*

With a network of over 1000 offices in 71 countries, Sotheby's International Realty provides unparalleled access to the global real estate market. We have the experience and contacts to facilitate international real estate transactions and to assist clients who wish to buy Chicago Illinois real estate from abroad.

#### ◆ *Real Estate Specialization*

We assist clients in the purchase of real estate in several real estate categories: single-family homes, condos, townhomes and multiplexes, as well as properties that demand specialized knowledge such as waterfront real estate, luxury real estate, golf properties, ski resort properties, farm and ranch and golf properties.

# The Home Buying Process: A Basic Overview

## ◆ Professional Service and Discretion

We commit to providing you with confidential, knowledgeable and responsive service. We guarantee discretion, monitor and promptly deliver listings that meet your criteria, facilitate viewings and property tours according to your individual needs and schedule, and facilitate the negotiation and purchase of your home professionally.

## ◆ Seamless Sales & Marketing

If buying a home depends on the sale of your current one, we make the process efficient and seamless. Our real estate marketing program reaches the most targeted and qualified buyers through exclusive international, national and local publications, as well as online marketing that generates over 1 billion annual media impressions.

### Local Market Update – January 2020

A Research Tool Provided by the Chicago Association of REALTORS®  
RESIDENTIAL ACTIVITY ONLY | Data current as of February 14, 2020



## Lincoln Park

**+ 11.8%**      **+ 44.4%**      **+ 1.2%**

Change in **New Listings** All Properties      Change in **Closed Sales** All Properties      Change in **Inventory of Homes** All Properties

### Detached Single-Family

	January			Year to Date		
	1-2019	1-2020	+ / -	1-2019	1-2020	+ / -
New Listings	53	40	-24.5%	53	40	-24.5%
Closed Sales	5	9	+80.0%	5	9	+80.0%
Median Sales Price*	\$1,550,000	<b>\$1,125,000</b>	-27.4%	\$1,550,000	<b>\$1,125,000</b>	-27.4%
Percent of Original List Price Received*	91.7%	<b>91.1%</b>	-0.7%	91.7%	<b>91.1%</b>	-0.7%
Market Time	182	<b>221</b>	+21.4%	182	<b>221</b>	+21.4%
Inventory of Homes for Sale	95	<b>90</b>	-5.3%	--	--	--

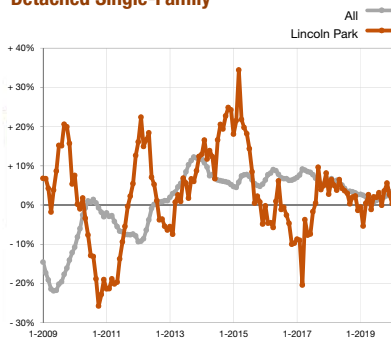
### Attached Single-Family

	January			Year to Date		
	1-2019	1-2020	+ / -	1-2019	1-2020	+ / -
New Listings	202	<b>245</b>	+21.3%	202	<b>245</b>	+21.3%
Closed Sales	40	<b>56</b>	+40.0%	40	<b>56</b>	+40.0%
Median Sales Price*	\$490,000	<b>\$532,500</b>	+8.7%	\$490,000	<b>\$532,500</b>	+8.7%
Percent of Original List Price Received*	95.4%	<b>95.9%</b>	+0.5%	95.4%	<b>95.9%</b>	+0.5%
Market Time	69	<b>124</b>	+79.7%	69	<b>124</b>	+79.7%
Inventory of Homes for Sale	330	<b>340</b>	+3.0%	--	--	--

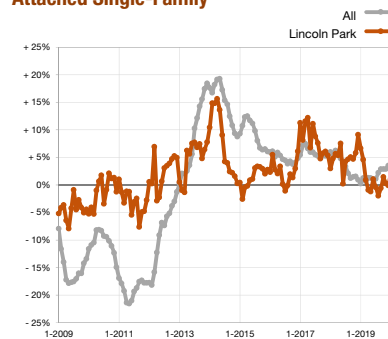
\* Does not account for sale concessions and/or down payment assistance. Note: Activity for one month can sometimes look extreme due to small sample size.

### Change in Median Sales Price from Prior Year (6-Month Average)†

#### Detached Single-Family



#### Attached Single-Family



† Each dot represents the change in median sales price from the prior year using a 6-month weighted average. This means that each of the 6 months used in a dot are proportioned according to their share of sales during that period.

Current as of February 14, 2020. All data from Midwest Real Estate Data. Report © 2020 ShowingTime.

# *The Home Buying Process: A Basic Overview*

## Step 4: Conduct Your Home Search

Once your Jameson Sotheby's International Realty associate has an understanding of your budget and property preferences, you can expect them to provide you with:

### ◆ *Automatic Property Updates*

As soon as a property that meets your desirable home criteria is posted on MLS, your real estate associate will contact you with pertinent information.

### ◆ *Advance Access to Exclusive Properties*

In some neighborhoods, homes are sold within days, or even within hours, of being listed on MLS. Others are marketed and sold within a real estate company's network without ever being made available to the public. In some cases, your REALTOR® may be able to arrange for advance access to properties that are represented within their professional and company network.

### ◆ *Property Tours*

Your real estate agent will schedule walk-throughs of properties matching your preferences and needs. You may also review properties on [glaciersir.com](http://glaciersir.com), then contact your REALTOR to schedule a private tour, should there be one that matches your needs.

### ◆ *Evaluation of Options*

It can be challenging to determine the fair market value of a home and to assess whether it is "good value" for its listed price or for your budget. Variables that impact the value of a home or property include its location, neighborhood, community plan, proximity to amenities, lot attributes, views, property size, interior and structural condition, construction type, age, unique features, and the state of the local real estate market.

Your Jameson Sotheby's International Realty associate will assist you in assessing the pros and cons of the home(s) you are interested in, and provide insight on recent comparable property sales so you have the information you need to place an offer and negotiate effectively.



# *The Home Buying Process: A Basic Overview*

## Step 5: Submit Your Offer

It's important that you sit down with your agent to prepare your offer. Real estate laws vary widely from region to region, and it's essential that you protect your legal interests and account for any specific contractual contingencies that are unique to your area and desired property. Some general considerations include:

### ◆ *Legal and Contractual Obligations*

Making an offer commits you to legal and contractual obligations as soon as the other party has accepted it. Prior to submitting an offer, ensure you are clear on the legal obligations you are undertaking, should the offer be accepted.

### ◆ *Valuation*

Prior to writing your offer, your Jameson Sotheby's International Realty associate can provide you with information on recent area sales, local market information and background on whether there are competitive bids, which will help you determine your initial offer as well as your target price for this specific home.

### ◆ *Offer Details*

The details of an offer typically include: your legal name, the legal address of the property, the price you are offering to pay, inclusions (items in or around the home that you think are included in the sale should be specifically stated in your offer, such as appliances, lighting fixtures or window coverings), amount of your deposit, dates you take legal and physical possession of the home, legal "contingencies" or "conditions" upon which the contract becomes final (such as satisfactory home inspection report or financing approval), and the date the offer expires. Your offer is a legally binding document and should be prepared by your real estate professional.

### ◆ *Professional Inspection*

Your REALTOR® can advise you as to whether a professional inspection should be conducted prior to or after submitting your offer. This will depend on the property age and type, and whether competitive bids are anticipated.

### ◆ *Time Frame*

Ensure that any time frames indicated in your contract are realistic, particularly if your offer is still subject to securing a mortgage loan. You should secure a mortgage loan pre-approval in advance. Increases in market activity as well as increased vigilance by lenders may mean that mortgage approval requires more time. Consult your Jameson Sotheby's International Realty associate and lender for more information.

# *The Home Buying Process: A Basic Overview*

## Step 6: Negotiate Successfully

### ◆ *Preparation*

After submitting an offer, you should be prepared to negotiate, not just on the initial price, but on all key factors impacting the sale of the home including deposit, inclusions, dates for completion and possession, and deadlines for contingency removals. Ensure you know your budget and requirements prior to submitting your offer so you don't commit to additional costs in the heat of the process.

### ◆ *Multiple Offers*

In high-demand, low-inventory areas, you may find yourself bidding against other buyers. Some sellers in high-demand niche markets may also intentionally list their home at a low price hoping to stimulate multiple offers. This doesn't necessarily mean that the price will be bid up significantly over the asking price, but it does mean that due diligence is required on your part and the part of your REALTOR® to ensure the offer you submit is strategic, competitive and reflective of what you are ultimately willing to pay for the property.

Whether you are anticipating competition or not, you should be preapproved for your mortgage prior to your home search and well in advance of writing an offer. In a multiple offer situation, this will impact your ability to negotiate successfully, particularly if others making an offer are already preapproved. It also lets you know the maximum you can afford in what may be a stressful situation.

### ◆ *Potential Responses*

You can expect one of three responses to your offer:

- Accepted as is: the deal is complete and once signed by the seller, the offer becomes a binding legal contract.
- Counter offer: the seller may make changes to your offer, such as adjustments to the price, closing date or conditions. You may accept the counter offer and close the deal by signing the document. Or, you may make another counter offer back to the seller.
- Rejection of the offer: the seller may choose to reject the offer and the sale will not go through.

### ◆ *Offer Acceptance*

Once both parties come to an agreement, negotiations conclude and you move on to the next steps in the buying process. You will have a set period of time in which to satisfy the legal conditions ("contingencies") agreed to in your contract, such as completing a satisfactory home inspection report or securing financing.

# *The Home Buying Process: A Basic Overview*

## Step 7: Close the Deal

The closing or completion day is the day you take legal possession of your new property.

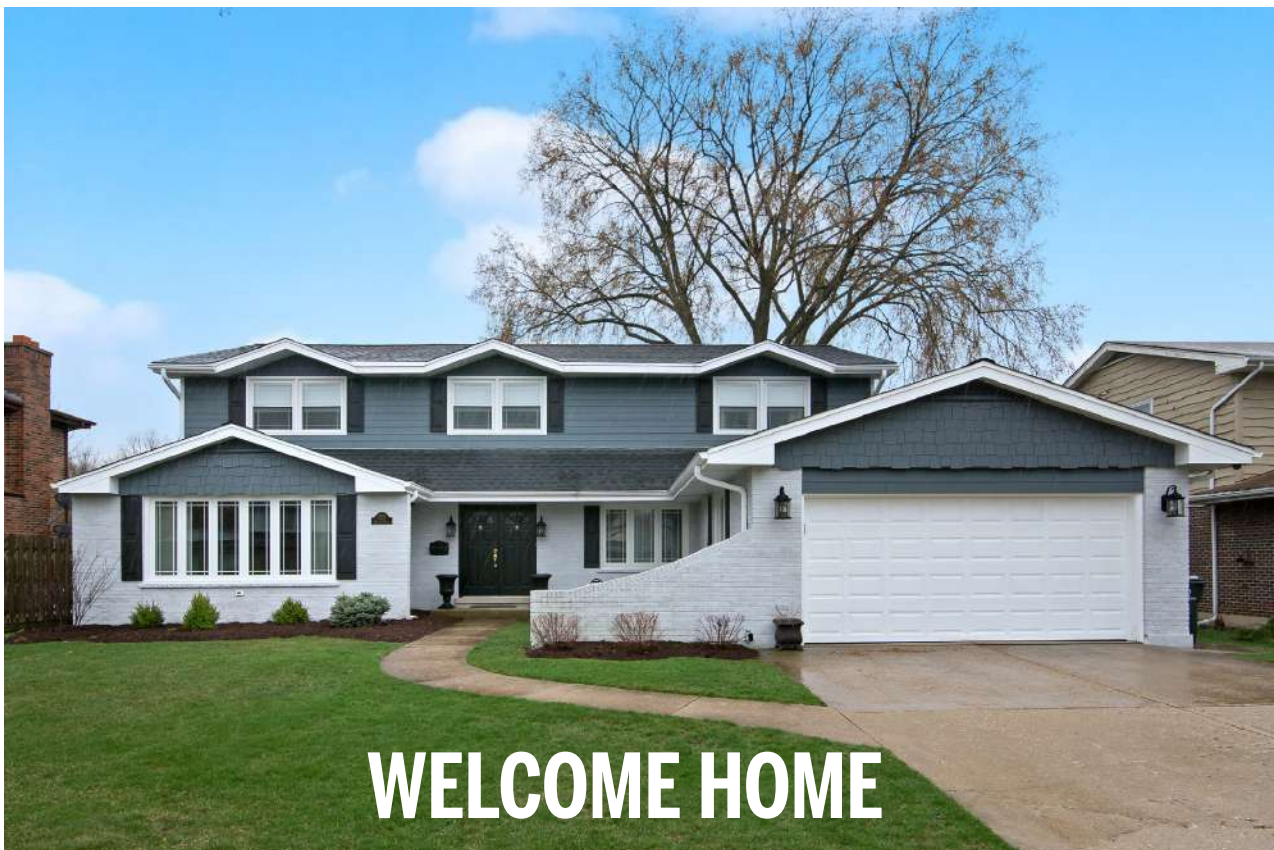
### ◆ *Preparation*

As this day nears, your REALTOR® and lender will monitor the progress of your transaction to ensure there are no last minute issues that need to be dealt with.

### ◆ *Completion (Closing) Day*

On completion day itself, legal property ownership is transferred to your name. The mortgage amount is provided to your title company by your lender and you will receive a Closing Disclosure with costs payable, including: balance owing, legal fees, property transfer taxes and other completion costs. Your title company will pay the seller, complete necessary documents and transfer legal ownership.

On your closing day, your lender provides the mortgage money to your title company, you provide the down payment (minus your deposit) to your title company as well as remaining closing costs. Your title company pays the previous owner, registers the home in your name and provides you the deed to your new home.



# TYPICAL PURCHASE TIMELINE

WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10
1. MEET WITH AGENT, SET UP ONLINE SEARCH, CHOOSE INITIAL AREA AND PROPERTY TYPE									
2. MEET WITH LENDER (PRE-APPROVAL & PRICE RANGE, COSTS)									
3. CHOOSE REAL ESTATE ATTORNEY AND INSPECTOR									
4. BEGIN LOOKING AT PROPERTIES									
5. WRITE CONTRACT, SECURE NECESSARY DOCUMENTS									
6. BEGIN REAL ESTATE ATTORNEY REVIEW AND CONSIDER INSPECTION									
7. INSPECT PROPERTY									
8. FINALIZE ATTORNEY APPROVAL									
8.5 MORTGAGE PROCESS									
9. FINAL WALK THROUGH									
10. CLOSE									

Approximate timeline for guidance.

# TYPICAL CLOSING TIMELINE

WEEKS UNTIL CLOSE					
6	5	4	3	2	1
1. APPLY FOR HOMEOWNER'S INSURANCE					
2. CONSIDER PURCHASING A HOME WARRANTY (TALK TO YOUR AGENT)					
3. SCHEDULE MOVERS (SOME BUILDINGS REQUIRE SCHEDULE AND FEE)					
4. TALK TO YOUR ATTORNEY ABOUT HOW TO HOLD TITLE					
5. HAVE YOUR ATTORNEY SCHEDULE CLOSING TIME					
[see below] 6. ASK YOUR ATTORNEY TO DETERMINE YOUR CLOSING COSTS					
7. SCHEDULE FINAL WALK THROUGH					
[see below] 8. TRANSFER / SET-UP					
9. REVIEW CLOSING DOCUMENTS					
10. CLOSE – KEYS REMOTES / MANUALS					
11. MOVE IN					
12. AFTER CLOSE – WE STAY IN CONTACT TO ADVISE, PROVIDE RESOURCES & KEEP YOU UP-TO-DATE ABOUT THE MARKET					
6.	Transfer Fees, Title Fees, Escrow, Loan Fees, Legal Fees, Insurance, Appraisal, Inspection, Pro-Rations, Deposits, Property Tax, Assessments, Down Payment				
8.	<b>UTILITIES</b>	<b>SERVICES</b>	<b>ADDRESS CHANGE</b>	<b>CITY</b>	<b>COMMUNITY</b>
	Gas, Electric, Water, Phone	Garbage, Cleaning, Lawn, Cable, Alarm	Mail, Subscriptions, Bank, Credit, School	Permits, Fees	School, Library, Health Club

Approximate timeline for guidance.



## *The Process of Buying Property*

- 
- 
- 
- 
- 

responsibilities to you

property you would like to purchase:

Time is of the essence.....The market is very strong.....

We will sit down and go over the contract and the terms we would like to

- All personal property to be included
- 
- 
- Attorney and inspection terms
- Completion of necessary riders (lead paint, property disclosure, etc.)
- Any other negotiable items
- We will review the comps and determine the offering price

When completed, you will sign the contract.

will contact the listing broker that we have an offer.

- I will then meet or discuss over the phone the terms of this offer
- The seller and the listing broker will review the terms of the offer to determine if and what their counter will be
- oker will contact me to negotiate their counter offer We may negotiate back and forth multiple times

Once everyone involved agrees on the terms of the offer:

- The contract is signed by the seller and all parties involved receive a copy.
- Receipt does not take place until we receive a copy, at which time, the “clock starts ticking”.
- Sellers and buyers contact their attorneys.
- Copies of the contract are forwarded to the attorneys for their review as outlined in purchase con
- Copies of the contract are forwarded to the lenders and condo associations, when applicable.
- An inspection may or may not be performed upon your request (as outlined in purchase contract). After which, any mechanical o  
rn shall be negotiated with the seller to be remedied.
- Your lender/mortgage broker should be contacted to proceed with loan application as outlined in purchase agreement. Be sure t  
them with all necessary documents to complete your mortgage appli
- The listing agent coordinates any requirements by condo association, when applicable.
- You will provide, when applicable, to the condo association any additional documents, information, or funds.
- You will meet with the condo association, when applicable.
- The listing agent obtains certificate of insurance for condo, when applicable.
- I will provide your attorney with any additional documents they may request.
- As outlined in purchase agreement, terms of attorney’s approval, property inspection and mortgage requirement are met in a timely matter.
- 48 hours prior to close of escrow you will do a final walk
- Close of escrow takes place and moneys are distributed.

**CONGRATULATIONS ON YOUR NEW HOME!!!!!!**

*Is important that all terms of the purchase agreement are met in a timely and responsible manner or it may constitute a breach of contract.*



## 184 Things REALTORS® Do

Make appointment with seller for  
mail confirmation of listing appointment and

Research sales activity for past 18 months from MLS and publi

Research "Average Days on Market" for this property of this type, price

Download and review property tax roll information  
e "Comparable Market Analysis" (CMA) to establish fair market

Research property's ownership & deed type  
Research property's public record information for lot size &

Research property's land use coding and deed restrictions

Verify legal names of owner(s) in county's public property records  
Prepare listing presentation package with above materials  
Curb Appeal Assessment" of subject property

Compile and assemble formal file on property  
Confirm current public schools and explain impact of schools on

Review listing appointment checklist to ensure all steps and actions

### Listing Appointment Presentation

Give seller an overview of current market conditions and  
Review agent's and company's credentials and accomplishments in the

Present company's profile and position or "niche" in the marketplace  
Present CMA Results To Seller, including Comparables, Solds, Current

ng strategy based on professional judgment and  
interpretation of current market conditions

Discuss Goals With Seller To Market Effectively  
wer and benefits of Multiple Listing Service

Explain market power of web marketing, IDX and REALTOR.  
Explain the work the brokerage and agent do "behind the scenes" and  
agent's availability on weekends

Explain agent's role in taking calls to screen for  
protect seller from curiosity seekers

Present and discuss strategic master mark  
Explain different agency relationships and determine seller's

Review and explain all clauses in Listing Contract & Addendum and  
seller's signature Once Property is Under Listing Agreement

ew current title information  
Measure overall and heated square footage  
Measure interior room sizes  
Confirm lot size via owner's copy of certified survey, if available  
ded property lines, agreements, easements

Review house plans and make copy  
Order plat map for retention in property's listing file  
Prepare showing instructions for buyers' agents and agree on showing

Obtain current mortgage loan(s) information: comp

Verify current loan information with lender(s)  
Check assumability of loan(s) and any special requirements  
Discuss possible buyer financing alternatives and op  
Review current appraisal if available

Home Owner Association manager if applicable  
Verify Home Owner Association Fees with manager  
optional and current annual fee  
Order copy of Homeowner Association bylaws, if appl  
Research electricity availability and supplier's name and

Calculate average utility usage from last 12 months of bills  
Research and verify city sewer/septic tank system  
Water System: Calculate average water fees or rates from last 12

Well Water: Confirm well status, depth and output  
Natural Gas: Research/verify availability and supplier's name and

rent term of service and whether owned or

Verify if seller has transferable Termite Bond

Prepare detailed list of property amenities and assess market impact  
Prepare detailed list of property's "Inclusi

Compile list of completed repairs and maintenance items  
Send "Vacancy Checklist" to seller if property  
Explain benefits of Home Owner Warranty to seller  
Assist sellers with completion and submission of Home Owner

When received, place Home Owner Warranty in property file for

Verify if property has rental units involved. And if so:  
\* Make copies of all leases for retention in listing file

\* Inform tenants of listing and discuss how showings will be handled  
Arrange for installation of yard sig  
Assist seller with completion of Seller's Disclosure form  
"New Listing Checklist" Completed  
Review results of Curb Appeal Assessment with seller and provide  
suggestions to improve salability  
Review results of Interior Décor Assessment and suggest changes

Load listing into transaction management software program

## Entering Property in Multiple Listing S

Prepare MLS Profile Sheet Agents is responsible for "quality control" and accuracy of listing data  
erty data from Profile Sheet into MLS Listing

Proofread MLS database listing for accuracy  
placement in mapping function  
Add property to company's Active Listings list  
Provide seller with signed copies of Listing Agreement and ML  
Profile Sheet Data Form within 48 hours  
Take additional photos for upload into MLS and use in flyers.  
cy of panoramic photography

## Marketing The Listing

Create print and Internet ads with seller's input  
Coordinate showings with owners, tenan  
Realtors®. Return all calls  
Install electronic lock box if authorized by owner. Prog  
upon showing time windows  
Prepare mailing and contact list  
merge letters to contact list

Prepare flyers & feedback faxes  
Review comparable MLS listings regularly to ensure property  
competitive in price, terms, conditions and availability  
Prepare property marketing brochure for seller's review  
Arrange for printing or copying of supply of marketing

Place marketing brochures in all company agent mail boxes  
ting to company and agent Internet site, if applicable  
Mail Out "Just Listed" notice to all neighborhood residents  
Advise Network Referral  
Provide marketing data to buyers coming through international

g data to buyers coming from referral network  
Provide "Special Feature" cards for marketing, if applicable  
Submit ads to company's participating Internet real estate sites  
Price changes conveyed promptly to all Internet groups  
Reprint/supply brochures prom  
Loan information reviewed and updated in MLS as required  
mails/faxes sent to buyers' agents after showings  
w weekly Market Study  
Discuss feedback from showing agents with seller to determine  
Place regular weekly update calls to seller to discuss marketing  
Promptly enter price changes in MLS listing database

Receive and review all Offer to Purchase contracts submitted by

Evaluate offer(s) and prepare a "net sheet" on each for the  
owner for comparison purposes  
Counsel seller on offers. Explain merits and weakness of eac  
component of each offer  
Contact buyers' agents to review buyer's qualifications and

ax/deliver Seller's Disclosure to buyer's agent or buyer upon  
request and prior to offer if possible

qualified by calling Loan Officer  
qualification letter on buyer from Loan Officer  
Negotiate all offers on seller's behalf, setting time limit for loan  
approval and closing date  
Prepare and convey any counteroffers, acceptance or  
amendments to buyer's agent  
t and all addendums to closing attorney or

When Offer to Purchase Contract is accepted  
seller, deliver to buyer's agent

Record and promptly deposit buyer's earnest money in escrow

Deliver copies of fully signed Offer to Purchase contract to

/deliver copies of Offer to Purchase contract to Selling

Fax copies of Offer to Purchase contract to lender  
Provide copies of signed Offer to Purchas

Advise seller in handling additional offers to purchase

Change status in MLS to "Sale Pending"  
Update transaction management program show "Sale Pending"  
Review buyer's credit report results Advise seller of worst and

Provide credit report information to seller if prope

Assist buyer with obtaining financing, if applicable and follow

Coordinate with lender on Discount Points being

Deliver unrecorded property information to buyer  
inspection, if applicable

Receive and review septic system report and assess any  
possible impact on sale

Deliver copy of septic system inspection report lender & buy  
Deliver Well Flow Test Report copies to lender & buyer and

termite inspection ordered  
Verify mold inspection ordered, if required

## Tracking the Loan Process

Confirm Verifications Of Deposit & Buyer's Employment Have

Follow Loan Processing Through To The Underwriter  
Add lender and other vendors to your management program so agents, buyer and seller can track progress of sale  
Contact lender weekly to ensure processing is on track  
Relay final approval of buyer's loan application to seller

Coordinate buyer's professional home inspection with  
Review home inspector's report  
Enter completion into transaction management tracking

Explain seller's responsibilities with respect  
interpret any clauses in the contract  
Ensure seller's compliance with Home Insp

Recommend or assist seller with identifying and negotiating  
with trustworthy contractors to perform any required repairs  
payment and oversee completion of all required  
repairs on seller's behalf, if needed

Provide comparable sales used in market pricing to Appraiser

Enter completion into transaction management program  
assist seller in questioning appraisal report if it seems too low

## Closing Preparations and

Contract Is Signed By All Parties  
Coordinate closing process with buyer's agent and lender  
Update closing forms & files  
Ensure all parties have all forms and information needed to

Select location where closing will be held  
sing date and time and notify all parties  
Assist in solving any title problems (boundary disputes,  
easements, etc) or in obtaining Death Certificates  
's agent in scheduling and conducting buyer's

tax, HOA, utility and other applicable prorations  
Request final closing figures from closing agent (attorney or

Receive & carefully review closing figures to ensure accuracy

Forward verified closing figures to buyer's agent  
request copy of closing documents from closing agent  
Confirm buyer and buyer's agent have received title insurance

Provide "Home Owners Warranty" for avail  
Reviews all closing documents carefully for errors  
Forward closing documents to absentee seller as requested  
Review documents with closing agent (attorney)  
Provide earnest money deposit check from escrow account to

te this closing with seller's next purchase and resolve

rises" closing so that seller receives a net  
proceeds check at closing  
Refer sellers to one of the best agents at their destination, if

to Sold. Enter sale date, price, selling  
broker and agent's ID numbers, etc.  
ing in your management program

## Follow Up After Closing

Answer questions about filing claims with Home Owner  
Warranty company if requested  
Attempt to clarify and resolve any conflicts about repairs if

calls and provide any additional  
information required from office files.





## The Process

### *How Does the Commission Get Distributed?*

#### **How Realtors Are Paid...**

As a consumer in the real estate market, you will benefit from the services of an experienced Realtor throughout the selling or buying process. Therefore, it is important that you understand how real estate agents are paid.

Basically, the seller pays a commission to the listing broker based on a percentage of the selling price. The listing broker then shares this commission first with the broker representing the buyer and then with the listing agent.

Jameson's agents are paid the same regardless of whether a buyer purchases a home listed ally (by Jameson) or with another firm.

As your agent, I represent you and owe a responsibility This applies whether or not I am representing you as a listing agent or as a buyers' agent.

Real estate agents are self employed and receive no salary. We have no paid vacation, company car, or expense accounts. We have ongoing out t expenses similar to those of any business.

### *Commission Distribution Breakdown*

**Seller pays 100% of the commission to the listing broker**

is retained by listing broker

is paid to buyer's broker

Listing agent is paid by listing

Buyers agent is paid by buyer's



## *Buyer's Needs Evaluation*

Name(s): \_\_\_\_\_

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

Phone: (Home) \_\_\_\_\_ (Cells): \_\_\_\_\_

Rent: \_\_\_\_\_

Children(s) Names: \_\_\_\_\_ Ages: \_\_\_\_\_

Why have you decided to move?: \_\_\_\_\_

When would you like to move?: \_\_\_\_\_

How long have you been looking?: \_\_\_\_\_

Do you have any pets: \_\_\_\_\_ If so, what kind(s) and weight? \_\_\_\_\_

Describe your present home?: \_\_\_\_\_

What do you like most about your present home?: \_\_\_\_\_

What do you like least about your present home?: \_\_\_\_\_

Hobbies & special interests: \_\_\_\_\_

Are there any areas, neighborhoods or homes you like?: \_\_\_\_\_

\_\_\_\_\_

What type of home would you like?: \_\_\_\_\_

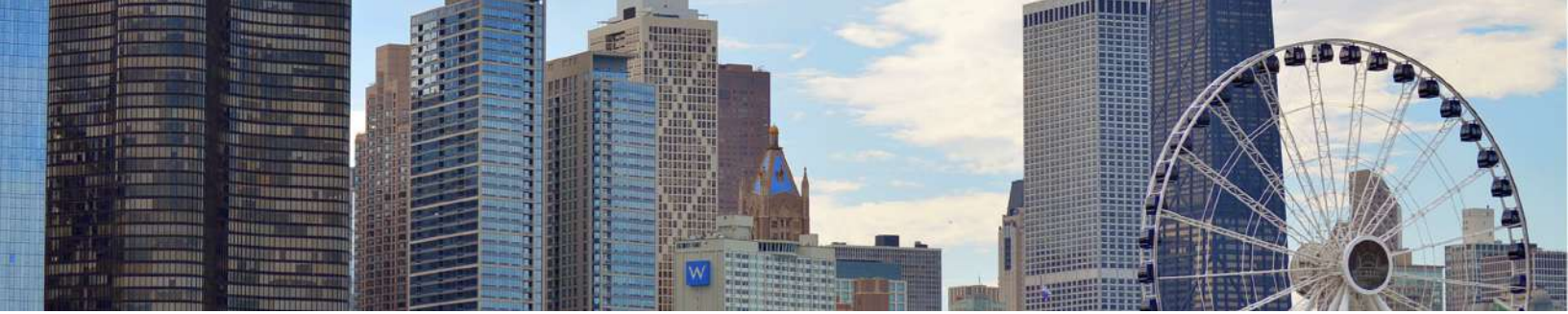
Family Room: \_\_\_\_ Separate Dining Room: \_\_\_\_

School District: \_\_\_\_\_

Transportation needs: \_\_\_\_\_ Any other needs: \_\_\_\_\_

Is your home currently on the market?: \_\_\_\_\_ If so, at what price?: \_\_\_\_\_

Anything which would preclude you from purchasing a home today?: \_\_\_\_\_



## *Buyer's Cost Estimated*

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

\_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

Loan Origination Fee \_\_\_\_\_  
 Annual Fee \_\_\_\_\_  
 Credit Report \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Recording Fees

Recording Fees \_\_\_\_\_  
 Tax Stamps \_\_\_\_\_  
 Fees \_\_\_\_\_  
 \_\_\_\_\_

Interest \_\_\_\_\_  
 Hazard Insurance \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 Taxes \_\_\_\_\_  
 Licenses \_\_\_\_\_  
 Fees \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Additional Settlement

Pest Inspections \_\_\_\_\_  
 Home Warranty \_\_\_\_\_  
 Home Inspection Fee \_\_\_\_\_  
 Other Fees \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Settlement Charges \_\_\_\_\_  
 Down Payment \_\_\_\_\_  
**Total Estimate of Buyers Costs**

### Title and Closing Charges

Title Insurance \_\_\_\_\_  
 Title Fees \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 Notary Fee \_\_\_\_\_  
 Other Fees \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amount Financed \$ \_\_\_\_\_  
 Interest Rate \_\_\_\_\_ %  
 Term \_\_\_\_\_

Interest \_\_\_\_\_  
 Mortgage Insurance Premium \_\_\_\_\_  
 Taxes & Insurance \_\_\_\_\_  
 Owners Assoc. Fee (if any) \_\_\_\_\_  
 Payment \_\_\_\_\_

NOTE: Lenders and other related services will vary in their charges; therefore, these figures are not and cannot be



## *Mortgage Loan Checklist*

In order to expedite the mortgage loan process, please be sure that you bring everything you need to make your appointment as smooth and efficient as possible.

Sales Contract (On the purchase of your new home)  
of Sales Contract and certified copy of Closing Statement (On the sale of your present home)  
Copy of driver license and Social Security Card (FHA only)

### **Residence History**

- Past 24 months of residence with complete addresses
- Length of time you lived at each residence
- Name of landlord and their address (if currently renting) Employment History

### **Employment History**

- Employers for the past two years with complete addresses Dates of employment for each place
- Most recent two years of W
- cent two years of tax returns (with all schedules and signed in blue ink)
- date profit and loss statement and current balance sheet (if self
- If there have been any gaps in your employment, be prepared to explain

- Creditors' names and addresses Account numbers
- Current total balances you owe
- Monthly installments, payments and how many months are left to pay

- Name and address of each financial institution
- Three months of bank statements for all accounts
- All account numbers
- All current balances and values

### **Current Real Estate**

- Property addresses
- Estimated market values
- Outstanding loan balances
- Amount of monthly payment
- Amount of monthly rental income, if applicable

### **Personal Property**

- Net cash value of your life insurance
- Year, make and value of your automobiles
- Value of your furniture and other personal property
- 

### **pplicable, the following**

- 
- Certificate of eligibility & DD214 (VA Only)
- Check for appraisal and credit report fees



## *Information Needed at Loan Application*

- Picture ID with proof of Social Security
- Residence Addresses
  - Addresses years. Gross
  - 
  - Addresses, statements.
  - Addresses, Payments
  - Payments
- Addresses of other real estate
- information
- Estimated
- Certificate
- 
- W2's (2 years) and current check stub.
- applicable.



*Qualification Worksheet*

Date: \_\_\_\_\_ Requesting Agent: \_\_\_\_\_

Borrower #1: \_\_\_\_\_ Social Security #: \_\_\_\_\_

\_\_\_\_\_ rity #: \_\_\_\_\_

Address: \_\_\_\_\_ ty: \_\_\_\_\_

**Gross Monthly Income**

\_\_\_\_\_

2: \_\_\_\_\_ Credit Cards: \_\_\_\_\_

Other: \_\_\_\_\_ Alimony: \_\_\_\_\_

TOTAL INCOME: \_\_\_\_\_ Child Support: \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL DEBT: \_\_\_\_\_

ount: \_\_\_\_\_ Source: \_\_\_\_\_

Bankruptcy: \_\_\_\_\_ dgements: \_\_\_\_\_

Price: _____
ayment: _____
ount: _____

gram: \_\_\_\_\_ LTV: \_\_\_\_\_

st Rate: \_\_\_\_\_ P&I: \_\_\_\_\_

Margin: \_\_\_\_\_ Index: \_\_\_\_\_ Insurance: \_\_\_\_\_

Caps: \_\_\_\_\_ PITI: \_\_\_\_\_

: \_\_\_\_\_ otal Dept Ratio: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

's Association: \_\_\_\_\_ Dues: \_\_\_\_\_



## *Important Phone Numbers*

<b>Electric</b>	<b>ComEd</b>	<b>800.334.7661</b>
	<b>People's Energy</b>	<b>312.240.7000</b>
<b>Phone</b>	<b>Ameritech</b>	<b>800.244.4444</b>
		<b>800.362.9689</b>
	<b>Comcast</b>	<b>800.266.2278</b>
		<b>800.746.4726</b>
<b>Police (Non Emergency)</b>		<b>312.746.6000</b>
<b>Poison Control</b>		<b>800.942.5969</b>
<b>Fire Department</b>		<b>312.744.6666</b>
		<b>312.836.7000</b>

**Note: It is advised that you order your phone service & cable 3 weeks prior to occupancy date.**

**\*\*Cancel current utilities the day after you've moved from the residence.**



## *Vendor List*

### **Appliance Repair:**

<b>Sterling</b>	<b>800.492.2121</b>	<b>(Especially SubZero)</b>
<b>Herman Washington</b>	<b>815.530.8044</b>	<b>(Northside)</b>
<b>Appliance King</b>	<b>847.677.4220</b>	<b>www.appliancekingchicago.com</b>

### **Cleaners:**

<b>Waldo Cleaning</b>	<b>630.440.2961</b>	
<b>Mighty Maids</b>	<b>773.472.7711</b>	
<b>Spotless Cleaning Chicago</b>	<b>312.488.1113</b>	<b>(Carpet/Especially Wool)</b> <b>www.SpotlessCleaningChicago.com</b>

### **Designers:**

<b>Allenby &amp; Grove</b>	<b>312.576.4252</b>	<b>shayna@allenbyandgrove.com</b>
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### **Dog Sitters & Walkers:**

<b>Dogs Deserve It</b>	<b>773.573.8216</b>	<b>www.dogsdeserveit.com</b>
<b>Rover.com</b>		<b>www.rover.com</b>
<b>Tuckers Pooch Hotel</b>	<b>312.432.2700</b>	<b>www.poochhotel.com</b>

### **Electrician:**

<b>Alltown Electric</b>	<b>773.491.2929</b>
<b>Rudy Ortega</b>	<b>773.520.7717</b>

### **Fireplace:**

<b>Hearth &amp; Home Inc.</b>	<b>847.259.7550</b>	<b>ryan@hearthandhomeusa.com</b>
<b>Green Forest Fireplace</b>	<b>773.348.9111</b>	

### **Handyman:**

<b>Zoran</b>	<b>773.569.6500</b>	<b>(&amp; Painter)</b>
<b>John</b>	<b>847.341.7031</b>	

### **HVAC:**

<b>Sanitary</b>	<b>773.463.2500</b>	
<b>BJ Seto</b>	<b>773.562.1200</b>	<b>bjhvac@gmail.com</b>
<b>Joel</b>	<b>773.619.3488</b>	

### **Kitchen Cabinet Refinishers:**

<b>Lens Creations</b>	<b>630.330.3679</b>	<b>Brandt Lens</b> <b>(Restoration/Painting/Murals)</b>
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<b>Ed Brodzinski</b>	<b>708.612.4200</b>	
<b>Neil Goldberg</b>	<b>773.732.5834</b>	
<b>Tom Latimer</b>	<b>773.935.4447</b>	
<b>The Maria's</b>	<b>773.988.5303</b>	<b>mciocan733@yahoo.com</b>
<b>Iggy Ignaczak</b>	<b>267.205.4317</b>	

### **Landscapers:**

<b>Pete Wodarz Milieu Design</b>	<b>847.366.5286</b>	
<b>Patch Landscaping</b>		<b>www.patchlandscaping.com</b>
<b>Kinsella Landscaping</b>		<b>www.kinsellalandscape.com</b>



<b>Marble/Granite:</b>	Victoria Granite	708.652.5322	
<b>Mold Remediation:</b>	Mold Solutions	815.666.3034	
<b>Mold Testing:</b>	Windy City Home Inspections	847.926.4663	<a href="http://www.windycityhome.com">www.windycityhome.com</a>
<b>Moving:</b>	First Class Moving & Storage	847.272.9988 1.800.GOT.JUNK	Movers: Aaron Masliansky Moving Boxes & Moving Garbage
	Two Girlz Packing, Inc	847.857.9859	Packers: Kristen Lazgang (Owner)
	Low Cost Movers	888-8-LOW COST	<a href="http://www.lowcostmovers.net">www.lowcostmovers.net</a>
	USA Moving and Storage	800.626.4474	<a href="http://www.usamovingandstorage.com">www.usamovingandstorage.com</a>
<b>Plumber:</b>	Oma	773.367.3044	
	Ivan Snhir	773.474.6753	
<b>Property Management:</b>	Ron Fritzler	312.513.7620	
	High Fidelity Property Management	773.697.4112	<a href="http://www.hifipm.com">www.hifipm.com</a>
<b>Roofers:</b>	JD & Sons	847.968.1266	
<b>Sealing of Exterior Brick:</b>	ROMA Chicago	773.348.0065	<a href="http://www.romawaterproofing.com">www.romawaterproofing.com</a>
<b>Snow Removal:</b>	Priority Property Solutions	773.590.9200	<a href="mailto:kesses@pri-property.com">kesses@pri-property.com</a>
	Adam Medina	773.410.1070	Does my building Good/Honest
	Jim Amatore	773.517.7110	
<b>Stagers:</b>	MD Staging	773.677.2529	<a href="mailto:mark@mdstagingdesign.com">mark@mdstagingdesign.com</a>
	Brook Furniture Rental	312.345.0051	<a href="mailto:ccoughlin@bfr.com">ccoughlin@bfr.com</a>
	Sizzle Productions	847.748.8592	<a href="http://www.sizzleproductions.biz">www.sizzleproductions.biz</a>
<b>Tree Service:</b>	Montoya Tree Service	847.867.5509	<a href="http://www.montoyatreeservice.com">www.montoyatreeservice.com</a>
<b>Title Work:</b>	Adolpho Moreles	773.443.2329	
<b>Windows/Seals:</b>	North Shore Glass	773.745.3461	
	Window Wizards	773.467.0861	
	Chicago Window Repair	708.343.8800	
<b>Painter:</b>	Iggy Ignaczak	267.205.4317	



## *Mortgage Brokers & Real Estate Attorneys*

### **Mortgage Brokers**

**Guaranteed Rate  
3940 Ravenswood  
Chicago, IL 60613**

**deanv@guaranteedrate.com**

**Parkside Lending, LLC**

**Sergio Giangrande**

**Oakbrook Terrace,**

**giangrandeteam**

**1300 W Higgins Rd Suite 209  
Park Ridge IL 60068**

**jmantas@smlawllc.com**

**Jennifer Barton  
180 N LaSalle St suite 300  
Chicago IL 60601**

**jbarton@rsplaw.com**

**1530 W Fullerton  
Chicago IL 60614**

**Mlaiss@MLaissLaw.com**



## *Home Inspectors & Appraisers*

### **Home Inspectors:**

**Windy City Home Inspectors**

[www.windycityhome.com](http://www.windycityhome.com)

[www.inspectrum.com](http://www.inspectrum.com)

**Buyers Protection Group**

[JSenesac@bpgwi.com](mailto:JSenesac@bpgwi.com)

**Kerfin Inspections**

[rollie613@gmail.com](mailto:rollie613@gmail.com)

**Straightforward Home  
Inspections LLC**

[www.StraightForwardHomeInspections.com](http://www.StraightForwardHomeInspections.com)

**Riverside Appraisal Services**

**Nicholas Conteduca**

**Alpha Appraisal**

**312.666.5004 Ext.17  
Fax: 312.666.5009**

**Lynne V Newman**



*Lawyer*

*losing*

**The following is a list of those tasks & details with which your lawyer will attend to:**

**Review the contract & make any necessary changes or**

**Contact the Realtor and other party's attorney:** This is to confirm closing date and resolve any lingering issues. (i.e. change in closing, property inspection issues.)

**Order a payoff letter:** This is ordered from your present mortgage holder.

**Water bill certification:**

**Prepare and examine title insurance policy:** This is an insurance policy which the seller of the property must procure for the buyer. This is to insure the title is free of liens and encumbrances, which may

Property is transferred by a deed from the seller to the buyer. This is then recorded at the Office of the Recorder of

**Prepare an Affidavit of Title:** This is prepared by the seller's attorney to guarantee that during the time the seller ordered title insurance up to the time of closing, the seller did not incur any liens encumbrances on the property. (i.e.: unpaid repairs, etc.)

This transfers title of personal property on the premises. (i.e. : stove, dw, etc.)

The attorney will insure the required current survey is available at closing.

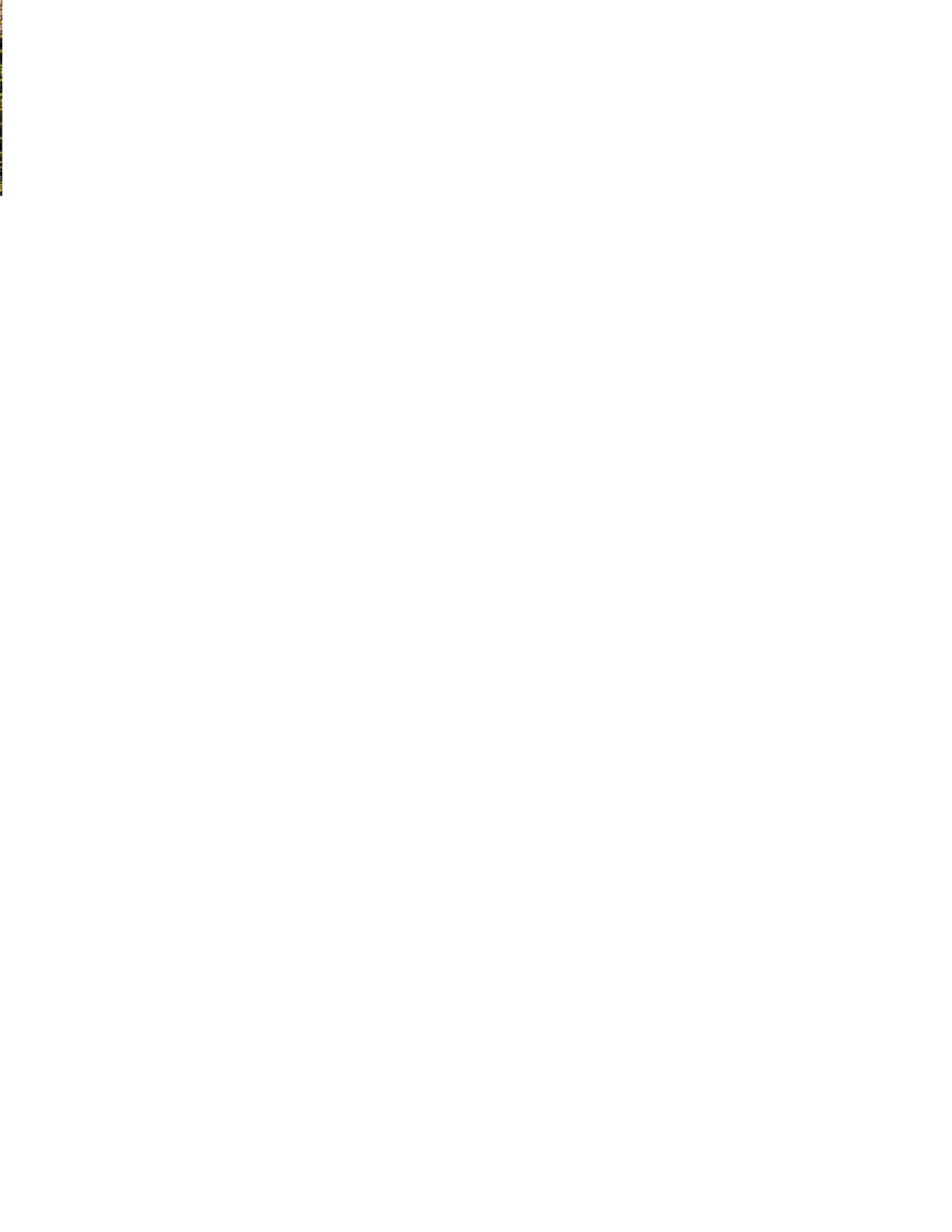
All transfers of property in the State of Illinois are subject to an Illinois, County and City Transfer Tax. Th make sure that the transfer tax declarations are property prepared, reflecting appropriate amounts due.

**Closing Statement:** This is a statement of all of the figures involved in the transaction. It must include a pro ration of any taxes are unpaid at closing and any other credits or debits to reflect the transaction.

: transfer of liability insurance, leases and pro rations of rents, security deposits, notices to tenants if property is income property, condominium documents or a power of attorney to execute the Deed if you cannot be present at the closing, releases necessary to clear title or release liens and roof or appliance warranties.

**Attend the closing:** that everything is property executed, passed successfully, funds are distributed to the proper individuals, keys are passed.

Bring proper identification & your checkbook (just in case there are any



Debbie Maue gri, cips, abr

773-406-1975

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[DebbieMaue.com](http://DebbieMaue.com)



Jameson

Sotheby's

INTERNATIONAL REALTY



[www.instagram.com/debbiemaue/](http://www.instagram.com/debbiemaue/)



[facebook.com/ChicagoGlobalResidentialResource](https://facebook.com/ChicagoGlobalResidentialResource)



[www.linkedin.com/in/debbiemaue/](http://www.linkedin.com/in/debbiemaue/)