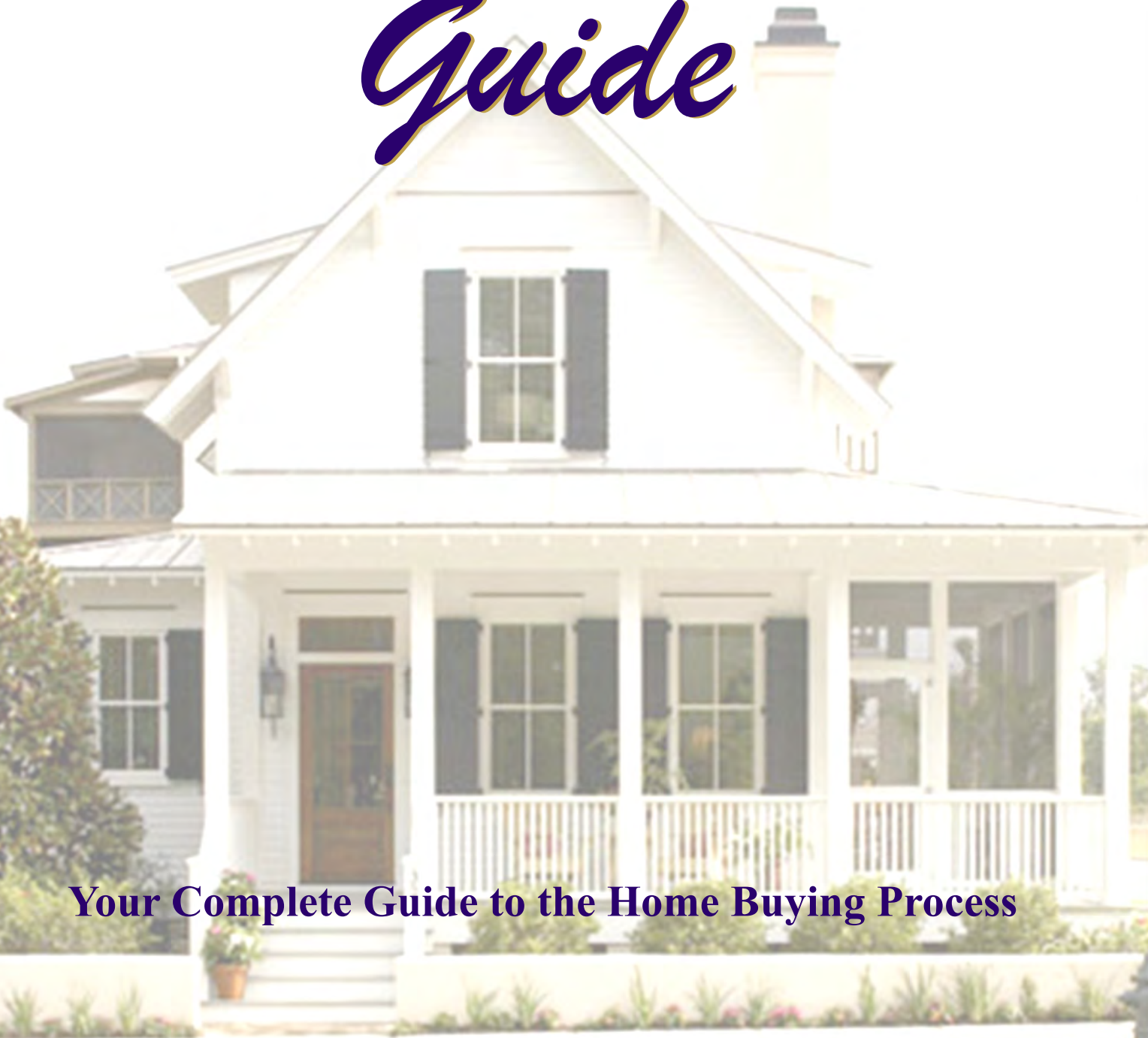


**The**  
*Dickey*  
**Group Inc.**  
REALTORS

# *Home Buyer's*

# *Guide*



**Your Complete Guide to the Home Buying Process**



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# Welcome to The Dickey Group!

CONGRATULATIONS!

*You have made a wise decision!*

You chose to work with one of the best real estate service teams in the country. Our top-notch team has streamlined and systemized every detail of the home-buying and selling process to make the entire experience enjoyable and stress free for you. We handle everything with the utmost care and concern. We don't just say the word, "service." We live it and do it!

The Dickey Group Home Selling Team has put together a group of dedicated professional specialists. We go above and beyond the normal activities required to buy a property. Our goal is to satisfy clients' wants and needs so well that they will be happy to refer other prospective buyers to us. We work diligently and fervently to help you buy your new home at the best price in the shortest amount of time so that you can fulfill your vision and get on with your life. Of course, we require your total cooperation to accomplish that goal.

The purpose of this presentation is to provide the information you need to help you select the best person and company that will best represent you in buying your home. We hope after reviewing this material that you have a clearer understanding of how important you and your business are to us.

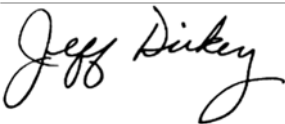
We appreciate the opportunity to show you our superior marketing and ultimate service. A referral is the highest compliment we can receive. We love referrals! That is why we perform outstanding, exceptional work during each and every transaction to earn them.

Working TOGETHER with you, we will achieve your goal and ours! We truly appreciate the opportunity to interview for the position of your REALTOR®. We consider it an honor and take it very seriously. This is our career, not a part-time hobby! We will strive to serve you beyond your expectations.

We look forward to working with you!

Enthusiastically,

The Dickey Group Home Selling Team



Jeff Dickey  
Broker, Owner ABR, CRS, GRI, ePRO

## HOW TO FIND US

**Call Us**.....937-393-7222

**Fax Us**.....937-764-0500

**Meet Us**.....On our website [www.TheDickeyGroup.com](http://www.TheDickeyGroup.com), [www.RockyForkLake.com](http://www.RockyForkLake.com)

**Email Us**.....[Jeff@TheDickeyGroup.com](mailto:Jeff@TheDickeyGroup.com)

**Stop By**.....8990 State Route 785 Hillsboro, OH 45133



# THE DICKEY GROUP INC., REALTORS

## *Mission Statement*

The primary focus of The Dickey Group is our customers. We are in the business to help them buy and sell homes. We believe that satisfying the customer is *simply* the minimum requirement for staying in business.

Our team works constantly to improve our systems using world-class technology, processes, and services to go well beyond the standard level of “service” provided by most agents.

Our highest ambition is to provide the best service in the industry. *Service to add value and exceed the client’s expectations. Service worth telling others about.*

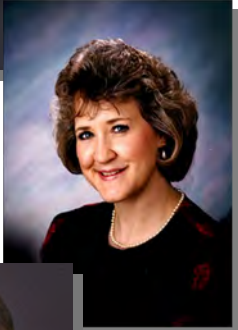
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# Meet Your Team!



*Jeff Dickey*

Broker/Owner - Jeff has been a licensed Realtor® since 1988 and Highland County resident all his life. With extensive experience serving over 1300+ families, he has become a top producing Realtor® and has been trained by the best in the nation!



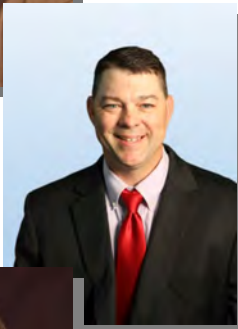
*Karen Dickey*

Office Manager - Karen, a licensed Realtor®, is ready to answer your calls. She executes your advertising plan. She obtains showing reports and calls with the buyer responses! Karen serves as the office bookkeeper!



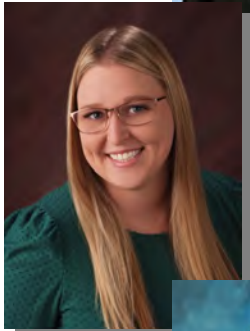
*Jack Pitzer*

Buyer Specialist - Jack is a licensed Realtor® with over 30 years of professional real estate experience! He is a lifetime resident of the Leesburg community and a graduate of Fairfield High School. His knowledge and easy going, relaxed personality makes him a winner with local families! Call Jack for your next move!



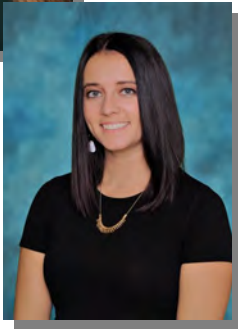
*Josh Parker*

Buyer Specialist - Josh is a licensed Realtor®. Josh stands ready to help all buyers fulfill their goals and dreams! Josh is also an auctioneer and would love to help liquidate all of your extras! Josh works tirelessly, evenings and weekends!



*Rebecca Sonner*

Realtor Executive Assistant - Rebecca is a licensed Realtor® and serves as an executive assistant to Jeff. Rebecca assists with writing contracts, negotiating deals and with creating specialized marketing. Rebecca provides assistance to our clients through all aspects of the real estate transaction; from the initial listing, through the marketing and closing process!



*Casey Dunham*

Buyer Specialist - Casey is a licensed Realtor® ready to serve you! She was raised in Highland County and currently lives in the Hillsboro community. She is eager to help you find your forever home!



*Judy Wilcher*

Office Support - Judy is responsible for managing the mailroom and processing all marketing pieces. She performs general clerical duties and assists in answering the phones. Judy ensures every client receives timely communication!



*Mary Sonner*

Business Growth and Projects Manager - Mary researches, develops, analyzes, helps maintain and implement systems and projects that enhance the services provided to all our clients!



*Jim Seaman*

Administrative Support/Courier - Jim assists our office and clients by delivering important paperwork and placing signs and brochure boxes at properties! Jim maintains great community relations with our clients and past clients!



*Beth Jones*

Closing Coordinator - Beth serves as your closing coordinator! From the time your home goes under contract to closing, Beth oversees every detail and ensures our clients receive timely communication! Beth is a paralegal and has 27 years of experience in real estate law!

## A Message from the Team

The Dickey Group offers unparalleled service to ALL clients in the **Highland County and Surrounding Area real estate market**. Our number one priority is your complete satisfaction with both our service and representation. We've built our business around this priority and we are committed to saving you both time and money.

There are many aspects to a successful real estate transaction, and The Dickey Group brings a depth and breadth of skills and experience that a single agent simply cannot provide. With over **65 years of combined experience** in the Highland County and Surrounding Area real estate market, The Dickey Group understands what it takes for a successful transaction. **Our commitment is to provide you the quality of service and communication you desire and deserve.**



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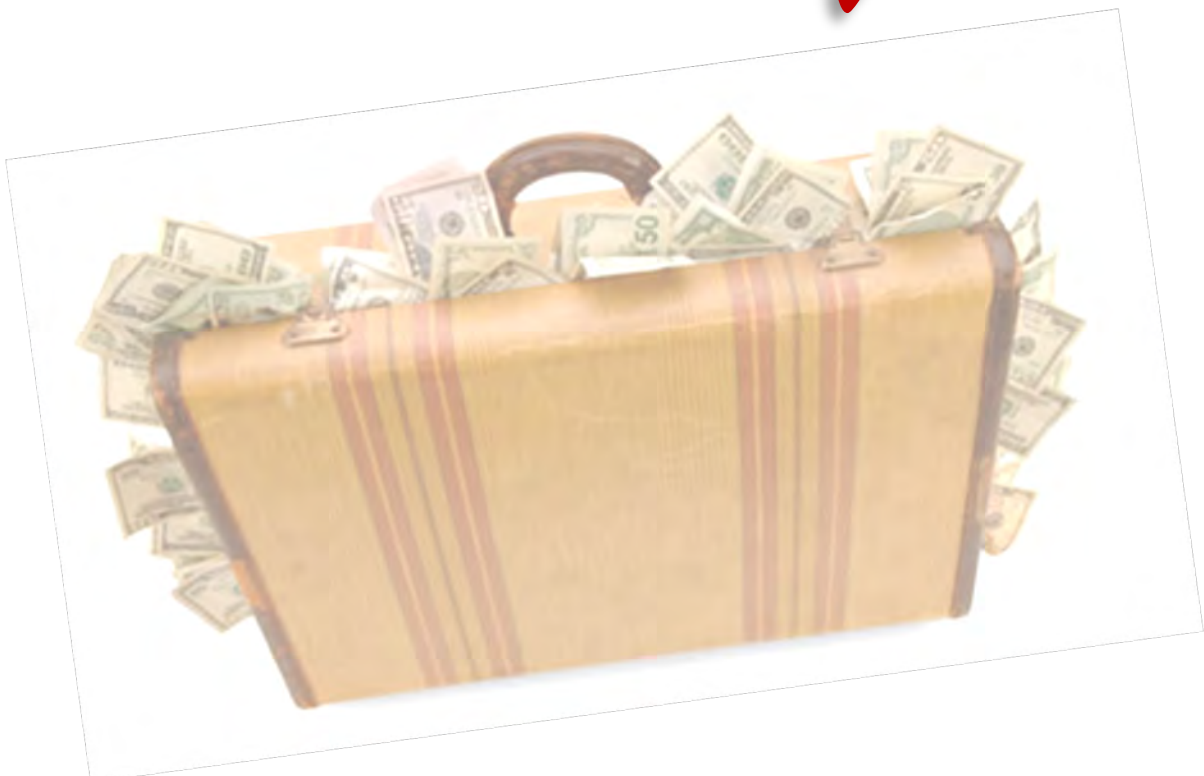
# Buying a Home?

We can show you how to buy

*Smart*

and save more

*Money!*





---

# Buying vs. Renting

## Advantages of Home Ownership

### Buying

You will have a great tax write-off.

Your housing expense may never go up.

You can use, decorate, make physical changes to, and enjoy your home as you see fit.

You may increase your equity as your home appreciates in value.

You are not at the mercy of your landlord.

Your house will become “home”, not a temporary living situation.

**VS.**

### Renting

You will have no tax write-off.

Your rent can go up each year, typically four to ten percent.

You must get permission from your landlord to make any changes to your dwelling.

You have no equity build-up. Your money is gone for ever.

You can be evicted, lose your security deposit and more.

Your living situation is always temporary.

**Let's get started  
on the purchase  
of your *new* home!**

# The Real Cost of Renting

Below is a chart compiling the amount paid each month in rent to the number of years you rent. This money goes into your landlord's pocket, building their equity - not yours. Buy today to begin reaping tax benefits, building equity and investing in your future!

(Based On A Six Percent Rental Increase Each Year)

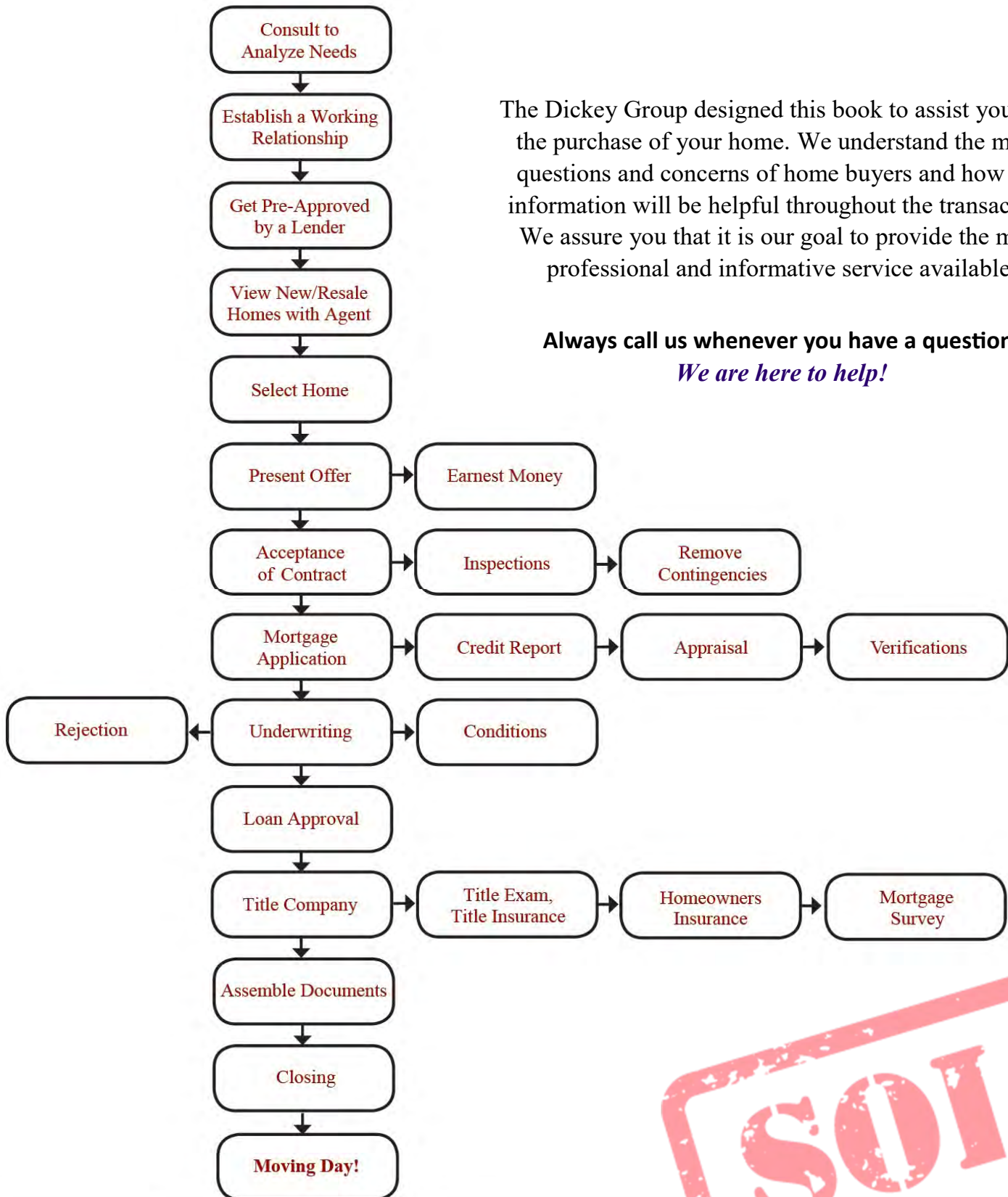
|              | \$500/Month<br>You'll Pay | \$600/Month<br>You'll Pay | \$700/Month<br>You'll Pay | \$800/Month<br>You'll Pay | \$900/Month<br>You'll Pay | \$1000/Month<br>You'll Pay | \$1100/Month<br>You'll Pay |
|--------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|
| 1ST YEAR     | 6,000                     | 7,200                     | 8,400                     | 9,600                     | 10,800                    | 12,000                     | 13,200                     |
| 2ND YEAR     | 6,360                     | 7,632                     | 8,904                     | 10,176                    | 11,448                    | 12,720                     | 13,992                     |
| 3RD YEAR     | 6,742                     | 8,090                     | 9,438                     | 10,786                    | 12,135                    | 13,483                     | 14,832                     |
| 4TH YEAR     | 7,146                     | 8,575                     | 10,005                    | 11,433                    | 12,863                    | 14,292                     | 15,722                     |
| 5TH YEAR     | 7,575                     | 9,090                     | 10,605                    | 12,119                    | 13,635                    | 15,150                     | 16,665                     |
| 6TH YEAR     | 8,029                     | 9,635                     | 11,241                    | 12,846                    | 14,453                    | 16,059                     | 17,665                     |
| 7TH YEAR     | 8,511                     | 10,213                    | 11,916                    | 13,617                    | 15,320                    | 17,023                     | 18,725                     |
| 8TH YEAR     | 9,022                     | 10,826                    | 12,630                    | 14,434                    | 16,239                    | 18,044                     | 19,848                     |
| 9TH YEAR     | 9,563                     | 11,476                    | 13,388                    | 15,300                    | 17,213                    | 19,127                     | 21,039                     |
| 10TH YEAR    | 10,137                    | 12,164                    | 14,192                    | 16,218                    | 18,245                    | 20,275                     | 22,301                     |
| <b>TOTAL</b> | <b>79,085</b>             | <b>94,902</b>             | <b>110,719</b>            | <b>126,529</b>            | <b>142,332</b>            | <b>158,173</b>             | <b>173,989</b>             |

Put your hard earned money towards a home, *today!*



**We can personally show you every home on the market!**

# The Home Buying Process



The Dickey Group designed this book to assist you with the purchase of your home. We understand the many questions and concerns of home buyers and how this information will be helpful throughout the transaction. We assure you that it is our goal to provide the most professional and informative service available.

**Always call us whenever you have a question.**  
*We are here to help!*



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# Step-by-Step Home Buying Process

## Step 1: Be Qualified by a Lender

Being pre-approved by a lender before you make an offer on a home can save you thousands of dollars later. When you call us to set up our counseling session, we can recommend a top lender for you to contact before our consultation. Cause your seller to take you seriously and negotiate from a position of strength!

## Step 2: Consult With Us

We will quickly go over the basics of buying a home and provide you with the state's Consumer Guide form. Next, we'll ask you many important questions to help us get a clear picture of what your needs, wants, and desires are. This takes about 30 to 45 minutes.

## Step 3: Choose Your System

At your consultation, you'll be asked to decide which system for finding a home you prefer.

The first is called Window Shopping. With this system, we provide you with all of the photos, addresses, and directions of those homes that match your criteria. This way you can drive by the homes before you tour them. Many people like this system because they get a feel for the home's location and condition without having us present. When a home of interest is found, we are contacted for entrance into the house.

The second system is called Agent Previewing. This is a more traditional system for house hunting. We review all the homes that are available for you and will narrow the selection down to no more than seven "cream of the crop" properties, according to your criteria and our experience. On a predetermined day, we will go out together to find the home you'll buy from the ones we've selected. At the end of our consultation, you sign a Buyer Agency Agreement, and the search is on!

## Step 4: Find Your New Home

Once we know all your particulars, we use technology to search the Multiple Listing Service, as well as other resources, for properties that meet your needs. When we go out to see the selected homes, bring your checkbook! Don't be surprised when you fall in love with a home your very first day... most people do! Many Buyers buy their new homes after previewing six homes or less.

## Step 5: Draft Your Purchase Agreement

Once we have found your dream home, we'll complete a residential purchase agreement for you to review and sign. Once signed, the offer will be submitted to the Seller's Agent. A sample copy of the purchase agreement is given to you at your consultation. A copy of your letter of loan approval should accompany your offer that is submitted to the seller.

## Step 6: Write Earnest Money Check

At this time, you also submit an earnest-money check to go with your offer. This check is usually written for an amount equal to at least one percent of the price of the home. We take the check and the purchase agreement to the seller's agent and negotiate the sale on your behalf. If the seller accepts your offer by signing the sales contract, you will have "mutual acceptance."

*PLEASE NOTE: When your contract is accepted by the seller, your earnest money check will be cashed.*



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## Step 7: You Bought Your New Home

This point is often the hardest part of the home buying process. Why? Because buyer's remorse may set in. Although a majority of our buyers are very excited, some still feel a bit of buyer's remorse. This happens because it's time for a decision, commitment, and legal documents. So remember, the butterflies you feel are normal!

## Step 8: Formalize Your Financing

Now that the paperwork is signed, complete a formal loan application if you haven't already done so. Expect to pay for an appraisal and an extensive credit report, which costs about \$425. You'll sign a Verification of Employment form. If you have asked for an inspection to be done on your new home, you'll need to pay the inspector at the time of inspection, usually in the range of \$300 to \$350.

## Step 9: Prepare to Move

Your closing and possession dates will be determined when you write the offer to purchase and are agreed upon by both the buyer and seller. We work hard to make sure that everything runs smoothly and to make it as easy and pleasant for you as possible. We'll coordinate your inspectors, appraisers, and lenders; identify problems; and find solutions.

Please feel free to call us at any time during the process. Although we work hard to make sure that you are informed, there may be information that needs further explanation. Now you know more about the "real world" buying process than 90 percent of those who are looking to purchase a home!



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# How to Prepare for the Financing Process

## LOAN APPLICATION CHECKLIST

When it comes to getting pre-approved for your loan, your lender will ask you for the following items. To expedite the process, have the following information ready when you apply:

### **Borrower Information**

- Full Name
- Marital Status
- Age
- Address
- Previous Address (if less than 2 years at current address)
- Landlord (past 2 years)
- Phone Number
- Place of Employment (past 24 months)
- Length of Employment
- Previous Employer (if less than 2 years at current employer)
- Social Security Number
- Name and Age of Dependents
- Death Certificate

### **Income**

- Base Pay (pay stubs for 1 month)
- Overtime
- Bonuses
- Real Estate Income
- Interest Income
- Alimony/Child Support, copy of Divorce Decree, (need not be disclosed, if you choose)
- Other Regular Income (Social Security, retirement accounts, etc.)
- Last 2 years' W2s and Federal Tax Returns
- Bank Statements (past 3 months)

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## Assets

- Names and Addresses for these Accounts will be Required Along with Account Numbers
- Cash (savings, checking, money market)
- Securities (stock, mutual funds) Value of Real Estate Proceeds from Sale of Current Home
- Cash Value of Life Insurance
- Automobiles
- Personal Property

## Liabilities

- You will need the total due, monthly payments and amount of payments remaining. Names, addresses and account numbers will also be required.
- Automobile Loan
- Bank Loan
- Real Estate Mortgage
- Personal Loan
- Student Loan
- Notes Payable
- Credit Cards
- Alimony/Child Support
- Outstanding Judgments
- Miscellaneous Debt
- Bankruptcy and Discharge of Bankruptcy



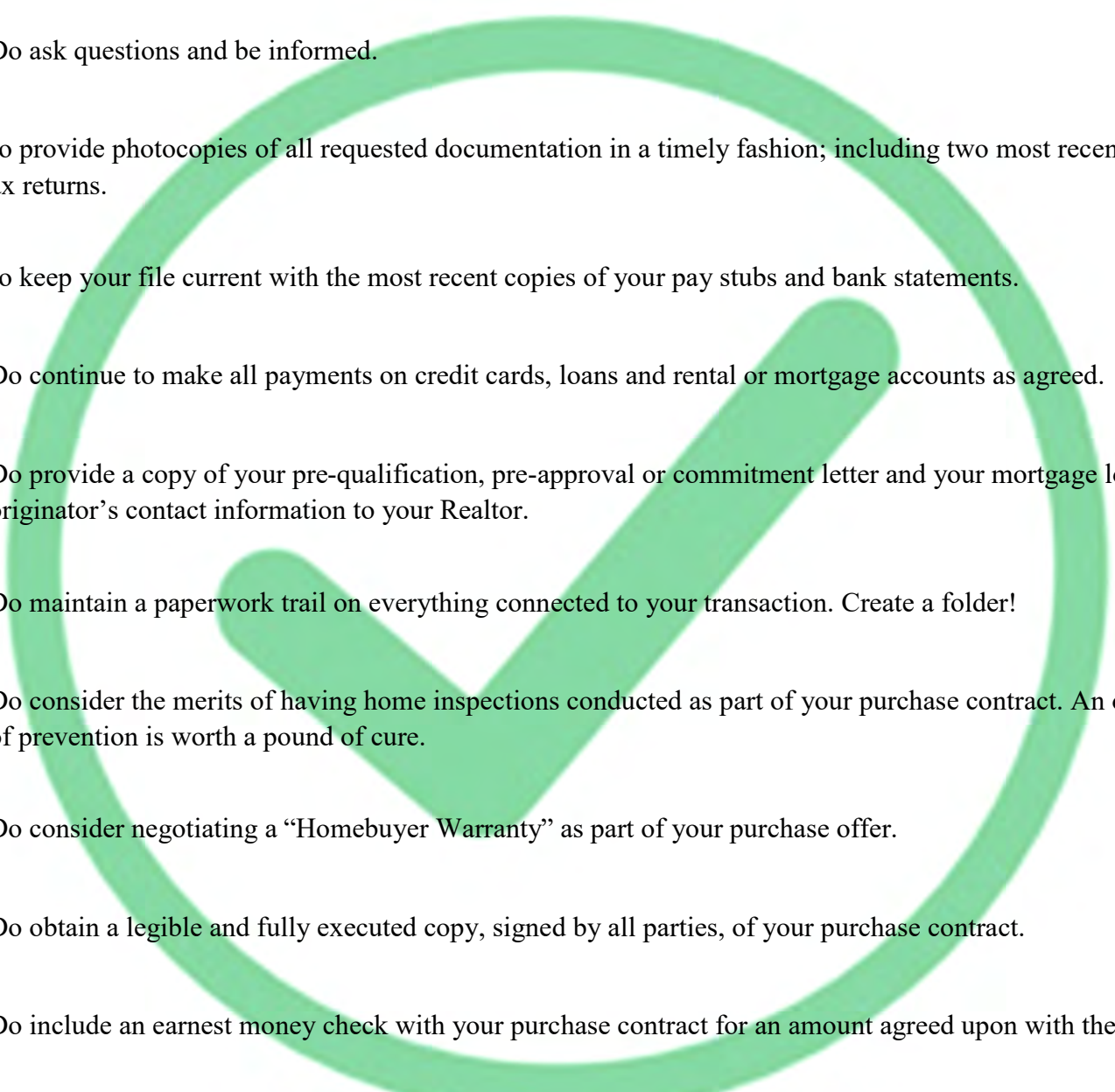
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# Do's During the Home Buying Process

At The Dickey Group, we want your home buying process to go as smoothly as possible for you.

We've compiled this list of DOs and DON'Ts, based on our many years of experience helping people like you.

## DO Checklist

- 
- ✓ Do ask questions and be informed.
  - ✓ Do provide photocopies of all requested documentation in a timely fashion; including two most recent years tax returns.
  - ✓ Do keep your file current with the most recent copies of your pay stubs and bank statements.
  - ✓ Do continue to make all payments on credit cards, loans and rental or mortgage accounts as agreed.
  - ✓ Do provide a copy of your pre-qualification, pre-approval or commitment letter and your mortgage loan originator's contact information to your Realtor.
  - ✓ Do maintain a paperwork trail on everything connected to your transaction. Create a folder!
  - ✓ Do consider the merits of having home inspections conducted as part of your purchase contract. An ounce of prevention is worth a pound of cure.
  - ✓ Do consider negotiating a "Homebuyer Warranty" as part of your purchase offer.
  - ✓ Do obtain a legible and fully executed copy, signed by all parties, of your purchase contract.
  - ✓ Do include an earnest money check with your purchase contract for an amount agreed upon with the seller.
  - ✓ Do arrange for a satisfactory homeowner's insurance coverage binder on your home effective on the date of your closing.

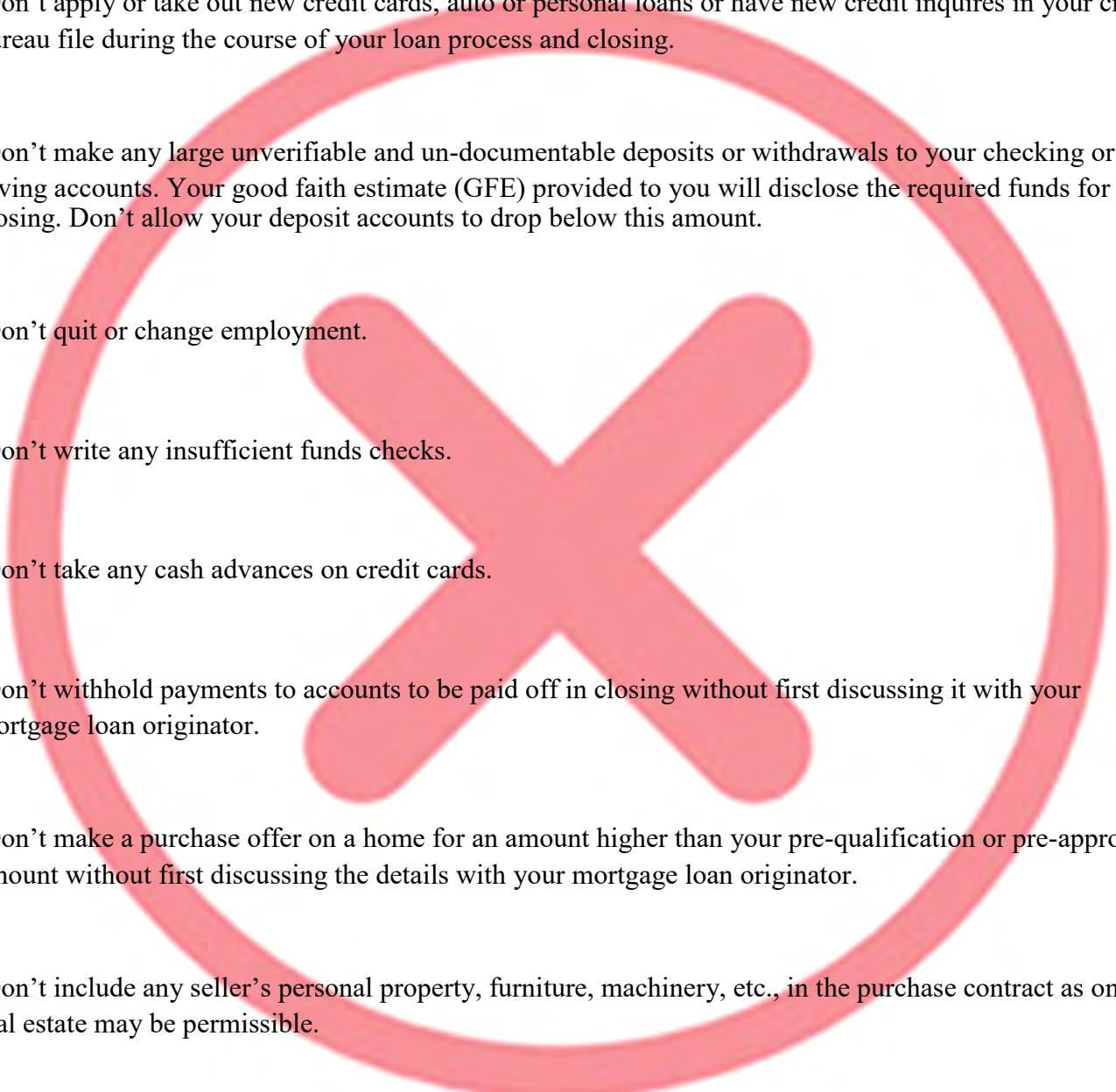


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# Don'ts During the Home Buying Process

By following these guidelines, you can help make sure that your home buying process and closing are completed as quickly as possible.

## DON'T Checklist

- 
- X** Don't apply or take out new credit cards, auto or personal loans or have new credit inquiries in your credit bureau file during the course of your loan process and closing.
  - X** Don't make any large unverifiable and un-documentable deposits or withdrawals to your checking or saving accounts. Your good faith estimate (GFE) provided to you will disclose the required funds for closing. Don't allow your deposit accounts to drop below this amount.
  - X** Don't quit or change employment.
  - X** Don't write any insufficient funds checks.
  - X** Don't take any cash advances on credit cards.
  - X** Don't withhold payments to accounts to be paid off in closing without first discussing it with your mortgage loan originator.
  - X** Don't make a purchase offer on a home for an amount higher than your pre-qualification or pre-approved amount without first discussing the details with your mortgage loan originator.
  - X** Don't include any seller's personal property, furniture, machinery, etc., in the purchase contract as only real estate may be permissible.
  - X** And most of all, don't hesitate to call The Dickey Group if you have any questions obtaining a loan. We're here and happy to help!

# *The 10 Commandments*

## When Applying for a Real Estate Loan

- I. Thou shalt not change jobs, become self employed or quit your job.
- II. Thou shalt not buy a car, truck or van (or you may be living in it)!
- III. Thou shalt not use charge cards excessively or let your accounts fall behind.
- IV. Thou shalt not spend money you have set aside for closing.
- V. Thou shalt not omit debts or liabilities from your loan application.
- VI. Thou shalt not buy furniture.
- VII. Thou shalt not originate any inquiries into your credit.
- VIII. Thou shalt not make large deposits without first checking with your loan officer.
- IX. Thou shalt not change bank accounts.
- X. Thou shalt not co-sign a loan for anyone.

---

# The Offer Process

The offer will be written on a Dickey Group, Inc. contract form.

If the initial offer is not accepted by the seller, further negotiations will occur until both parties come to an agreement.

**Negotiating** – the offer will include:

- The Amount You are Willing to Pay
- Financing Terms
- Closing & Occupancy Date
- Contingencies
- Inspection Contingencies



**Earnest Money Deposit** – at the time of your offer, you will be required to make a deposit in the form of a personal check or cashier's check.

- The amount deposited will be kept in a trust account under The Dickey Group, Inc. and will not be turned over to the seller.
- This money represents your sincerity in the attempt to purchase and is fully refundable if the offer is not accepted, if your loan is not approved or if some other condition in the contract is not met by the seller.
- The check will be made out to The Dickey Group, Inc. and will be credited to you at closing as part of your down payment and/or closing costs.

**Title Exam/Insurance** – the lender and/or buyer will need a preliminary title report when a property is sold to see what liens and encumbrances are against the property. Items that a preliminary title report show include:

- Easements of Record
- Restrictions, Covenants and Conditions
- Liens, Mortgages
- Exact Owner of Record
- Legal Description

When the subject property is final and the title company/attorney has recorded the necessary documents, they will issue a policy of title insurance to the new lender and the buyer showing clear title to the property. As a buyer, at closing, you will have the opportunity to purchase an owner title policy if desired.

As a reminder, the *seller* pays the commission on your new home purchase. The seller has generally signed a listing agreement with his agent specifying a certain fee to be paid and many times it has provisions for splitting that fee with the agent who sells the property regardless of buyer agency.



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# The Home Inspection

A home inspection gives you more detailed information to help you make a wise decision. In a home inspection, a qualified inspector takes an in-depth, unbiased look at your potential new home to:

- Evaluate the physical condition: structure, construction, and mechanical systems.
- Identify items that impact the habitability of the home that will need to be repaired or replaced.
- Estimate the remaining useful life of major systems, equipment, structure, and finishes.

## Items on your home inspection report will include:

- Foundations, Basements and Structures
  - \* Basement Floor & Walls, Proper Drainage & Ventilation, Evidence of Water Seepage
- Exterior
  - \* Siding, Windows, Doors, Walls, Porches, Decks & Balconies
- Roof
  - \* Roof Type & Material, Condition of Gutters & Downspouts
- Interior Plumbing System
  - \* Hot & Cold Water System, Waste System & Sewage Disposal, Water Pressure & Flow, Hot Water Equipment
- Electrical System
  - \* Type of Service & Protection, Number of Circuits, Outlet Grounding & Load Balance
- Central Heating System
  - \* Energy Source, Type of Cooling Equipment, Capacity & Distribution
- Interior
  - \* Walls, Ceilings, Floors, Windows, Doors, Stairways, Cabinets & Countertops
- Attic
  - \* Structural, Insulation & Ventilation
- Fireplace
  - \* Chimney, Damper & Masonry - The Inspector may recommend you have a chimney company inspect the inside of the flue.
- Garage
  - \* Doors, Walls, Floor & Opener
- Appliances
  - \* Built-In & Other Home Appliances
    - ◇ Smoke Detectors & Television/Cable Hookups
- Lot & Landscaping
  - \* Ground Slopes Away From Foundation, Condition of Walks, Steps & Driveways





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# Home Warranty Insurance

If the seller does not provide a home warranty policy, the buyer may purchase one at the time the contract is accepted. The Dickey Group Home Selling Team can facilitate your purchase of a home warranty.

## **Why a Warranty is so Important to Your Peace of Mind:**

If you're buying a home, your expenses only begin at closing. Most people have lots of renovations to make, furniture to buy and so on. So the last thing you want to do is spend additional money for repairs due to unexpected mechanical failures within your new home.

## **Benefits When You're a Buyer:**

Your home is one of the biggest investments of your life. Why take chances? You can be covered against the expenses of unexpected repair or replacement for a full year after closing, less the standard deductible. Think about it, no matter how closely you inspect a home before you buy, you just can't predict certain things. There could be breakdowns from normal wear and tear, and there's always the possibility of mechanical failure during the first year of ownership. Things like internal plumbing, electrical wiring, or vital parts of the air conditioning and heating systems can give out unexpectedly. Even working components like the washer, dryer, oven, refrigerator, and other items sometimes fail. Each warranty has some limitation, carefully read your policy. Pre-existing conditions may be a factor.



## **Toll-Free, 24-Hour Claim Service:**

What could be easier when something goes wrong than making a single, toll-free phone call? Well, when your home is protected by a warranty that's how easy it is—24 hours a day, seven days a week. As soon as the company receives your call, the claim is entered into their state-of-the-art computer system. They'll notify a contractor in your area who will contact you for an appointment. When the contractor arrives at your home, he will verify the claim, prepare a repair or replacement estimate, and call their Claims Department. He is then authorized to complete the necessary repairs or replacement on covered items.

---

## *Prior to Your Closing*

The Dickey Group Home Selling Team *Closing Coordinator* will help you to the Closing Table.

Our Coordinator will also confirm the mortgage loan approval, handle *many* details behind the scenes and confirm all conditions are met for Closing.

# Ensuring a Smooth & Seamless Closing!

**Our Closing Coordinator will also Remind you to Coordinate the Following Prior to or at Closing:**

- Go Over Settlement Statements and Monies to Bring
- Transfer of Utilities
- Exchange of Contact Information & Keys
- Date of Possession

*Our Coordinator will attend your closing to oversee details and provide moral support.*



---

# Understanding Closing Costs

**Application Fee:** Fee charged by lender to pay for the fixed costs related to mortgage loan processing, such as appraisal, credit report, and underwriting.

**Closing Fee:** The fee charged by the agent who prepares the closing documents and closes the loan on behalf of the lender.

**Commitment Fee:** This is often called an origination fee and is generally computed at 1% of the mortgage amount, or an amount as charged by lender.

**Discount Points:** Each point is equal to 1% of the mortgage amount. Points are used by the lender to adjust the yield on the mortgage when it is sold to an investor. By paying more points, the borrower can obtain a lower mortgage interest rate.

**Funding Fees:** Normally applicable on VA loans only, equal to a percentage of the loan amount. The fee is due at closing or may be added to the loan amount and financed.

**Homeowner's Insurance:** One-year premium is due in advance of the time of closing.

**Mortgage Insurance:** Insurance required by the lender when the down payment is less than 20%. In the case of loan default, this insurance reduces the lender's loss.

**Pre-Payables:** Adjustment to escrow accounts from the date of closing to the date of the first payment. Interest is paid through the end of the month of closing; taxes are paid through the end of the month of closing, plus the following month. Two months of PMI may be collected. Two months of homeowner's insurance may be collected. A homeowner's insurance policy must be provided along with a receipt showing that the first year's premium is paid.

**Processing Fee:** Fees charged by the escrow processor (either working for the escrow company, title company, or real estate company) for administrative escrow services performed from the point-of-contract through closing.

**Recording Fees:** Fees charged by state and municipal entities for entering the closing documents into the public record.

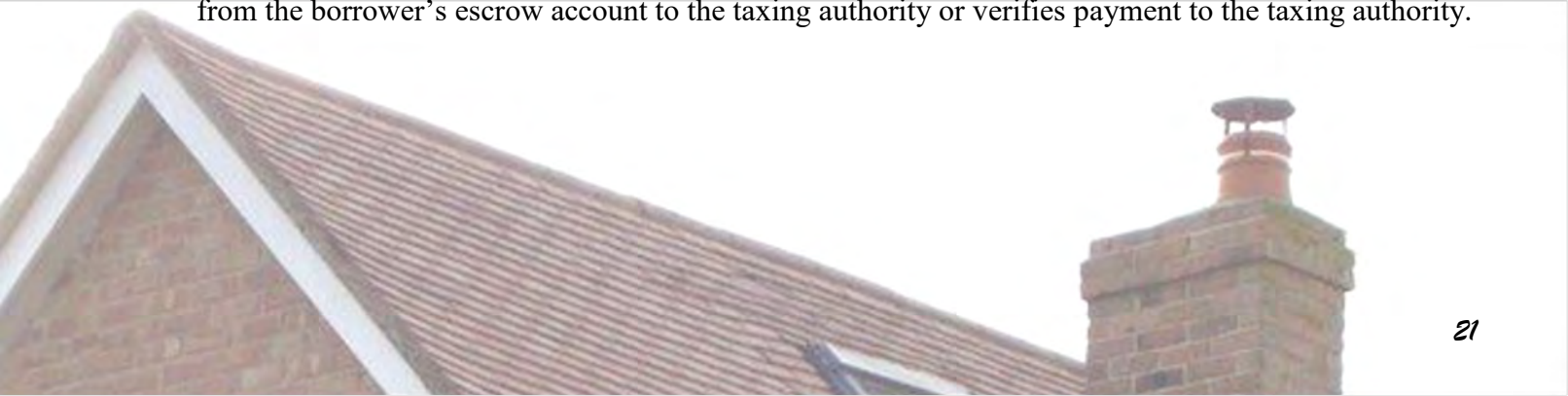
**Survey Fee:** Fee usually required and used by the lender to check for encroachments from within or from outside the subject property.

**Title Insurance:** Provides protection for lenders and homeowners against financial loss resulting from legal defects in the title.

**Underwriting Fee:** Fee usually included in the application fee, although practices do vary from lender to lender.

**Flood Certification Fee:** Lender must determine if the home requires flood insurance.

**Tax Service Fee:** A one-time charge collected at closing which arranges for the payment of real estate taxes from the borrower's escrow account to the taxing authority or verifies payment to the taxing authority.



# Moving Checklist

## 8 WEEKS BEFORE YOUR MOVE

- Start collecting estimates from moving companies
- Budget for moving expenses.
- Create a “move file” to keep track of quotes, receipts and other important information.
- Start researching your new community.

## 7 WEEKS BEFORE YOUR MOVE

- Start compiling medical, dental, shot and prescription records.
- Ask doctors for referrals in your new city.
- Arrange to have school records and veterinarian records transferred.
- Gather copies of legal and financial records.
- Call your insurance agent to see what changes you need to make to your new policy.
- Contact health clubs, organization, and groups to cancel or transfer memberships.

## 6 WEEKS BEFORE YOUR MOVE

- Plan how you will move valuables and difficult to replace items (certified mail, or carry them with you).
- Begin purging your home. Separate items into those you will keep, donate or discard.
- Plan a garage sale.
- Start using items that can't be moved such as frozen foods, bleach, and aerosols

## 5 WEEKS BEFORE YOUR MOVE

- Order boxes and moving supplies.
- Begin packing items you don't use often.
- Clearly label each box with its contents and the room it is destined for.
- Pinpoint your move date.
- File a change of address with the Postal Service, or ask them to hold your mail at the post office in your new city.



## 4 WEEKS BEFORE YOUR MOVE

- Reserve your moving truck.
- Notify these utility services of your move (both at your old and new locations):
  - Electric
  - Water
  - Gas
  - Telephone
  - Cell phone
  - Cable/Satellite and Internet
  - Sewer
  - Trash Collection
- Make travel arrangements for your pets.
- Put copies of pet medical and immunization records in your move file.
- Host a garage sale.

## 3 WEEKS BEFORE YOUR MOVE

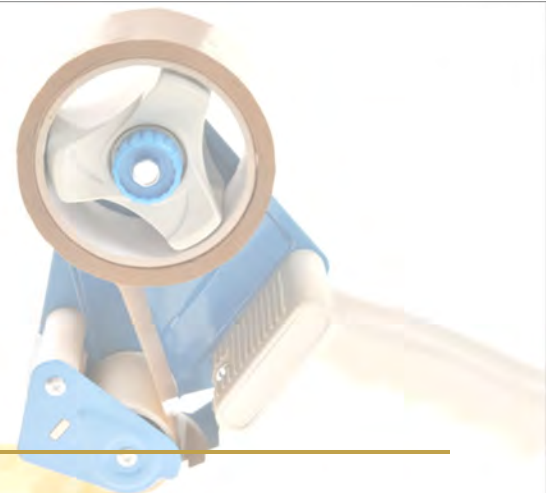
- Plan how to transport your plants.
- Dispose of flammables, corrosives, and poisons.
- Have your automobile serviced.

## 2 WEEKS BEFORE YOUR MOVE

- Notify these professional services of your move:
  - Accountant
  - Attorney
  - Doctor
  - Dentist
  - Financial Planner
  - Health Insurance Provider
  - Insurance Agent
  - Schools

## 2 WEEKS BEFORE YOUR MOVE

- Notify these services/accounts of your move:
  - Auto Finance Company
  - Bank/Credit Union/Finance Companies
  - Credit Card Companies
  - Exterminator
  - Health Club
  - Home care service providers (lawn, exterminator, snow removal etc.)
  - Laundry service
  - Magazines
  - Monthly memberships (Netflix, book of the month, etc.)
  - Newsletters
  - Newspapers
  - Pharmacy
  - Store/Gas Charge Accounts
- Notify these government offices of your move:
  - City/County Tax Assessor
  - State Vehicle Registration
  - Social Security Administration
  - State/Federal Tax Bureau (IRS)
  - Veterans Administration
  - Confirm travel arrangements for pets and family.
  - Confirm parking for your moving trailer or moving container. Obtain permits if needed.
  - Plan meals for the last weeks to use up your food.
  - Assemble a folder of important info about your house for the next home owner.



## 1 WEEK BEFORE YOUR MOVE

- Review your moving plans with your family.
- Contact your bank or credit card company if you are planning to pay for your move by debit or credit card.
- Notify friends and family of your new address and phone number.
- Pack an essentials box to keep with you during the move.
- Drain gas and oil from lawn equipment, gas grills, heaters, etc.
- Drain water hoses and waterbeds.
- Measure furniture and doorways to determine if larger pieces will fit through the door.
- Empty and defrost refrigerator at least 24 hours before the move.
- Fill any prescriptions you will need during the move.

## MOVING DAY

- Be familiar with our packing and loading tips and personally supervise hired labor.
- Place carpet, floor and door frame protectors throughout your home.
- Load goods in a pre-designated order, saving “last load” items for the rear of your shipment.
- Check every room and closet one last time to make sure nothing is left behind.
- Leave a note with your new address so that future residents can forward stray mail.

## MOVING IN CHECKLIST

- Clean your new home.
- Pick up any mail being held at the local post office.
- Unload your items and begin organizing your new home.
- Keep all receipts and documents in your move file and store it in an easy-to-remember location.
- Get a new driver’s license and automobile tags, register to vote, etc.
- Contact the local paper for a new subscription.
- Enjoy your new home!

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## *Some Parting Words from Our Past Clients*

***“You have been good in the past....all the coupons that you send us! It’s all about the money – you got us a good price! The price, communication, everything.....you exceeded our expectations!”***

*– Diana Moore*

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***“All my resources had good things to say about this Group. They understood my needs and what kind of property I have been wanting. They worked well with the buyer and seller to meet each one’s needs. Worked well with the bank with all the paperwork. They have far exceeded my expectations!”***

*– Larry Richmond*

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***“The Dickey Group has far exceeded my expectations! Things that stand out are communication, support, Jeff’s experience and an understanding of “human nature.” Emily was incredible with her weekly calls, answering all my questions very quickly. I am a “born-again” Jeff Dickey person and will share my positive experience with whoever will listen and force my opinion on those who won’t listen!”***

*– Debbie Sansone*

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***“The Dickey Group was very professional, far exceeding our expectations! As a result of this experience..... we got back Dad’s land!”***

*– Anthony Drummond*

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***“We wanted to buy a lake house. The Dickey Group was very informative of the house and surroundings! Emily was especially helpful. I will recommend you to everyone!”***

*– Janet & Bob Albers*

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***“Everyone in your organization is great and a pleasure to talk to and deal with....Thank you so much!”***

*– Paul and Jamie Snarski*

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# Glossary of Real Estate Terms

**Abstract of Title:** A summary of the public records relating to the ownership of a particular piece of land. It represents a short legal history of an individual piece of property and traces the ownership of that property from the time of the first recorded transfer to present.

**Acceptance:** Consent to an offer to enter into contract.

**Adjustable Rate Mortgage:** A mortgage that allows the interest rate to be changed periodically; referred to as ARM.

**Agency:** A legal relationship in which an owner-principal engages a broker-agent in the sale of property or a buyer-principal engages a broker-agent in the purchase of property.

**American Society of Home Inspectors (ASHI):** A professional trade association providing training and education in home inspections. Members meet qualification requirements to join.

**Amortization:** The gradual repayment of a mortgage by periodic installments.

**Annual Percentage Rate (APR):** The total finance charge (interest, loan fees, and points) expressed as a percentage of the mortgage amount.

**Appraisal:** An evaluation of a piece of property to determine its value.

**Appreciation:** Increase in value due to any cause.

**Asbestos:** A mineral fiber used in some building materials, such as flooring, siding, insulation, and roofing. It is presently banned for most uses in real property.

**Assessed Value:** The valuation placed on property by a public tax assessor as the basis of property taxes.

**Assumption of Mortgage:** An agreement whereby the buyer assumes responsibility for a mortgage owed by the seller; the seller remains liable to the lender unless lender agrees to release the seller from the liability.

**Comparative Market Analysis (CMA):** An evaluation of similar, recently sold homes (called comparables) that are near a home intended to be bought or sold. Comparative market analyses establish the current market value of the home and are prepared by real estate agents. A comparative market analysis is not the same as an appraisal, which is performed by a licensed appraiser.

**Comparables:** Properties similar in size and character to the one being bought or sold.

**Condominium:** Ownership of a unit only, rather than of the entire building with the land.

**Consideration:** Anything of value to induce another to enter into a contract (i.e. money, services, a promise, etc.).

**Contingency:** A condition that must be satisfied before a contract is binding.

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

**Conventional Mortgage:** A fixed rate, fixed-term mortgage not insured by the federal government.

**Deed:** A legal document conveying title to a property.

**Deed (Quit Claim):** A deed that transfers only that title or right to a property that the holder of that title has at the time of the transfer. It does not warrant or guarantee a clear title.



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**Department of Housing And Urban Development:** A U.S. government agency established to implement certain federal housing and community development programs.

**Disclosure Laws:** State and federal regulations which require sellers to disclose such conditions as whether a house is located in a flood plain or whether there are known defects in or affecting the property.

**Earnest Money:** A portion of a down payment given to the seller by a potential buyer indicating the buyer's intent to complete the purchase of the property.

**Easement:** A right to use the land of another.

**Encroachment:** A condition that limits the interest in a title to property, such as a mortgage, deed restrictions, easements, unpaid taxes, etc. re-

**Equity Mortgage:** A mortgage based on the borrower's equity in their home rather than on their credit worthiness.

**Escrow:** The placement of money or documents with a third party for safekeeping pending the fulfillment or performance of a specified act or condition. ful-

**Fair Market Value:** A selling price for an item to which a buyer and seller can agree.

**Fannie Mae:** Nickname for Federal National Mortgage Corp. (FNMA), a tax paying corporation created by Congress to support the secondary mortgages insured by FHA or guaranteed by VA, as well as conventional home mortgages.

**Federal Housing Administration (FHA):** An agency within the Department of Housing and Urban Development (HUD) that administers loan guarantee programs and loan insurance programs to make more housing available. De-

**Fixed Rate Mortgage:** A loan that fixes the interest rate at a prescribed rate for the duration of the loan.

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

**Freddie Mac:** Nickname for Federal Home Loan Mortgage Corp. (FHLMC), a federally controlled and operated corporation to support the secondary mortgage market. It purchases and sell conventional home mortgages. home mort-

**For Sale By Owner (FSBO pronounced "fizz-bow"):** A home that is for sale by owner.

**Graduated-Payment Mortgage:** A mortgage that starts with low monthly payments and increases at a predetermined rate. pre-

**Growing-Equity Mortgage:** A mortgage loan in which the monthly payments increase by a specific amount each year, with the "overpayments" applied to the principal.

**Home Warranty:** Is a contract between a homeowner and a home warranty company that provides for discounted repair and replacement service on a home's major components, such as the furnace, air conditioning, plumbing and electrical system. A home warranty may also cover major appliances such as washers and dryers, refrigerators and swimming pools.

**Installment Debts:** Long-term debts that usually extend for more than one month.

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

**Lease Purchase Agreement:** Buyer makes a deposit for the future purchase of a property with the right to lease the property in the interim.

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**Lien:** A legal claim against a property that must be paid when the property is sold.

**Loan-to-Value Ratio:** The relationship between the amount of a home mortgage and the total value of the property. Lenders may limit their maximum mortgage to 80-95% of value.

**Lock-In Ratio:** A commitment made by lenders on a mortgage loan to "lock-in" a civilian rate pending mortgage approval. Lock-in periods vary.

**Market Value:** The highest price a buyer will pay for property and the lowest price the seller will accept.

**Multiple Listing Service (MLS):** Is a suite of services that enables real estate brokers to establish contractual offers of compensation (among brokers), facilitates cooperation with other broker participants, accumulates and disseminates information to enable appraisals, and is a facility for the orderly correlation and dissemination of listing information to better serve broker's clients, customers and the public.

**Mortgage:** One type of document used to make property the security for the payment of a loan.

**Mortgage Broker:** An individual or company that obtains mortgages for others by finding lending institutions, insurance companies, or private sources to lend the money; may also handle collections and disbursements.

**Mortgagee:** The lender of money or the receiver of the mortgage.

**Mortgagor:** The borrower of money or the giver of the mortgage document.

**Negative Amortization:** An increase in the outstanding balance of a mortgage resulting from the failure of periodic debt service payment to cover required interest charges on the loan.

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

**Origination Fee:** A fee or charge for work involved in the evaluation, preparation, and submission of a proposed mortgage loan.

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

**Private Mortgage Insurance (PMI):** Insurance issued to a lender by a private company to protect the lender against loss on a defaulted mortgage loan. Its use is usually limited to loans with high loan-to-value ratios. The borrower pays the premiums.

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

**Radon:** A colorless, odorless gas formed by the breakdown of uranium in sub-soils. It can enter a house through cracks in the foundation or in water and is considered to be a health hazard.

**REALTOR and REALTOR-Associate:** Registered collective membership marks that identify real estate professionals who are members of the National Association of REALTORS and who subscribe to its strict Code of Ethics.

**Rent with Option:** A contract which gives one the right to lease property at a certain sum with the option to purchase at a future date.

**Savings and Loan Association (S&Ls):** Depository institutions that specialize in originating, servicing, and holding mortgage loans, primarily on owner-occupied residential property.

**Savings Bank:** A financial institution organized to hold individual depositors' funds in interest-bearing accounts and to make long-term investments, such as home mortgage loans.

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**Second Mortgage/Second Deed of Trust/Junior Mortgage or Lien:** An additional loan imposed on a property with a first mortgage; generally a higher interest rate and shorter term than a "first" mortgage.

**Severalty Ownership:** Ownership by one person only; sole ownership.

**Shared-Equity Mortgage:** A home loan in which an investor is granted a share of the equity, thereby allowing the investor to participate in the proceeds from resale.

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

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

**Title:** A document that is evidence of ownership.

**Title Defect:** An outstanding claim or encumbrance on property that affects marketability.

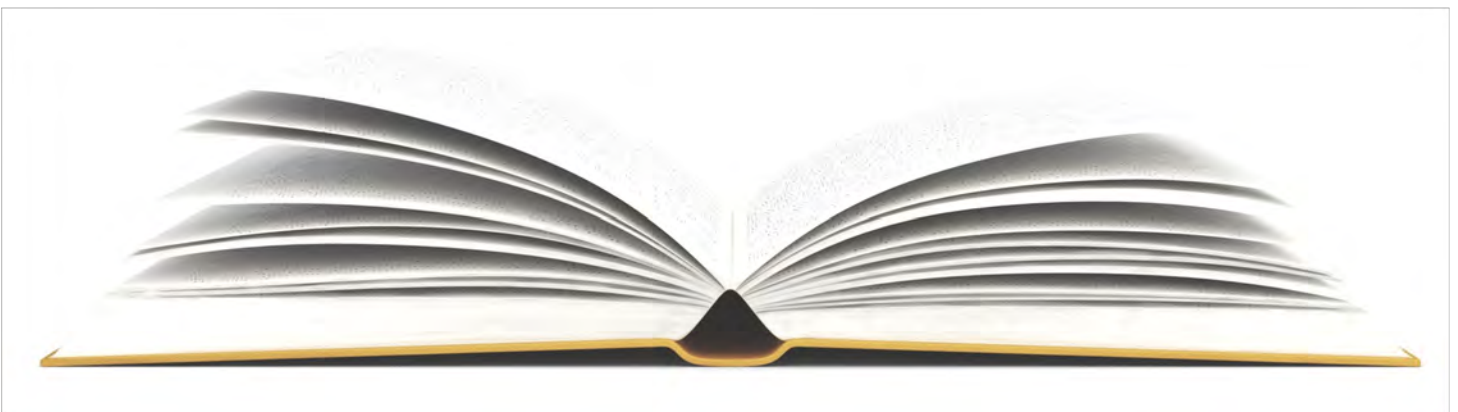
**Title Insurance:** Protection for lenders and homeowners against financial loss resulting from legal defects in the title.

**TILA RESPA Integrated Disclosures (TRID):** It will replace the current TIL (Truth in Lending disclosures), GFE (Good Faith Estimate), and HUD1 Settlement Statement.

**Veterans Administration (VA):** A government agency that provides services for eligible veterans of the armed forces. It guarantees mortgage loans made by private lenders to veterans.

**Variance:** A special suspension of zoning laws to allow the use of property in a manner not in accord with existing laws.

**Zoning Restrictions:** Local municipal ordinances that classify property according to specific uses such as single family, residential, commercial, or industrial.













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