10 STEPS TO *buying* A HOME




HELPING YOU
LIVE YOUR LIFE IN
A HOME YOU
LOVE.
Jenn Collins

A WARM *Welcome*

The decision to buy a home is a thrilling one! We are excited to have the opportunity to work with you and our team is devoted to making this a successful purchase for you.

In my experience, a house isn't a dream home because of its dimensions. Ultimately, it is about how you feel when you walk through the front door, and the way you can quickly envision making years of memories there.

We are always so excited to help our clients begin a new chapter of their lives. That's why we work so hard to find the right home, and also work through every last detail of the purchase process with you.

This book contains helpful information for home buyers, including an overview of the entire process of your home search, buyer recommendations, a mortgage application checklist, and much more.

We invite you to take the next step with us. Let's embark on this exciting journey together.

Warmly,

Jenn



Ten Steps to BUYING A HOME

01 SELECT YOUR TEAM
Hire the Jenn Collins Group
Select a lender

02 OBTAIN (PRE)FINANCIAL APPROVAL

03 ANALYZE YOUR WANTS & NEEDS

04 SEARCH FOR HOMES
Survey properties
Off-market searches
Likely to sell searches
Active outreach to potential sellers
Tour properties
Select a property

05 NEGOTIATIONS
Write an offer to purchase
Negotiate terms
Contract is accepted

06 OPEN ESCROW

07 CONDUCT DUE DILIGENCE
Conduct inspections & resolve issues
Conduct title search, obtain title insurance
Obtain mortgage financing
Obtain homeowners insurance & warranty

08 MORE NEGOTIATIONS
Negotiate repairs
Remove contingencies

09 FINAL STEPS
Conduct final walkthrough
Provide funds for closing
Sign, record & close on property

10 MOVE IN & CELEBRATE!

01 SELECT *Your Team*

The decision to buy a home is not one to be taken lightly. At the Jenn Collins Group, we understand that as you think about a new home, it is not just a piece of property; it's where memories will be made and where you will live your life. You want it to be a home you love. Buying a home is not just a transaction; it's a transition to a new chapter in your life. We honor the emotional and financial significance of this decision, and we are here to ensure that it's a successful one. With a background in real estate investment and negotiations, plus a deep understanding of the local market, Jenn offers a unique perspective that sets the Jenn Collins Group apart.

We bring a blend of innovation, intelligence, and experience to the table as we deliver each of the following:

Local Expertise & Promise
Familiarity allows us to provide spot-on market insights, tailored pricing recommendations, and advice finely tuned to your desired area. We know it’s no fun to fall in love with a house you can’t afford. We promise to only show you homes within your search criteria.

Hidden Opportunities
Whether we are monitoring the Coming Soon and Private Exclusive databases, sending custom mail to a particular neighborhood, door-knocking a specific street, or reaching out to expired listings on your behalf, we will uncover every hidden opportunity for you so you can make the best decision.

Negotiation Mastery
Negotiating the best deal is an art, and we excel at it. Our aim is simple: to get you the best price and terms for the home you love and ensure a seamless transaction, so you can move in with confidence.

Compass Network
Compass is at the forefront of technology-driven innovation. This partnership equips us with cutting-edge tools and resources, elevating your buying experience to new heights.

Personalized Service
We believe in the power of relationships. You will receive dedicated, one-on-one attention throughout the buying process. Your goals and priorities become our mission.

Proven Results
Our track record speaks volumes. We've successfully guided numerous homeowners throughout the East Bay through the buying process, earning their trust with exceptional service and outstanding results.

WE'RE HERE *To help you*

JENN COLLINS

TEAM LEAD

Jenn Collins is an experienced real estate professional with two decades of expertise. Her background in commercial real estate and strong negotiation skills make her a trusted advocate for clients. Known for her warm and empathetic approach, Jenn's commitment to integrity and innovative marketing techniques sets her apart in the industry. With an intimate knowledge of the East Bay, she's the go-to choice for anyone seeking a seamless and successful real estate experience.



CARRIE BUTZ

TEAM MEMBER, REALTOR

Carrie, originally from Newport Beach, spent a decade in retail management at Anthropologie. She later ran a successful interior design business, honing her ability to transform spaces. Now a Danville resident for nearly 15 years, Carrie is deeply involved in her community and leverages her diverse background to guide clients through their real estate journeys.



JOANNE POESCH

TRANSACTION COORDINATOR

Having been a real estate agent and broker for over a decade, Joanne realized her favorite part of the job was actually the paperwork and became a transaction coordinator. Her core values of integrity and honesty, combined with an unparalleled level of attention to detail make her a true asset to her colleagues and clients.



ELISA WENDEL

MARKETING COORDINATOR

Elissa is responsible for our creative marketing campaigns, in print and on social media. She develops memorable and beautiful marketing collateral to showcase our clients' homes in their best light. Her thoughtful work, creativity, and attention to detail ensures that we tell the unique story of each home we sell, and every home we help our clients buy.



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WHAT SETS US *Apart*

22 Things We Do to Ensure a Successful Transaction

We are here for our clients every step of the way, with no hand-offs. We work hard as your advocate to ensure a successful transaction.

1	**Personalized Consultation**	We offer individualized consultations to understand your unique home-buying needs and preferences.
2	**Financial Navigation**	We help you navigate through the financial maze of home buying and avoid pitfalls, from loan pre-approval to closing.
3	**Market Expertise**	We provide in-depth market insight and analysis to help you make informed decisions.
4	**Customized Search Tools**	We use advanced search tools to find homes that meet your specific criteria.
5	**Lifestyle Matching**	We match properties with client lifestyles, considering factors like hobbies, commuting needs, and social activities.
6	**Exclusive Early Access**	We offer clients a first look at new off-market Compass listings, not available to the general public.
7	**Community Insights**	We provide valuable information about local communities, schools, amenities, and local real estate market trends.
8	**Clear and Frequent Communication**	We keep you informed throughout the home-buying process with regular updates and communication.
9	**Value Determination**	We conduct thorough research on comparable properties to determine what is the appropriate offer price for you.
10	**Negotiation Strategies**	We are here for you to negotiate the best possible price and 28 other contractual terms.
11	**Deep-Dive on Listing Agent**	We research the listing agent before we submit your offer looking for connections for ways to win the house.

WHAT SETS US *Apart*

22 Things We Do to Ensure a Successful Transaction

12	**Seller Deep-Dive**	We research sellers to see if we know any people in common to create more opportunities to get noticed.
13	**Making Your Offer Stand Out**	We look for commonalities between seller and buyer and assist in composing a 'love letter' to the homeowner to win them over.
14	**Comprehensive Inspection Guidance**	We highlight visible signs that, because of our experience, we know may indicate issues later down the line. We alert inspectors to take a professional look.
15	**Home Insurance Guidance**	We offer insights on finding the best home insurance options.
16	**Future Planning**	We assist with future planning, including resale considerations and property upgrades.
17	**Dispute Resolution Support**	Assisting in navigating any disputes or challenges that may arise during the home-buying process.
18	**Access to Trusted Network**	We connect you with trusted professionals like inspectors, lawyers, landscapers, handyman, and contractors.
19	**Utility Transfer**	We simplify your move with essential utility contacts and dates for a hassle-free service setup.
20	**Personalized Moving Plans**	We provide you with moving company recommendations, checklists, and timelines to ensure a smooth transition to your new home.
21	**Post-Purchase Support**	We offer continued support after the purchase, including assistance with moving and settling in.
22	**Interior Design Collaboration**	We partner with interior designers to envision and plan potential home aesthetics.

02 OBTAIN *Pre-Approval*

Before you go out and look at homes, you need to get pre-approval from a lender. The worst possible situation is to find your dream home, and find out later that you're not qualified to buy it. Our team can recommend specific lenders that have a proven track record of successfully closing deals. We recommend that you choose a lender with local representatives and offices. Face to face meetings with your loan officer are highly recommended.

We recommend that you get 2 or 3 different quotes from lenders, either mortgage brokers or mortgage bankers. Talk to the lender about how long you plan to be in the home as they may have different loan products to meet your needs.

Prepare Your Finances

COMPILE YOUR DOCUMENTATION

When looking for mortgages, you will need to provide documentation to your lender.

- ✓ 2 paystubs
- ✓ 2 months bank statements
- ✓ 2 years tax returns

Get Pre-Approved

HOW MUCH HOUSE CAN YOU AFFORD?

Mortgage lenders recommend you do not stretch yourself beyond buying a home that is more than 3 to 5 times your annual household income. If you are not purchasing a home with cash, you will need a mortgage pre-approval provided by a mortgage lender. Being pre-approved, unlike being pre-qualified, means you have actually been approved by a lender for a specific loan amount. Your financial information has already been approved and verified by the lender.

DOWN PAYMENTS & OTHER EXPENSES

The down payment is your contribution toward the purchase and represents your initial ownership stake in the home. The lender provides the rest of the money to buy the property.

Down payments are typically between 3.5% - 20% of the purchase price.

Other costs include closing costs (usually 2% to 5% of the house purchase price), insurance, inspection, appraisal and homeowner's association dues.

MORTGAGE *Application*

Lenders differ on what they need from borrowers. This list is intended to give you a general idea of what will be required at the time of the mortgage application. Please check with your lender for a complete list of necessary information.

- Social Security Number and Birth Date: Required of you and any co-borrowers.
- Paycheck: Your most recent pay stub showing year-to-date earnings.
- W-2 Tax Forms: The lender will require 2 years W-2's and accompanying tax forms.
- Employers: The names, addresses, and telephone numbers of your employers for the past two years.
- Accounts: You will need the account numbers and current balances of your checking account, savings account, money market account or any other accounts you may have.
- Current Assets: Current assets such as IRA's, CD's, stocks, bonds or securities. Your lender may require a current brokerage statement with name of the stock, amount per share and number of shares owned.
- Personal Property: Value of personal property including life insurance face value, employee retirement accounts, furniture, cars, jewelry, coins, and other valuable property.
- Liabilities: For each loan, provide the lender with the name and address of each creditor and include both the monthly payment and total amount due. Liabilities will include auto loans, student loans, credit cards and other installment debt.
- Current and Previous Addresses: If you own a home you will need the property address, current market value, mortgage lender name, account number, current monthly mortgage payment and outstanding balance. If you rent, you will need the property address, name and address of the landlord, the current monthly rent, and previous address/landlord. You will need information about your former addresses if you've lived in your current address for less than two years.
- Special Situations: Self-employed or commissioned: bring federal tax forms for the past two years along with a current year-to-date profit and loss statement
- Separated or divorced: Bring a copy of your divorce decree and separation agreement. If you are receiving alimony or child support and you want it to be considered as income, you'll need proof of this income (cancelled checks for the past 12 months, for example).
- Applying for a VA loan: Bring your DD214.

03 ANALYZE *Wants & Needs*

Things to consider in your home search

We recommend thoroughly investigating the neighborhood you plan to live in.

- Does it look like a place you'd like to live?
- Is it near places you'd like to go? / Is it too near places you'd like to avoid?
- What will it be like at commuting times?
- What is it like at night?
- What is the family composition of the area? Talk to your potential neighbors.
- What is the crime rate?

If you currently have or plan to have children, consider:

- What is the average school performance?
- What are average test scores?
- What are college bound percentages?
- What is spending per student?
- How do the schools rate in state rankings?

Cultural Amenities

You may want to consider the home's proximity to museums, galleries, universities, seasonal entertainment, theaters, etc. Even if you don't frequent them, they set the tone for the area.

Future Growth

If you are not planning on staying in your new home for a number of years, an abundance of new construction could affect resale. The existence of higher-end properties could increase the value of yours.



Our home buyer questionnaire

We recommend taking the time to complete our Home Buyer Questionnaire to help you determine exactly what you must-have in a new home and identify what you're willing to compromise on in your purchase.

Getting to know you questionnaire

We love to surprise and delight our clients during the home buying process and we use this questionnaire to quickly get to know some of your favorite things.

04 SEARCH *for Homes*

Start Home Shopping

Start looking at homes in your preferred neighborhoods that are in your approved price range. While this may not always be your dream neighborhood, you don't want to fall in love with homes that are in areas out of your price range. Ask us about the neighborhoods within your budget - are the areas in an upswing or a downward trend? What are the zoning laws in the area? Is the street a popular rush-hour short-cut? Can you picture yourself living there?

While it is important to be realistic in your search and you should be willing to compromise on some items, it is important that you have your list of must-have or non-negotiables and do not overlook important flaws in the home. For example, don't buy a two-bedroom house if you know you will be having children and need a third (or fourth) bedroom, or don't take on a fixer upper that is already at the top of your budget.

NEIGHBORHOOD TOURS

Our team provides neighborhood insights and local knowledge for our buyers by hosting comprehensive neighborhood tours. Get all your questions answered and help us figure out the best part of town for you.

DIGITAL & PRINTED CLIENT TOURSHEETS

Know exactly what your tour day entails with toursheets that explain optimized driving routes, a detailed schedule, and property info right at your fingertips.

Survey Properties

↓

Tour Properties

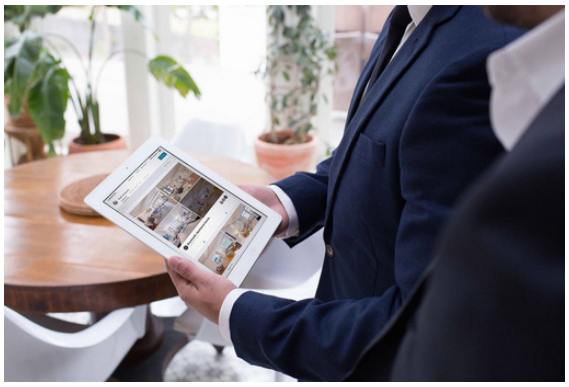
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Select a Property

04 SEARCH *for Homes*

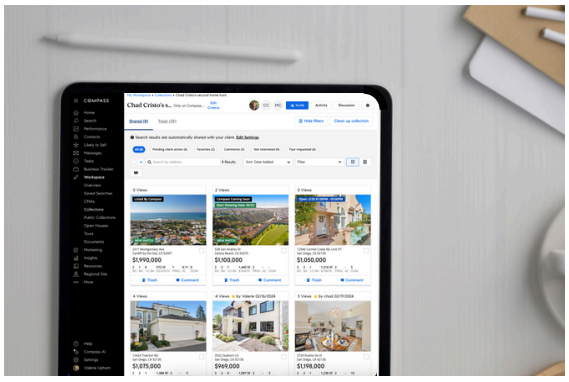
Compass Tools and Programs

At Compass, we are empowered with data-driven technology to deliver modern buyer and seller experiences. Collaborative and connected, our agents enjoy direct access to the country's top properties and the 25,000+ agents who represent them.



SEARCH

Compass Search can sort by a wide range of features and amenities to pinpoint the perfect home. Plus, discover exclusive Compass listings you won't find anywhere else and receive real-time notifications of new homes with customized Saved Searches!



COLLECTIONS

Collections lets you compare multiple properties—their size, neighborhood, amenities—within a central visual workspace. We can monitor market activity in real time, stay in constant contact, and invite collaborators to join in on our search discussions.



PRIVATE EXCLUSIVE LISTINGS

What buyer isn't looking for an edge over the competition? Browse unique properties that are only viewable on Compass.com and leverage my network of colleagues to discover your future home before it even hits the market.

05 BEGIN *Negotiations*

It's time to make an offer

Put yourself in the seller's shoes and imagine how they may react to everything you're about to put in your offer. Oral promises are not legally enforceable when it comes to the sale of real estate. There are a number of items that are included in your offer, please be sure you have communicated everything you want in the offer to our team.

Price
You may want our team to do a comparative market analysis for you. It will show you the fair market value of the property. The following factors could affect price.

- Condition of home
- Home improvements
- Market conditions
- Your motivation
- Seller's motivation

Disclosures
State law requires the seller to disclose all material defects that they are aware of. Be sure to review these carefully.

Multiple offers
It doesn't have to be a 'hot' market for a seller to have the luxury of choosing between multiple offers. If you find yourself in a multiple offer situation, don't panic and don't withdraw your offer – you could be the highest bidder. Go through at least one round of negotiations before you decide to withdraw. Have a price limit in mind and stay in the negotiations until the price is reached. Many buyers lose the property by withdrawing too soon.



WHAT CAN WE *Negotiate*

28 Items we will negotiate for you

1	**Purchase Price**	Advise on market trends, prepare competitive analyses, and strategize buyer offers to pay.
2	**Deposit Amount**	Recommend deposit amounts to show commitment
3	**Financing Terms**	Advocate for lower interest rates, reduced closing costs, and better loan terms with lenders
4	**Contingencies**	Guide on reasonable timelines for Inspection, loan, appraisal, and sale of other property
5	**Closing Costs**	Allocation of fees between buyer and seller
6	**Escrow & Title**	Selection of companies and fees between buyer and seller
7	**Period for Possession**	Negotiate when buyer gets keys
8	**Tenant Possession**	Confer with parties to determine tenant termination date
9	**Inspections**	Types of inspections and who pays for them
10	**Repairs**	Advice on negotiation tactics for repair requests
11	**Home Warranty**	Assist in selecting coverage and provider
12	**Closing & Possession Dates**	Coordinate dates convenient for both parties.
13	**Allocation of Property Taxes, Mello-Roos, Assessments, & Liens**	Help determine and allocate these costs
14	**HOA Documents & Fees**	Assist in handling Homeowners Association documentation and related fees
15	**Termite Inspection & Remediation**	Arrange inspection and negotiate treatment
16	**Natural Hazard Disclosure Reports**	Review natural hazard disclosures

WHAT CAN WE *Negotiate*

28 Items we will negotiate for you

17	**Personal Property Included or Excluded**	Personal property items that remain with the property
18	**Leaseback Agreements**	Draft terms for the seller renting back the property post-closing
19	**Seller Credits**	Negotiate contributions towards closing costs or repairs
20	**Appraisal Contingency & Removal**	Manage the appraisal process and negotiate based on the outcome. Assist in meeting timelines and conditions for removing the appraisal contingency.
21	**Loan Contingency & Removal**	Monitor the loan approval process and negotiate the timeline
22	**Inspection Periods**	Coordinate inspection durations and scopes
23	**Sale of Buyer's Property Contingency**	Contingency terms on the sale of another property
24	**Dispute Resolution**	Assist in agreements on liquidated damages, mediation and arbitration clauses
25	**Home Fire Hardening Costs**	Review disclosures and determine fees between buyer and seller
26	**Leased and Owned Items**	Determine which items are leased or liened and if there is an outstanding loan
27	**Government Required POS Corrective Actions**	Negotiate responsible party to comply with government retrofitting requirements
28	**Liquidated Damages**	The amount to be paid by either party to the other to be paid for breaching the contract

05 BEGIN *Negotiations*

You've made an offer, now what?

The seller can then do one of 3 things:

Accept the Offer

Make a Counter Offer

Decline the Offer

Once an offer is accepted, you are officially under contract to buy the house! If you receive a counter-offer, you can either accept the counter-offer, go back with your own counter-offer, or walk away. If the seller declines your offer, you could try to make a more appealing offer (if your budget allows), or move on to look for a different property.

It is important to know that during this time of negotiation, the seller can choose to accept any other offer they receive. It is important to make decisions In a timely manner.



06 OPEN *Escrow*

Open Escrow

Escrow is the period of time between your offer being accepted and closing.

Escrow provides the assurance that funds are not transferred and the property ownership is not granted until all the instructions have been followed. Usually the seller chooses the escrow company and the principals to the escrow - buyer, seller, lender and agents - create the transactional instructions.

Each transaction is different, but generally escrow takes 21 - 30 days.

Steps In a Typical Escrow

- ✓ Wire your initial deposit to the escrow company in the transaction.
- ✓ Your lender begins to process your loan and will ask for any additional information needed for approval. Remember to provide this to your lender in a timely fashion.
- ✓ You will review and sign disclosures for the transaction.
- ✓ Inspections, if any, are completed.
- ✓ You complete your due diligence on the property and remove contingencies by the deadline in your offer.
- ✓ The lender orders an appraisal for the property, usually paid for by you, the buyer.
- ✓ You sign all loan and title documents when they are ready.
- ✓ Closing occurs a couple of days after you sign the documents.

07 CONDUCT *Due Diligence*

Conduct Inspections

During the inspection period, we will schedule a comprehensive home inspection with a reputable inspector. After the inspection, we will receive a detailed report of the findings. You can then decide whether to accept the home as-is or request that the seller address certain issues. While we will be careful not to focus too much on minor details, we will pay close attention to any potentially significant problems.

In addition to the inspection, we will conduct a title search to ensure there are no issues with the property's title. Obtaining title insurance will protect you from any potential ownership or title disputes.

We will also work with you and your lender to secure mortgage financing so that you have the necessary funds for your purchase.

It's crucial to obtain homeowners insurance to protect your investment, and considering a home warranty can offer additional peace of mind by covering potential repairs and maintenance costs for major home systems and appliances.

OUR TEAM OFFERS

- Comprehensive inspection guidance
- Experience negotiating requests for repairs
- Vendor recommendations
- Quick & accurate repair esimates
- Negotiations for discounts from vendors
- Post-purchase recommendations

08 FINAL *Negotiations*

Negotiate Repairs

Negotiating repairs during a home purchase involves evaluating the inspection report and determining which items are critical to address. As the buyer, you will present a list of repair requests to the seller, prioritizing health and safety concerns. It Is important to approach this process professionally, focusing on significant issues rather than minor cosmetic details. The seller can choose to make the repairs, provide a credit towards the repair costs, or decline to address the items.

Remove Contingencies

Once the repair negotiations are concluded, and an agreement is reached, you will proceed to remove contingencies. This step signifies your commitment to move forward with the purchase. It is crucial to understand that removing all contingencies means you are fully committed to buying the home. If you decide not to proceed after this point, you risk forfeiting your initial deposit. Therefore, it is essential to be confident in your decision to move forward once all contingencies are resolved.



09 READY *For Closing*

Closing is the final step in the home buying process. While your closing date is outlined in your offer, you will work with your lender and the title agency on a timeline that allows them enough time to correctly execute their end of the deal. The average closing is 21 - 30 days.

FINAL WALK-THROUGH

The final walk-through, which we'll schedule 3-5 days before closing, ensures the home's condition matches our contract. By this time, the seller's belongings should be removed. We'll review repairs and vendor receipts. Take your time to test all major appliances, light fixtures, toilets, faucets, windows, and doors.

CLOSING COSTS

Closing costs are fees from third parties (for example, pro-rated property tax, homeowners insurance, title insurance, and title and escrow fees) when you finalize buying your home, typically 2% - 3% of the purchase price. At least three business days before closing, your lender will send a Closing Disclosure. This form lists all final loan terms, closing costs, and payment details. Compare it to your original Loan Estimate to ensure accuracy.

BRING TO SIGNING APPOINTMENT

Your escrow officer will provide a checklist of everything you'll need, including your driver's license or photo ID, any outstanding documents, and a cashier's check for closing costs payable to the title or closing company. You'll sign the necessary documents and pay the closing costs. The seller's signing appointment will be separate. The mortgage company will release the funds to complete the sale, and the title company will record the deed with the county. This recording is the final step to closing the transaction. Once it is complete, the home is officially yours!

FINAL STEP

Meet with the Jenn Collins Group to get the keys to your new home!

POST CLOSING

Leave a review on our Google Business page to help others find our team!

10 MOVE IN *& Celebrate!*

CONGRATULATIONS!

Once your funds are received, and the sale is recorded with the County, the home is officially closed and is now ready for you to move in.



What you need to know about working with a Realtor®

REALTORS®are not just Real Estate Agents, they are professional members of the National Association of REALTORS® and subscribe to its strict code of ethics. Every REALTOR® must adhere to this code which is based on professionalism and protection of the public. As a REALTOR®'s client, you can expect honest and ethical treatment in all transaction-related matters. The first obligation is to you, the client.

DO NOT
VISIT HOME BUILDERS WITHOUT YOUR REALTOR®

You don't have to use a real estate agent to buy new construction, but you can. And you will likely encounter a sales agent when you visit a builder's model home. This is someone who has been hired by the builder to sell properties in that community. You don't want to be outmatched if you are not personally experienced in real estate. You would want an agent who is working for you. If you are interested in purchasing new construction, ask us about further resources to prepare for this kind of transaction.

DO NOT
VISIT AN OPEN HOUSE WITHOUT YOUR REALTOR® OR REALTOR'S BUSINESS CARDS

Although it is tempting to visit an open house, the agent hosting will be there to represent the seller, which means getting top dollar for the seller. As buyers' agents, we are here to get you the best deal from the seller. Please contact the Jenn Collins Team if you would like to visit an open house.





Buyer Representation Agreement

Before we start seeing properties, we ask clients to sign this agreement that allows Compass and the Jenn Collins Group, as your agent, to legally and exclusively represent you and your interests. It establishes a formal relationship between us and outlines the terms and conditions under which we will represent you with your property search.

Essential Components of the Buyer Representation Agreement:

SCOPE OF SERVICES

Defines the services we will provide you including property search, property showings, negotiation, and assistance with the purchase process.

PROPERTY TYPE AND LOCATION

The agreement may include details about the type of property you are interested in (e.g. single family, condo, commercial property, etc.) and the geographic area where you are looking to purchase.

DURATION

The agreement specifies the period during which you are committed to working exclusively with me (typically 6 months).

COMPENSATION

The agreement specifies how Compass will be compensated as it relates to your representation. We can have a conversation at the start of your search to discuss payment scenarios and memorialize it in writing. Commissions are negotiable.

Our service doesn't stop after you purchase your new home!

We are happy to provide our knowledge and resources beyond closing. Our clients also enjoy private events and celebrations with our team!

THE Next Step

Sign on to work with us

We understand the significance of purchasing a home and the importance of having a seasoned agent by your side, always advocating for your best interests.

At the Jenn Collins Group, we have a proven strategy to ensure our buyers' offers stand out in today's competitive market. While listing agents prioritize getting top dollar for sellers, our fiduciary duty as your buyer agent is solely to represent you and safeguard your interests.

With the Jenn Collins Group, you can expect comprehensive guidance on property value, market conditions, and potential red flags. We handle negotiations for repairs and pricing on your behalf, leveraging our extensive knowledge and experience to navigate you through the complexities of real estate purchasing process.

Your satisfaction and success in finding the perfect home are our top priorities.



What is the Buyer Broker Agreement?

The buyer broker agreement is a legal agreement between a potential buyer of real property and a real estate broker.

The agreement has three key features.

First, it defines the scope of the tasks and duties to be performed by buyer and broker.

Second, it provides a written consent to a dual agency if one develops.

Third, it places a limit on the time within which a legal action can be brought against the broker. This form is non-exclusive and may be revoked at any time by either buyer or broker.

LET'S Get Started

As you've navigated through this buyer's guide, I hope you've gained valuable insights into the home buying process and feel more prepared for the exciting journey ahead.

Finding your dream home is a significant milestone, and I would be honored to be a part of this adventure with you.

At the Jenn Collins Group, we are passionate about helping you find a home that not only meets your needs but also fulfills your dreams. With our expertise in real estate investment, negotiation skills, and our deep understanding of the local market, we are committed to making your home buying experience seamless and rewarding.

I invite you to reach out to us to discuss your goals, preferences, and any questions you may have. Let's embark on this journey together and turn your homeownership dreams into reality.

I am genuinely excited about the opportunity to work with you and to help you live your life in a home you love.

Warmly,

Jenn

Call/Text: 925.997.2982
Email: jenn@jenncollins.com
Visit: www.jenncollins.com
DRE: 01396269

Connect with us on social media and be sure to follow our Local Love pages for recommendations and reviews on local businesses.

jenncollinsgroup

facebook.com/jenncollinsgroup

localloveeastbay

scan for contact information

HOME BUYING *Recommendations*

Below are a number of recommendations to remember throughout the home buying process.

- Location, Location, Location. Some things you can't change.
- Supply and demand is a critical issue. Be ready to move quickly when you find what you want. Respond, decide, and act quickly to make the most of market conditions.
- There are no perfect homes. Be ready to make compromises or concessions. Know what's most important to you and compromise on things that aren't.
- Pay attention to floor plans. Changing layouts of rooms can be costly.
- Get pre-approved for a mortgage prior to making an offer.
- Be an educated buyer. Learn as much as you can about the market before you buy.
- Always make your offer to the seller contingent on a home inspection – it is money well spent.
- Compare mortgages – artificially low rates could have hidden costs. When interest rates are low, go for a fixed-rate mortgage.
- If you are planning to sell your new home quickly, don't buy an unusual house.
- Even if the quality of the school district doesn't matter to you now, remember it might someday to another buyer.
- Brand new homes may be lower in maintenance costs but can be higher in out of pocket expenses.
- Redoing kitchens and baths can be expensive, check these out carefully.
- Imagine the home vacant. Do not be swayed by decorating – the furnishings will go with the seller.
- Vacant homes appear bigger than they are. It may be a good idea to measure to make sure your furnishings will fit.
- Buy the best home you can afford in the best neighborhood you can afford.
- Pay attention to the original listing date of the properties you look at: sellers tend to be more flexible the longer the home has been on the market.
- Be honest and open with our team. We work for you and can best help you if we have a good understanding of your needs.
- You'll know the right home for you when you see it and it will have very little to do with logic - don't ask how that works - it just does.

HOME BUYING *Recommendations*

- If your contract calls for inspection(s), please choose these as quickly as possible and let our team know what they are. We will provide you guidance and recommendations on this. Your service providers have a limited amount of time to protect your interest.
- Be sure to comply with all requests of your lender after the mortgage application has been submitted. Not producing the documents or information they need can jeopardize the timely funding of your mortgage.
- Generally, the buyer accompanies the home inspector at the inspection. Please allow at least 2 to 3 hours for an average inspection. More time may be necessary for a large home. Our team will coordinate all activities from this point and will keep everyone informed about the process. The lender, home inspector, the other agent, and the title company (or escrow agent) will all be performing their necessary duties during this time.
- If necessary, our team will negotiate any repairs that were noted during the home inspection. Remember, the purchase is “as-is” and the seller is not required to respond to or pay for repair requests. Additionally, routine maintenance items are not the type of thing that should be noted and negotiated.
- Your final walk-through will be scheduled as per your sales contract. We will schedule this with you. It will take place just a few days prior to the closing.

If all of this sounds a little overwhelming – don’t worry – you’re in good hands. Our team has been through this many times and we will be there for you during the entire process. Relax and enjoy this exciting experience!

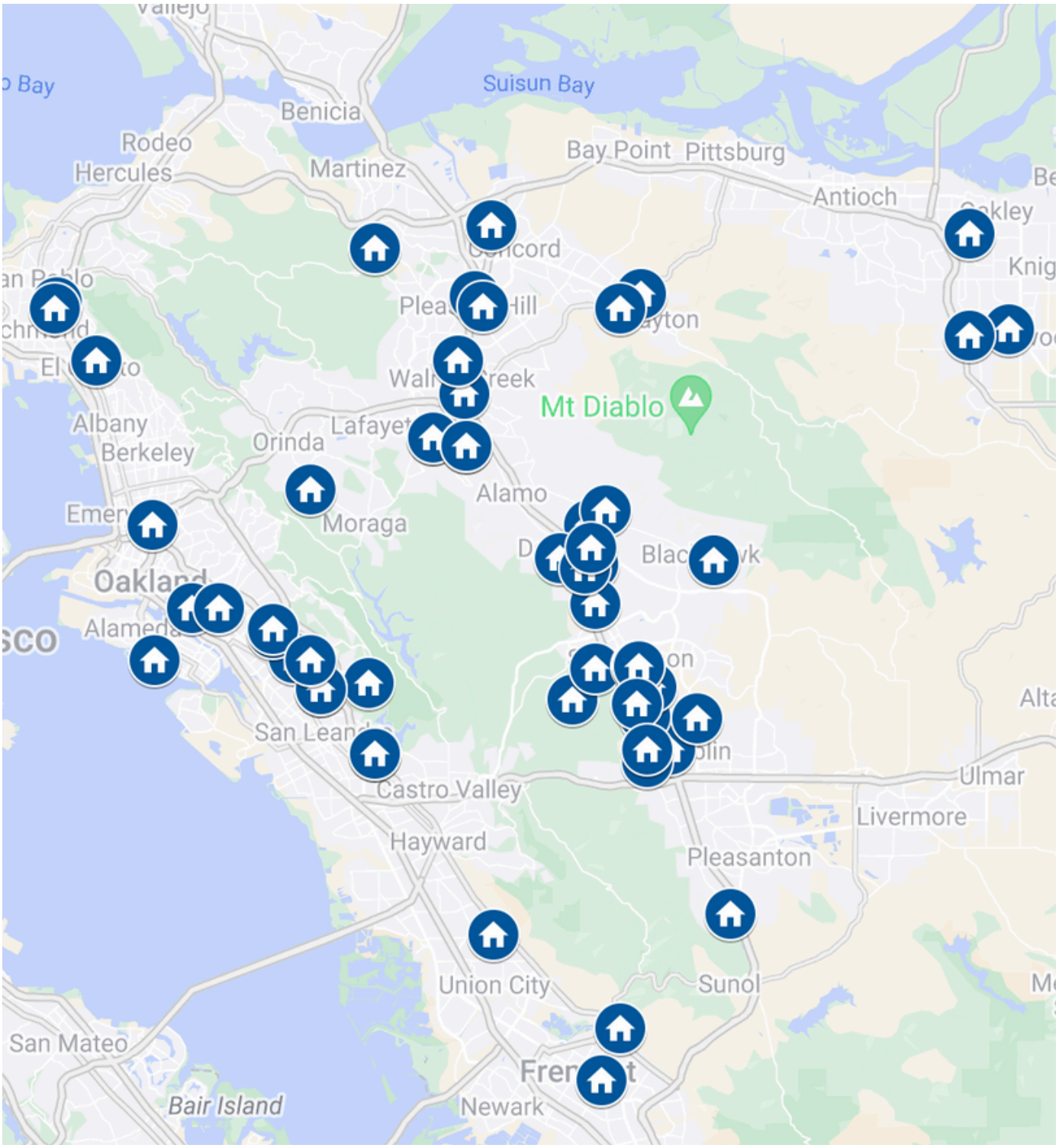
THE DON'TS *of Home Buying*

While we are working hard to help you with buying a new home, please DO NOT do any of the following, which may inadvertently delay - or worse, terminate your purchase.

1. Do not change jobs, become self-employed, or quit your job
2. Do not buy a new car, van, truck or boat
3. Do not use charge cards excessively or let your accounts fall behind
4. Do not spend money you have set aside for closing
5. Do not omit debts or liabilities from your loan application
6. Do not change bank accounts
7. Do not make large deposits
8. Do not allow any additional inquiries on your credit except for insurance purposes
9. Do not delay in sending your lender everything they need
10. Do not cosign on a loan for anyone
11. Do not go on deployment without designating a Power of Attorney
12. Do not go on maternity or paternity leave without consulting your lender
13. Do not go on vacation during escrow or travel for work during closing week

OUR Successes

We love our clients and are happy to help them with the purchase or sale of personal or investment property throughout the East Bay.



OUR Clients Say

Jenn is simply amazing and a joy to work with! We have worked with her on multiple transactions, and I am confident in saying that she has been able to deliver results unlike anyone else. She is a unicorn - a progressive market expert and real estate strategist, who connects so well with people. As a client, her ability to anticipate and remove roadblocks and communicate effectively is highly valued and boosted our confidence throughout the process. I can't recommend her highly enough! - Stacey W.

Jenn was referred by my friend who previously worked with her, and everything was perfect! I was making a last minute offer on a loft, and Jenn came through on Sunday afternoon to help me with making an offer, while she was on her vacation with her family. She was very clear on my expectation and also very clear in her explanation of the process. She doesn't only respond so quickly but also has a very thorough way of explaining each disclosure. She is very understanding, kind, intelligent and professional! I fully trusted her and her team during the long process of home searching and making offers, and I was not disappointed. I bought my first home in June 2020 during Covid and everything went so smoothly. And I cannot thank her enough! In the last three years since I bought the house, she still answers all my questions on home improvement referrals and gives me good advice on how to proceed. She is a highly recommended Realtor and real estate bff who will help you to navigate through before and after of your home purchase. She is the connection you want make when it comes to HOME! Thank you so much for helping me landing on the perfect home!!!

I would put 10 stars out here for the Jenn Collins Group and more if possible! After interviewing a number of seller's agents, particularly during this changing market, we decided to go with Jenn for many reasons:

- Loved the way she greeted us as prospective buyers when we first met her at an open house - just the way we would have wanted prospective buyers greeted at our home.
- Appreciated the thoughtful recommendations she provided to that seller to maximize their return on investment.
- Researched her and found nothing but glowing reviews - and now we know why from first hand experience.

As we worked with Jenn to prepare our home to go on the market, one of the most positive aspects was her ability to listen - to listen to our needs and desires, as well as to be direct with her professional input. We had a unique home to market, and a need to sell the home in a timely manner, and she did a great job coming up with multiple plans for us to select from. Each concern we shared was addressed, and every success we had was celebrated together! I can truly say that Jenn earned every penny of our commission - and if it were feasible to change that split between buyer's agent and seller's agent to 1%/5% I'd do so in a heart beat!

I recommend Jenn to our friends and family members wholeheartedly. Buying and selling property isn't easy even when you do it every day. With Jenn at our side, we knew that when those inevitable problems came up we had a partner that would help come up with creative and viable solutions. Jenn is well connected with local trades people and helped find affordable and timely solutions when needed - John E.

OUR Clients Say

We worked with Jenn for the purchase of our first home, and we knew without hesitation that we wanted to work with her again when it was time to buy our next home. She is the best real estate agent because she makes you feel like you're the only client that she's working with. Her response time is so fast and her attention to detail is like no other. She helped us sell our home to be able to buy our forever home and she made it a smooth and effortless process. I would highly recommend her to anyone, first time buyers and beyond. - Joe L.

Jenn was our realtor when we bought our first family home back in 2020 in the middle of Covid, and then helped us again to sell our home one year later when we decided to move to Florida to be closer to family. I was very picky in selecting a realtor, and she immediately impressed me with how organized she was, patient in explaining everything to first home buyers and made the whole process smooth. She worked with excellent team members and vendors to help us get some renovations done prior to selling our home, staging the house, etc. Her customer service in next level, and has kept in touch years later. I really cannot recommend her enough. If you choose Jenn as your realtor, you are absolutely in good hands! - Cristiano B.

My wife and I finally got serious about buying our first home. After spending several weeks pondering whether to use lawyers/real estate agents in our family, we finally realized that we were too 'high maintenance' and that we would quickly torch our family relationships unless we found a professional. We were introduced to Jenn by a trusted advisor. We were initially impressed with Jenn's demeanor-- she was energetic but composed, professional yet warm, and she gave us confidence that she'd see to it that we'd find the right home. Jenn not only helped us find a wonderful house, she did a great job of helping us sort through the myriad inspections and contingencies and ultimately helped us close our transaction to our advantage. Part of Jenn's deep skill is being sensitive to the needs of each spouse, and helping to bridge the gaps and translate towards a mutually positive result. In an incredibly stressful time, Jenn helped us move past our differences so that when it finally came time to sign we were all in. I cannot recommend Jenn highly enough--we are so thankful for her diligence and support throughout this process, and look forward to our continued friendship. --Daniel & Jeni R.

We were looking and preparing to buy a home when our baby decided to be born early. Jenn helped us navigate the housing market and held our hand through every step of our home purchase. As first-time homebuyers and as new parents with a baby in NICU, we were super thankful to have her by our side and trusted her completely. We highly recommend working with Jenn! 5+ stars. - Poh T.



COUNTDOWN TO MOVING DAY

4

4 WEEKS BEFORE YOUR MOVE

- Contract with a reputable moving company.
- Give 30 days notice if you are currently renting.
- Prepare to transfer your homeowners and auto insurance.
- Have school records transferred.
- Acquire packing materials and start packing!
- Keep track of moving-related expenses (they may be tax deductible).

3

3 WEEKS BEFORE YOUR MOVE

- Request time off work.
- Transfer prescriptions.
- Let housekeeper, landscaper, and pool maintenance know of your move.
- Look for and purchase new furniture to be delivered to the new home.

2

2 WEEKS BEFORE YOUR MOVE

- Minimize grocery shopping.
- Secure home warranty.
- Order checks with new address.
- Contact utility companies (water, electric, cable).
- Get quotes for Homeowners Insurance.
- Schedule closing appointment.
- Change address with post office, service providers, subscriptions, etc.

1

1 WEEK BEFORE YOUR MOVE

- Finish packing.
- Schedule and attend final walk-through.
- Pack essentials for a few nights in the new home.
- Confirm delivery date with moving company.

KEY TERMS

APPRAISAL
Assessment of the property's market value, for the purpose of obtaining a mortgage and performed by a licensed appraiser.

ASSESSED VALUE
Value placed upon property for property tax purposes by the tax collector.

CLOSING COSTS
Expenses incidental to a sale of real estate, such as loan fees, appraisal fees, and title insurance.

CLOSING STATEMENT
The statement which lists the financial settlement between Buyer and Seller, and the costs each must pay.

CONTINGENCY
Certain criteria that have to be met in order to finalize the sale.

DEBT-TO-INCOME RATIO
The percentage of an individual's monthly gross income relative to the amount of debt owed.

INITIAL DEPOSIT
A good faith deposit the buyer makes with an offer to show that you are serious about buying the property. In exchange, the seller agrees to stop marketing the property.

INSPECTION
An expert conducts a formal review of the property to find visible issues that need to be repaired. Buyers typically make their offers contingent on an inspection, but sellers can conduct a pre-offer inspection to appeal to buyers. The buyer may choose to do additional inspections.

FINAL WALKTHROUGH
The buyer reviews the house just before closing to make sure everything is in the same condition and that all home inspection items are fixed.

LIEN SEARCH
A background check on the property and the seller to ensure there are no outstanding debts or claims upon the property.

PRE-APPROVED
Advanced approval from a bank or other lending institution for a home mortgage.

PRE-QUALIFIED
Potential buyers provide an overall financial picture and mortgage brokers provide an estimate of what level of loan you will likely be pre-approved for.

TITLE INSURANCE
Insurance to protect the buyer and lender against losses arising from disputes over the ownership of a property.

RECORDING FEES
A fee paid to the local government to officially report a sale of a home; usually paid by the buyer.

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