Buyer's Guide

Martha Turner | Sotheby's INTERNATIONAL REALTY

Our Commitment to You

At Martha Turner Sotheby's International Realty, our team has an in-depth understanding of the intricacies involved in purchasing a home offering service tailored to your preferences. In our advisory relationships, our objective remains crystal clear: to leverage our extensive resources and decades of experience to provide you with the knowledge and confidence necessary to seamlessly navigate your home purchase.

Here's our pledge to you:

- We remain dedicated to understanding your individual needs in the pursuit of your home purchase. We commit to being your guide and confidant throughout the journey.
- We assure completely transparent communication, empowering you to make well-informed decisions.
- We promise to navigate the complexities of the real estate market on your behalf, utilizing our expertise to secure the most favorable terms for your home purchase.
- We pledge to always uphold the highest standards of professionalism and ethics. Your trust is paramount to us. It is, after all, the very foundation of our success.

10 Essential Advantages of Buyer Representation

Real Estate is complicated, let me uncomplicate it for you. Here are ten advantages to partnering with me as your real estate advisor to purchase your next home:

1

TRUSTED COUNSEL
I serve as your confidential advisor and fiduciary, ensuring a professional and white glove experience. I will work tirelessly to protect you along the path and eliminate anything that could cloud judgment or derail a transaction.

2

EFFECTIVE NEGOTIATIONS
There is significantly more to a successful transfer of property than getting to an accepted offer. As an experienced agent, I have refined my negotiation skills through numerous transactions and I will see your deal through to close, with effective negotiating along the many steps of the process.

3

EXCLUSIVE ACCESS
I have exclusive access to "Coming Soon" properties before they hit the market, properties in "Private" status in HAR and off-market properties. Behind the scenes, I am involved in learning of opportunities sometimes well before the property is ready to be marketed.

4

RISK MITIGATION
Often, your home is your biggest financial investment. Mistakes in real estate can be extremely costly. With my experience, I can help you make the right investment and more importantly protect you along the way.

5

CONTRACT NAVIGATION
I am well-versed in the complexities surrounding the legal paperwork involved in real estate transactions and can help navigate the numerous disclosures, reports and amendments that typically accompany a contract.

6

DEEP KNOWLEDGE
You don't know what you don't know. My expertise provides you with comprehensive insights into the local market from finding the perfect home with the best possible terms through surveys, inspections, objections and appraisals; assisting you through the closing process and beyond.

7

VAST NETWORK
In order to expedite processes, uncover opportunities and ensure a seamless experience for you, I can access my vetted local network of industry professionals like lenders, contractors, inspectors, insurance providers and more.

8

PROBLEM SOLVING
I have a proven track record of overcoming hurdles and am equipped to tackle any obstacles that may arise. Real Estate transactions are unique and having a strong problem solver as your advisor ensures a smooth and successful outcome.

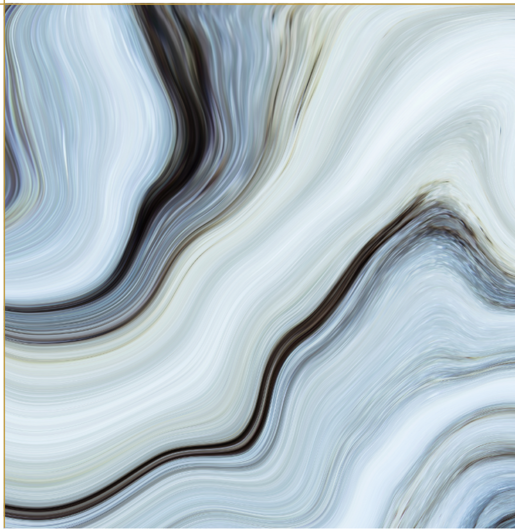
9

TIME SAVING
I handle all the behind-the-scenes work, from property research to paperwork, streamlining the process and saving you valuable time. I will call title companies, mortgage lenders and other service providers as your advocate to enforce deadlines.

10

FUTURE GUIDANCE
After your transaction is complete, you can consider me a trusted resource who is always available to offer advice on home improvements and market trends well after the close date.

The Process



Navigating the Home Buying Process

The home buying process is fundamentally based on trust. This trust establishes a solid foundation that enables us to effectively navigate the various stages of purchasing a home. Let's explore the key ways in which I will successfully guide you through this process.

Building the Trust

1. PARTNERSHIP
2. CRITERIA
3. EVALUATION
4. TIMELINE

Finding the Home

1. LISTINGS
2. ACCESS
3. IDENTIFY
4. OFFER

Managing the Transaction

1. PERFORMANCE
2. DILIGENCE
3. FUNDING

Navigating the Close

1. DOCUMENTS
2. PROPERTY
3. CLOSING

Navigating the Home Buying Process

Building the Trust

Partnering with me as your buyer's agent means entrusting your home buying journey to a trusted fiduciary who always has your best interest at heart. My expertise, market knowledge, negotiation skills, and steadfast support streamline the process of finding the right property on favorable terms for you.

1 PARTNERSHIP

2 CRITERIA

3 EVALUATION

4 TIMELINE

Navigating the Home Buying Process

PARTNERSHIP

Fiduciary. Investment. Trust. Navigator. Support.

Investing in a home is often one of the most significant financial decisions you'll make, and its impact will resonate for years to come. Partnering with a skilled Martha Turner Sotheby's International Realty **trusted fiduciary** can transform your journey. I will serve as your adept navigator through the complexities of negotiations, extensive documents, and potential pitfalls. Through this partnership built on **trust**, you gain a strategic edge in your home search, tapping into valuable local resources and **exclusive knowledge** the general public does not have access to.

Navigating the Home Buying Process

CRITERIA

Communication. Understanding. Preferences. Budget. Empowerment.

As a real estate agent and active listener, I thrive on understanding your needs, wants and priorities when it comes to finding your future home. Through **open communication**, we'll discuss crucial details like location preferences, your top priorities, distinguishing between wants and necessities, desired amenities and budget ranges.

Once we've established the criteria for your ideal home, the next step is to collaborate with a lender to secure a loan tailored to your specific needs. It's key to align your **budget**, desired loan amount, down payment and other financial considerations. Working closely with the lender helps to navigate the complexities of the loan process so that you secure financing that suits your loan requirements. By being clear about these requirements and working in tandem with your lender, we can **confidently** move forward.

For your new home, share your dreams and aspirations, whether it's a serene suburban escape, a vibrant urban dwelling or a picturesque waterfront retreat. I then tailor this criteria to the best match and every need possible.

Navigating the Home Buying Process

EVALUATION

Skill. Knowledge. Analysis. Recommendations. Confidence.

Assessing current real estate market conditions and value is fundamental to my expertise. Through **detailed analysis** of local market trends, historical data, and economic indicators, I gain insight into the forces shaping property values. I monitor factors such as supply and demand, neighborhood developments, and demographic shifts to gauge market sentiment and anticipate value fluctuations.

Using sophisticated data-driven tools and **industry knowledge**, I conduct comparative market analyses to accurately assess fair property values – considering factors such as location, condition, and features. By continually staying updated on market conditions and engaging in daily analysis, I provide a high level of confidence through **informed guidance** on pricing strategies, investment opportunities and optimal timing for your transaction.

Navigating the Home Buying Process

TIMELINE

Expertise. Guidance. Timing. Forecast. Efficiency.

A seasoned real estate agent brings **invaluable expertise** to the table when determining a purchase timeline with a client. By carefully assessing your needs, preferences, and unique circumstances, I can provide **crucial guidance** on when to initiate the search, how long the process may take and the strategic timing for presenting an offer.

I draw from my comprehensive knowledge of local market trends, economic factors, other potential fluctuations and forecasting the ideal timeline for finding the right property within your desired parameters. I can also anticipate potential delays or obstacles, enabling **proactive planning** to stay on track.

Navigating the Home Buying Process

Finding the Home

Now that the needs, preferences, lifestyle and budget have been clarified, it's time to deploy various strategies to embark on the hunt for your ideal home.

1. LISTINGS
2. ACCESS
3. IDENTIFY
4. OFFER

Navigating the Home Buying Process

LISTINGS

Upcoming. Off-market. Comprehensive. Efficient. Personalized.

While online portals will certainly be part of our property search strategy, I also have **exclusive access** to off-market, private per seller and upcoming listings and the latest listing data through our company's private network. My personal contacts and a range of industry and membership services also **enhance your opportunity** to find a property. This ensures that we explore every avenue to find the perfect home for you within your desired price range and **ideal features**, saving time and effort while uncovering possibilities that might not have otherwise been discovered.

Navigating the Home Buying Process

ACCESS

Evaluation. Channels. Outreach. Personalized. Satisfaction.

Private showings are tailored to your schedule and preferences, which will significantly improve your experience. These **private viewings** offer a personalized event, allowing you to explore properties at your own pace and ask questions freely. By facilitating private showings, I create a comfortable environment for you to envision yourself living in the space, providing **valuable insights** and guidance throughout the process.

Additionally, I have access to attend and personally view exclusive Broker Open Houses that are not open to the public, enabling me to gain a **comprehensive understanding** of available properties on your behalf. I will actively pursue different networking channels to connect with agents and stay updated on upcoming properties entering the market – along with frequently attending public open houses.

The more homes you see, the more informed and confident you'll be as a buyer.

Navigating the Home Buying Process

IDENTIFY

Property. Research. Market. Disclosures. History.

As we embark on the journey of identifying the property you want to purchase, we'll undertake a thorough **research process** for well informed decision-making. We'll delve into market conditions, analyzing trends, comparable sales, and forecasts to gauge the property's value and potential for appreciation. Simultaneously, we'll meticulously examine the property's history, scrutinizing past sales records, ownership transfers, and any additional pertinent information. We'll thoroughly review **property disclosures**, bringing transparency and providing a **comprehensive understanding** of the property's history so you feel assured in presenting an offer.

Navigating the Home Buying Process

OFFER

Market Analysis. Strategies. Value. Negotiations. Documents.

As your trusted fiduciary, I play a crucial role in guiding you through the **market analysis** process and formulating effective offer strategies. Armed with this knowledge, I will collaborate with you to develop an **offer strategy**, considering factors such as the property's unique features, the seller's motivations, and current market conditions. By leveraging my market insights, I empower you to make informed decisions and navigate the **complexities** of your transaction with confidence.

Executing the documents for your offer involves more than just determining an offer price. It entails careful consideration of specific terms such as the earnest money and option fee, title policy and survey, property condition and close date...just to name a few.

Navigating the Home Buying Process

Managing the Transaction

Now that we have secured your home, I will guide you through the contract to close process. I will maintain a fluid process by navigating inspections and financing along with managing strict deadlines. I will maintain clear communication, handle negotiations, and confirm all documents are in order. Trust me to streamline the process to meet our goal at the closing table.

1 PERFORMANCE

2 DUE DILIGENCE

3 FUNDING

Navigating the Home Buying Process

PERFORMANCE

Compliance. Deadlines. Contingencies. Thoroughness. Commitment.

It's crucial to understand the significance of adhering to your **legal obligations** as outlined in the purchase contract. Compliance with these responsibilities is essential to protect your interests and maintain the integrity of the transaction at all times. Failure to fulfill these obligations could result in legal consequences, potentially jeopardizing the entire transaction.

Meeting **deadlines** is paramount in the real estate transaction process. Any delay can have significant implications, impacting the progression of the transaction and potentially leading to missed opportunities or financial losses. Staying organized, proactive and adhering to our timelines is essential for a swift outcome. It may avoid any legal complications that may arise from missed deadlines.

Various **contingencies** demand thoroughness and attention to detail so each step, from securing financing to completing inspections and addressing appraisal issues, requires careful consideration and problem-solving.

Navigating the Home Buying Process

DUE DILIGENCE

Title Commitment. Inspections. Insurance. Survey. Time Sensitive.

I must emphasize the critical importance of **inspections** when purchasing a home. These assessments offer valuable insights into the property's condition and any possible issues that may arise.

From general mechanical and structural home inspections to **specialized assessments** like pest, stucco, hydrostatic, and mold inspections, there's a range of examinations available for a thorough evaluation. It's essential for both of us to be present during these inspections. Our joint attendance allows us to ask questions, gain a deeper understanding of the property's condition and discuss any concerns directly with a Licensed Inspector. This firsthand knowledge empowers us to make informed decisions about the purchase and negotiate repairs or concessions with the seller as needed.

Navigating the Home Buying Process

DUE DILIGENCE *continued*

Title Commitment. Inspections. Insurance. Survey. Time Sensitive.

The importance of reviewing the **title commitment** when purchasing a property cannot be emphasized enough. This document offers crucial insights into the property's ownership history and any existing liens or encumbrances. The title commitment will be reviewed to uncover potential issues that may affect your ownership rights or lead to complications in the future. Addressing these issues early on is key to avoiding costly legal disputes.

Homeowners **insurance** is not just a safeguard; it's a necessity when financing a property. Additionally, depending on the location and specific circumstances of the property, additional insurance coverage may be needed. For instance, flood insurance might be necessary for homes in flood-prone areas.

It's crucial to conduct a thorough **survey** to identify the parameters of the property you're considering purchasing. A surveyor will meticulously measure and map out the exact dimensions and features of the land – including boundaries, easements, and any potential encroachments. This process provides us with a clear understanding of the property's physical boundaries and characteristics. With this detailed information in-hand, we can effectively discuss any potential challenges or restrictions.

Navigating the Home Buying Process

FUNDING

Obligations. Funds. Financing. Appraisal. Legal.

Regardless of whether you're financing or a cash buyer, my **obligation** to taking necessary actions before closing is essential to safeguard your interests at all times during your transaction.

If you are a **financing** buyer, approval for your creditworthiness is imperative, as dictated by the third-party financing addendum. I will guide you through the steps involved in securing a mortgage loan – including preparing your down payment. Provide all documentation requested by your lender, such as pay stubs, bank statements and tax returns. It's crucial that you maintain open communication with your lender to promptly address potential concerns during the closing process. You should carefully review the good faith estimates and loan documents provided by the lender for clarity on terms and fees associated with the loan.

Navigating the Home Buying Process

FUNDING *continued*

Obligations. Funds. Financing. Appraisal. Legal.

If you are a cash buyer, you'll take the lead in preparing your **funds** for closing with my guidance. Assess your available funds and decide if assets, such as stocks, need liquidating. Funds will be arranged for closing and any associated costs necessary to finalize other funding details. Being ahead of the game and intentionally proactive will be beneficial to both parties.

Understanding the **appraisal** process is also important in meeting the lender's underwriting requirements. After selecting a property, the lender conducts an appraisal to verify that its market value matches the loan amount. As the buyer, your engagement is vital. Reviewing the appraisal report assists us in verifying its accuracy and addressing any past or present discrepancies.

Should the appraised value be lower than the purchase price, obstacles could arise, necessitating a renegotiation with the seller and possibly a reevaluation of loan terms.

Navigating the Home Buying Process

Navigating the Close

The closing process demands a meticulous review of the documents for accuracy. I'll oversee the final property walk-through and establish a smooth transition of possession and access once the closing is completed and funded.

1 DOCUMENTS

2 PROPERTY

3 CLOSING

Navigating the Home Buying Process

DOCUMENTS

Loan. Title. Review. Fees. Deed.

When **loan documents** are ready for review from your lender, carefully examine them in their entirety. This step will outline transparency and clarity regarding the terms and conditions of the loan. Pay close attention to details such as current interest rate, loan duration, repayment schedule and any additional fees or charges associated with the loan. By comparing the lender fees with the initial **good faith estimate**, this verifies finances are in alignment. Addressing any concerns promptly will help avoid possible misunderstandings or surprises at the closing table.

Once the loan documents have been thoroughly reviewed and finalized, the next step will be the preparation of **closing documents**. This will include reviewing the Deed with the title company. I'll coordinate with the title company that all necessary documents are prepared accurately and in accordance with the terms of the transaction. We'll review the **Deed** to verify that it accurately reflects the details of the property transfer and is free from any encumbrances or title defects. The closing documents typically include a **closing statement**, loan documents and any additional paperwork required for the transfer of ownership.

Navigating the Home Buying Process

PROPERTY

Insurance. Repairs. Walk-through. Utilities. Moving.

It's important that your **homeowners insurance** along with any other insurance policies are set to take effect on the date of closing and coordinate with insurance providers to finalize policy details, coverage limits and premium payments. Verifying that the insurance coverage meets your lender requirements and adequately protects you and the property is essential.

I will coordinate with the agent/seller to confirm that all agreed-upon **repairs** outlined in the amendment have met the appropriate terms. We will conduct a final **walk-through** to inspect the property and, if necessary, address any outstanding issues.

As we approach the closing date, I'll advise you to start preparing for the transition into your new home by setting up **utilities**, coordinating vendors and making moving arrangements. This includes contacting local utility companies to transfer or activate services such as electricity, water, gas and internet.

Navigating the Home Buying Process

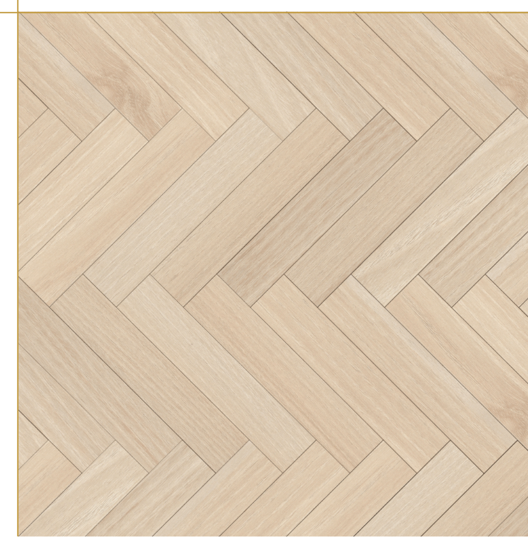
CLOSING

Transaction. Funds. Identification. Closing Time. Access.

Preparing to close on a real estate transaction involves several critical steps. One of the key aspects is all necessary **funds** must be readily available and in place, for coordination with banks or financial institutions. You should confirm **wire instructions** with the title company to ensure a secure and timely fund transfer(s). Another crucial element is that ALL parties involved must have provided the requisite **identification** for closing. This includes government-issued IDs such as driver's licenses or passports, as well as any additional documentation required by local regulations or the title company.

I will coordinate with all parties, including lenders, title companies and attorneys, to determine a mutually convenient **closing time** that aligns with funding requirements on the day of closing. Once the closing time is established, arrangements are made for the conveying of **property keys** and other access items. This may include garage door openers, access codes or security keys, depending on the property's features. Receipt of these final items will be one of the last steps to becoming a homebuyer.

The Representation



Exclusive Buyer Representation

I am passionate about my work because it leads to the ultimate reward – handing you the keys to your dream home. Finding and purchasing a home is a detailed process demanding much time, knowledge, experience, and dedication. Let's discuss how we can work together to make this dream a reality.

Exclusive Buyer Representation gives me the ability to dedicate substantial time, energy and expertise to helping you find and purchase a home. Upon entering into such an agreement, you become my **fiduciary** responsibility and my **highest priority**. Purchasing a home is long, detailed, nuanced and deal specific. Partnering with me through this representation allows me to guide and support you through the process.

Part of the representation form discusses my compensation. The brokerage itself and I personally are paid on a commission basis, which means we only get paid if and when you close a purchase transaction. Unless and until that happens, no payment is due. Even though not being directly and immediately compensated for my time and expertise, I will conduct a substantial amount of work to make your home buying process a success.

It is not required for a seller to offer a commission to a buyer's broker. However, our **experience** reveals the majority of our sellers recognize the value of offering a commission to a buyers' brokers. Buyers, like yourself, typically use their funds for a larger downpayment, closing costs, or other expenses associated with their purchase. On the representation form, you have the ability to only see properties with a certain amount offered by the seller.

Sellers often see the **value** in having a buyer be represented because the transaction is likely to go more smoothly and close on time. As a buyer's agent, my knowledge, education and experience also helps to reduce liability, as I know what inspections need to be performed and how to navigate the transaction. Rest assured that even if the seller pays my commission, my fiduciary duties as an agent are strictly to you.

Our Advisory Fees

Martha Turner Sotheby's International Realty and I are compensated on a commission basis. Your Buyer Agency agreement details the advisory fees, which may vary depending on the property you purchase. Brokerage commissions are not set by law and are fully negotiable.

SELLER PAID BROKERAGE COMMISSION

- The seller has offered to pay a commission to the buyer's broker.
- The seller offers only a portion of of the commission you have agreed to in the Buyer Agency agreement. This would require you to pay any portion of our commission not paid by the seller unless you condition your purchase offer on the seller paying all of your commission obligation to us and the seller accepts such offer.

BUYER PAID BROKERAGE COMMISSION

- The seller has not offered to pay a commission to the buyer's broker, or is offering less commission than the fee agreed upon in your Buyer Agency agreement – you will be responsible for the fees not covered by the seller at closing.

Thank you

I'd like to express my gratitude for the opportunity to guide you on your home buying journey. I am committed to nurturing this relationship and delivering results that exceed your expectations. A relationship rooted in trust is my top priority and I hope I have demonstrated the true value I bring to our partnership.

I look forward to the growth and success we will achieve.

Martha Turner | Sotheby's INTERNATIONAL REALTY

The Partnership

We Simply Do More

$2.7B
TOTAL SALES VOLUME

$383M
TOTAL REFERRAL AND RELOCATION

$971K
AVERAGE SALES PRICE

1,522
TRANSACTIONS REPRESENTING BUYERS

1981
THE YEAR OUR HOUSTON HERITAGE BEGAN

302
PRODUCING SALES ASSOCIATES

43
LOCAL HOUSTON SUPPORT STAFF

2,812
TOTAL SALES TRANSACTIONS

Per MLS Data: 1.1.25-12.31.25

Locations in Houston and surrounding areas

Central
1717 West Loop South, Suite 1700
Houston, TX 77027

Memorial/West
12506 Memorial Drive
Houston, TX 77024

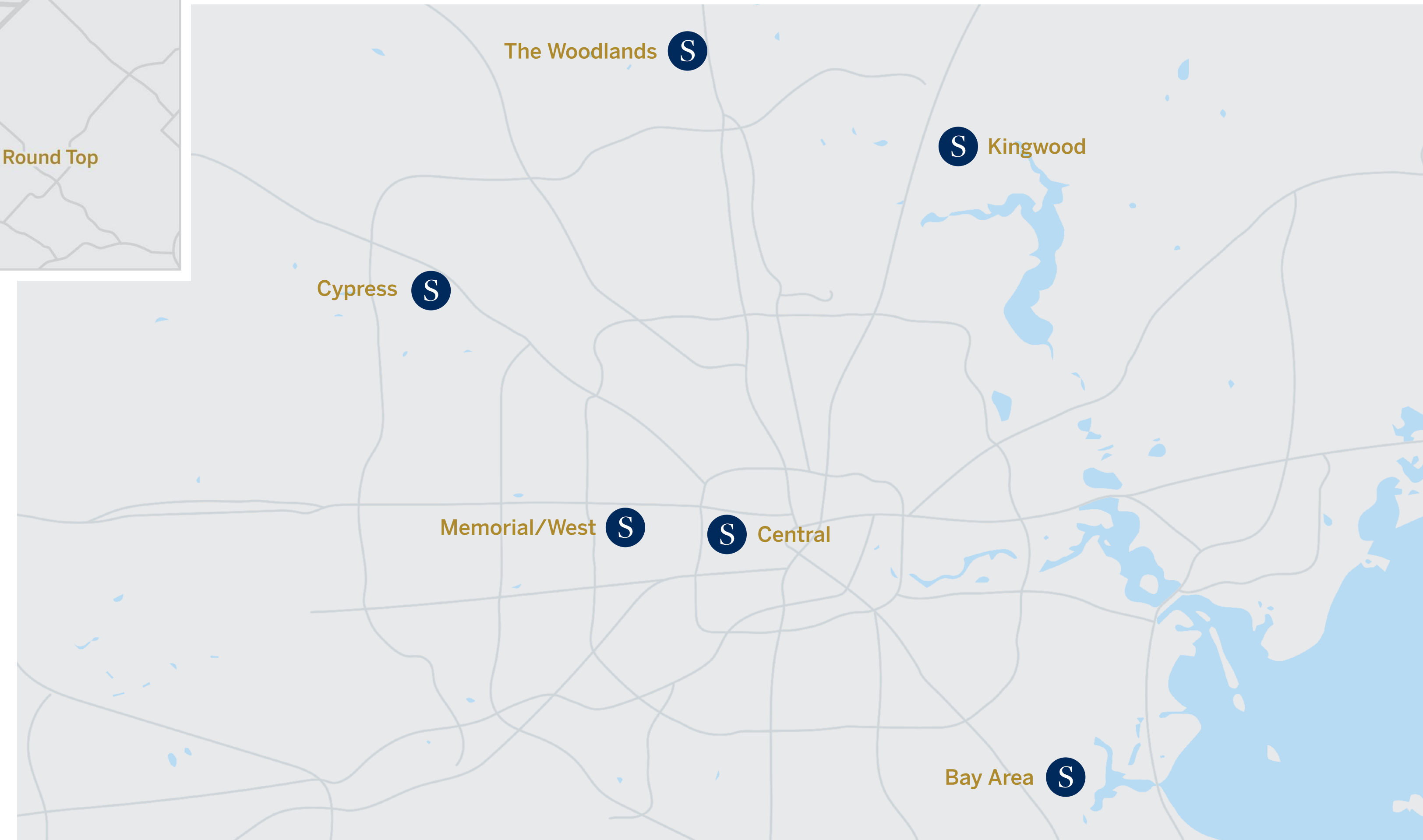
Bay Area
711 W. Bay Area Boulevard, Suite 125
Webster, TX 77598

Kingwood
26 North Main Street
Kingwood, TX 77339

The Woodlands
9595 Six Pines Drive, Suite 6250
The Woodlands, TX 77380

Cypress
9955 Barker Cypress, Suite 220
Cypress, TX 77433

Round Top
609 North Washington Street
Round Top, TX 78954



Martha Turner Sotheby's International Realty
Leadership Team

Paul Kilian
Co-President

Robin R. Conner
Co-President

Allison Johanson
Vice President of Sales

Paul Silverman
Director of Agent Growth

The leadership team at Martha Turner Sotheby's International Realty brings together close to 100 years of combined real estate, legal, and operational expertise — all focused on one goal: empowering agents to deliver exceptional results for their clients.

Founded in 1981 by Martha Turner, the firm was built on professionalism, integrity, and an unwavering commitment to service, values later strengthened through her partnership with Tom Anderson in 2004. Today's leadership team is deeply committed to honoring that legacy while thoughtfully evolving the business to meet the demands of a modern, fast-changing real estate industry. By pairing heritage with innovation, technology, and forward-thinking strategy, Martha Turner Sotheby's International Realty remains both timeless and relevant.

Martha Turner Sotheby's International Realty combines deep local leadership with the reach, resources, and prestige of a globally recognized brand. Agents benefit from best-in-class marketing, international exposure, and a worldwide referral network — all within a Houston-based brokerage defined by independence, culture, and hands-on leadership. For buyers and sellers, this means greater exposure, expert guidance and trusted representation throughout the process.

Led by a highly accessible leadership group, our team works alongside agents every day — navigating complex transactions, market shifts, compliance, marketing, and growth with real-time guidance. They also serve on multiple boards and pursue ongoing professional development, ensuring they stay at the forefront of trends and best practices to provide clients and agents with the most informed, strategic guidance.

Culture and transparency are central to how we lead. Through ongoing education, weekly sales meetings, market insights, personalized coaching, and professional development, we equip agents with the legal, market, and technology knowledge required to operate with confidence and clarity.

As a true full-service brokerage, we invest deeply in training, tools, and operational excellence so agents can focus on what they do best: serving clients. While much of this work happens behind the scenes, its impact is felt through seamless transactions, informed representation, and consistent results.

With leadership presence across the Greater Houston area, our team maintains a close connection to the agents we serve. The balance of availability, expertise, collaboration, and culture continues to define Martha Turner Sotheby's International Realty — and to attract exceptional talent and loyal clients year after year.

Evolution of the Extraordinary

Martha Turner Sotheby's International Realty History

1976
Sotheby's International Realty founded on the same commitment to exceptional service that characterized the Sotheby's Auction House for more then two centuries, The Sotheby's International Realty brand is created and becomes known around the world for the distinctive properties it represents.

1979
Martha Turner retires from teaching and earns her real estate license, joined a local real estate firm and immediately became a top producer.

1981
Turner Owens Real Estate
Despite a severely difficult business climate, Martha and her friend Nancy Owens opened Turner Owens Real Estate.

1986
The company becomes Martha Turner Properties. At a time when residential real estate was little more than a part-time dalliance for many agents, Martha envisioned a new kind of real estate firm grounded in knowledge of the market and the law. Every agent would be a committed, principled and experienced professional; every client would receive personal attention; and each transaction would be handled accurately and efficiently.

2008
Setting the Standard of Excellence
Sotheby's International Realty is named winner of the Franchise Business Review's 2008 Best in Category for Real Estate Franchisee Satisfaction award. As well, the brand is rated the most prestigious real estate company by high-net worth consumers in the Luxury Institute's 2008 Luxury Brand Status Index survey.

2009
Martha Turner inducted into the Texas Business Hall of Fame, one of only seven women to be so honored in the organization's history at that time.

2014
After topping 2 billion in sales, for the second year in a row, Martha Turner Properties was purchased by Sotheby's International Realty to become Martha Turner Sotheby's International Realty.

2021
Robin Conner named President of Martha Turner Sotheby's International Realty

A Legacy of Service and Expertise

Since Sotheby's founding and inaugural sale of rare books in 1744, its name has earned renown as a marketer of the world's most unique and valuable possessions. This reputation is built as much upon exceptional service as it is on the notable art, antiques, jewelry and collectibles that pass through Sotheby's auction rooms around the world.

In 1976, Sotheby's recognized an opportunity to serve its clients in a valuable new way by offering a complete package of real estate services, and Sotheby's International Realty was formed. Continuing the auction house's tradition of exceptional service and expertise, the Sotheby's International Realty® brand is known around the world today both for the distinctive properties it represents and the price records it has set with the sale of many spectacular homes, while still maintaining a strategic marketing relationship with Sotheby's auction house.

THANK YOU

Trust builds a lasting relationship

Thank you again for this opportunity to share our qualifications. We would love to work together and show you why we've earned the trust of so many clients. Trust, of course, is all about comfort. It's about feeling at home. Which is exactly how we want you to feel all the way to your new one.

Martha Turner | Sotheby's INTERNATIONAL REALTY

11-03-2025

TREC
TEXAS REAL ESTATE COMMISSION

Information About Brokerage Services

Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.

EQUAL HOUSING OPPORTUNITY

TYPES OF REAL ESTATE LICENSE HOLDERS:
- **A BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- **A SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):
- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

WRITTEN AGREEMENTS ARE REQUIRED IN CERTAIN SITUATIONS: A license holder who performs brokerage activity for a prospective buyer of residential property must enter into a written agreement with the buyer before showing any residential property to the buyer or if no residential property will be shown, before presenting an offer on behalf of the buyer. This written agreement must contain specific information required by Texas law. For more information on these requirements, see section 1101.563 of the Texas Occupations Code. **Even if a written agreement is not required, to avoid disputes, all agreements between you and a broker should be in writing and clearly establish: (i) the broker's duties and responsibilities to you and your obligations under the agreement; and (ii) the amount or rate of compensation the broker will receive and how this amount is determined.**

A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

AS AGENT FOR OWNER (SELLER/LANDLORD): The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent by the buyer or buyer's agent. **An owner's agent fees are not set by law and are fully negotiable.**

AS AGENT FOR BUYER/TENANT: The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent. **A buyer/tenant's agent fees are not set by law and are fully negotiable.**

AS AGENT FOR BOTH - INTERMEDIARY: To act as an intermediary between the parties the broker must first obtain the written agreement of each party to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:
- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
  - o that the owner will accept a price less than the written asking price;
  - o that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
  - o any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

A LICENSE HOLDER CAN SHOW PROPERTY TO A BUYER/TENANT WITHOUT REPRESENTING THE BUYER/TENANT IF:
- The broker has not agreed with the buyer/tenant, either orally or in writing, to represent the buyer/tenant;
- The broker is not otherwise acting as the buyer/tenant's agent at the time of showing the property;
- The broker does not provide the buyer/tenant opinions or advice regarding the property or real estate transactions generally; and
- The broker does not perform any other act of real estate brokerage for the buyer/tenant.

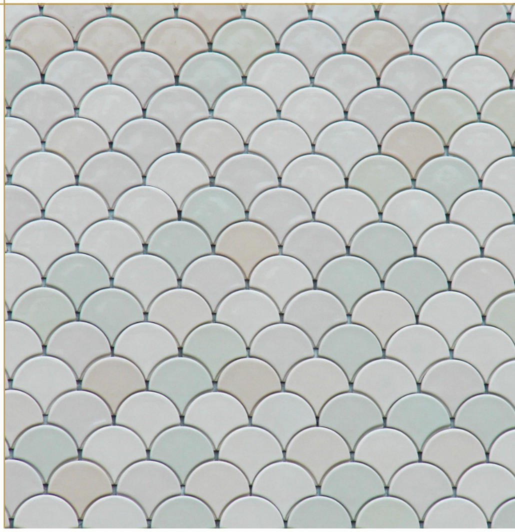
Before showing a residential property to an unrepresented prospective buyer, a license holder must enter into a written agreement that contains the information required by section 1101.563 of the Texas Occupations Code. The agreement may not be exclusive and must be limited to no more than 14 days.

LICENSE HOLDER CONTACT INFORMATION: This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

MARTHA TURNER SOTHEBY'S INTN'L REALTY	307280	robin.conner@sothebyshomes.com	(713)520-1981
Name of Sponsoring Broker (Licensed Individual or Business Entity)	License No.	Email	Phone
Robin Conner	530648	robin.conner@sothebyshomes.com	(713)520-1981
Name of Designated Broker of Licensed Business Entity, if applicable	License No.	Email	Phone
Paul Silverman	0477073	Paul.silverman@sothebyshomes.com	(713)558-9222
Name of Licensed Supervisor of Sales Agent/Associate, if applicable	License No.	Email	Phone
Robin Conner		robin.conner@sothebyshomes.com	713.520.1981
Name of Sales Agent/Associate	License No.	Email	Phone

Buyer/Tenant/Seller/Landlord Initials   Date

The Glossary



Glossary of Terms

ABSTRACT OF TITLE
A complete historical summary of the public records relating to the legal ownership of a particular property from the time of the first transfer to the present.

ADJUSTABLE RATE MORTGAGE (ARM)
Also known as a variable-rate loan, an ARM is one in which the interest rate changes over time, relative to an index like the Treasure index.

AGREEMENT OF SALE
Also known as contract of purchase, purchase agreement, or sales agreement according to location or jurisdiction. A contract in which a seller and buyer agree to transact under certain terms spelled out in writing and signed by both parties.

AMORTIZATION
The process of reducing the principal debt through a schedule of fixed payments at regular intervals of time, with an interest rate specified in a loan document.

APPRAISAL
A professional appraiser's estimate of the market value of a property based on local market data and the recent sale prices of similar properties.

ASSESSED VALUE
The value placed on a home by municipal assessors for the purposes of determining property taxes.

CLOSING
The final steps in the transfer of property ownership. On the Closing Date, as specified by the sales agreement, the buyer inspects and signs all the documents relating to the transaction and the final disbursements are paid. Also referred to as the Settlement.

CLOSING COSTS
Closing costs refer to the fees and expenses associated with finalizing a transaction, including but not limited to loan processing fees, title insurance, appraisal charges, and other administrative costs.

CONTINGENCY
A clause in the purchase contract that describes certain conditions that must be met and agreed upon by both buyer and seller before the contract is binding.

COUNTER-OFFER
An offer, made in response to a previous offer, that rejects all or part of it while enabling negotiations to continue towards a mutually-acceptable sales contract.

Glossary of Terms

CONVENTIONAL MORTGAGE
One that is not insured or guaranteed by the federal government.

DEBT-TO-INCOME RATIO
A ratio that measures total debt burden. It is calculated by dividing gross monthly debt repayments, including mortgages, by gross monthly income.

DOWN PAYMENT
The money paid by the buyer to the lender at the time of the closing. The amount is the difference between the sales price and the mortgage loan. Requirements vary by loan type. Smaller down payments, less than 20%, usually requires mortgage insurance.

EARNEST MONEY
A deposit given by the buyer to bind a purchase offer and which is held in escrow. If the property sale is closed, the deposit is applied to the purchase price. If the buyer does not fulfill all contract obligations, the deposit may be forfeited.

EASEMENTS
Legal right of access to use of a property by individuals or groups for specific purposes. Easements may affect property values and are sometimes part of the deed.

ELEVATION CERTIFICATE
An administrative tool used to provide elevation information necessary to ensure compliance with community floodplain ordinances, and to determine the proper insurance premium rate.

EQUITY
The value of the property, less the loan balance and any outstanding liens or other debts against the property.

ESCROW
Funds held by a neutral third party (the escrow agent) until certain conditions of a contract are met and the funds can be paid out. Escrow accounts are also used by loan servicers to pay property taxes and homeowner's insurance.

FIDUCIARY
A legal and ethical obligation the agent has to act in the best interests of their client. This relationship is characterized by trust, confidence, and reliance on the agent's expertise and discretion.

FIXED RATE MORTGAGE
A type of mortgage loan in which the interest rate does not change during the entire term of the loan.

Glossary of Terms

HOME INSPECTION

Professional inspection of a home, paid for by the buyer, to evaluate the quality and safety of its plumbing, heating, wiring, appliances, roof, foundation, etc.

HOMEOWNER'S INSURANCE

A policy that protects you and the lender from fire or flood, a liability such as visitor injury, or damage to your personal property.

LIEN

A claim or charge on property for payment of a debt. With a mortgage, the lender has the right to take the title to your property if you don't make the mortgage payments.

MARKET VALUE

The amount a willing buyer would pay a willing seller for a home. An appraised value is an estimate of the current fair market value.

MORTGAGE INSURANCE

Purchased by the buyer to protect the lender in the event of default (typically for loans with less than 20% down. Available through government agency like the Federal Housing Administration (FHA) or through private mortgage insurers (PMI).

POSSESSION DATE

The date, as specified by the sales agreement, that the buyer can move into the property. Generally, the it occurs within a couple days of the Closing Date.

PRE-APPROVAL LETTER

A letter from a mortgage lender indicating that a buyer qualifies for a mortgage of a specific amount. It also shows a home seller that you're a serious buyer.

PRINCIPAL

The amount of money borrowed from a lender to buy a home, or the amount of the loan that has not yet been repaid. Does not include the interest paid to borrow.

PURCHASE OFFER

A detailed, written document, which makes an offer to purchase a property, and which may be amended several times in the process of negotiations. When signed by all parties involved in the sale, the purchase offer becomes a legally-binding sales agreement.

TITLE

The right to, and the ownership of, property. A Title or Deed is sometimes used as proof of ownership of land. Clear title refers to a title that has no legal defects.

Glossary of Terms

TITLE INSURANCE

Insurance policy that guarantees the accuracy of the title search and protects lenders and homeowners against legal problems with the title.

TITLE SEARCH

A historical review of all legal documents relating to ownership of a property to determine if there have been any flaws in prior transfers of ownership or if there are any claims or encumbrances on the title to the property.

TRANSFER TAX

City/County tax on the transfer of real property. Based on purchase price or money changing hands. Also called documentary transfer tax.

TRUST

A fiduciary relationship under which one holds property (real or personal) for the benefit of another. The party creating the trust is called the settler, the party holding the property is the trustee, and the party for whose benefit the property is held is called the beneficiary.

TRUSTEE

(1) One who is appointed, or required by law, to execute a trust. (2) One who holds title to real property under the terms of a deed of trust.

TRUSTOR

The borrower under a deed of trust. One who deeds his property to a trustee as security for the repayment of a loan.

TRUTH-IN-LENDING ACT

Federal law that requires disclosure of a truth-in lending statement for consumer loans. The statement includes a summary of the total cost of credit.

UNDERWRITING

The process of evaluating a loan application to determine the risk involved for the lender.

VERIFICATION OF DEPOSIT (VOD)

A document signed by the borrower's financial institution verifying the status and balance of his/her financial accounts.

VERIFICATION OF EMPLOYMENT (VOE)

Document signed by the borrower's employer verifying position and salary.

WARRANT

To legally assure that title conveyed is good and possession will be undisturbed.

The Properties