

# ***Buyer Information Package***



Joan Parma, GRI, CRS, ABR, IRES  
RE/MAX Premier Group  
[www.dallasrealestate.net](http://www.dallasrealestate.net) \* [joan@dallasrealestate.net](mailto:joan@dallasrealestate.net) \* 214-801-1034



Accredited Buyer Representative (ABR)  
Graduate Realtor Institute (GRI)  
Certified Residential Specialist (CRS)  
International Real Estate Specialist (IRES)  
**20 Years of Real Estate Experience**  
Over **500** homes Sold  
RE/MAX **100% Club** since 2000  
RE/MAX of Texas Hall of Fame  
"Realtor of the Year", 2003  
Selected as one of "**D**" Magazine's Top Realtors, 2007  
College Graduate, BA degree  
On-site sales with National Builder  
Graduate of DFW Realtor's 10-month Leadership Class  
Graduate of *Keys to Success Program 2009*, with honors  
East Dallas Chamber of Commerce member  
Member of National Association of Realtors (NAR)  
Homeowner Board of Directors member  
**90%** of my business is referral based

"I strive to ensure a smooth real estate transaction,  
earn your repeat business and your personal  
endorsement to your friends and family when they  
are in need of a Real Estate Professional"

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# The Home Buying "Process" Plus Joan's Miscellaneous Tips...

**Counseling Session with Realtor®** – "What, Why, When, Where & How". We'll discuss your most important considerations, your needs and wants (must haves and would be nice to have), your motivation, your timing, market areas, pricing and overall general market conditions. I will explain the entire buying process including:

- Texas Agency Laws and how they affect you
- How a Realtor® is compensated
- How "WE" will work together

**Pre-approval & Loan Application** – In our current market it is imperative that you are familiar with the loan process before we look at homes. The specifics of the loan must be decided, such as Conventional, FHA, VA, 97%, 95%, 90%, 80%, 80/10/10, 80/15/5 etc.. The variety of financing options goes on and on. My team and I can provide you with the information you need to make the educated investment decision designed for you and your needs. Be prepared to pay approximately \$400 up front for a credit report and appraisal.

***I highly recommend using reliable mortgage sources that you and I know very well.***

**Viewing Available Homes** – Based on your most important considerations and requirements, I will search the MLS, ads and flyers, drive your potential neighborhoods and call For Sale by Owners. I will gladly make appointments to show you the homes that will interest you, I will give you a "shopping list" of "Active" houses and you can make note of the homes you would like to tour.

While viewing your selected homes I will explain the many important aspects you should know about each individual house. An informed buyer is able to make an offer based on knowledge as well as emotion. Our time together is valuable so it's very important to maximize our "shopping" time and only view homes in which you have expressed interest. My experience has shown that we should allow approximately 2 hours to view 8 homes. Any more homes tend to get overwhelming and confusing. Out-of-town relocations may require more time. On average, informed buyers usually make a decision after viewing approximately 7-10 homes.

**The Offer/Contract** – An "Offer" is written and presented to the Seller. The checks necessary at the time of the Offer are:

- Earnest Money approximately 1% of Sales Price (negotiable)
- Option Fee approximately .1% of Sale Price (negotiable)
- Survey (if applicable) approximately \$350

Once all of the specifics of the "Offer" are negotiated and initialed, the Offer becomes a "Contract". The execution/effective date is the date the last person agrees and signs the Contract (the clock starts ticking the next day!). Next, the Contract and checks are delivered to/receipted by the Title Company. The checks are deposited and distributed and at least 30 people will be involved with the transaction.

Builder Contracts and New Home transactions differ and we will discuss these if necessary.

***It is a good idea not to discuss any of the terms of the contract, especially the sales price, with anyone other than the closing parties until after closing.***

***I highly recommend considering a Closing Date in the middle of the month, preferably in the morning. End of the week/month/year days are extremely busy times and various delays usually occur that could ultimately affect possession and your moving schedule.***

**Inspections/Option Period** – This is a most critical period in acquiring your home. During the “Option Period”, you may need to hire a licensed general home inspector and any other specialized inspectors or vendors you want to inspect the roof, foundation, pool, heating & air conditioning, pest & termite inspection, etc. It is highly recommended that you research hazard insurance or condo insurance, whichever is applicable. This “Option Period” is the only time you will have the option to change your mind for any reason at all concerning the purchase of the home.

***I highly recommend calling a general inspector immediately and scheduling the inspection as quickly as possible. His report will assist you in determining what additional, if any, specialized inspectors/vendors you need to schedule. The general inspector will need approximately 2-4 hours to thoroughly inspect everything. You need to plan to be there in the last half-hour to discuss the report and pay the inspector. Have the inspector call me to arrange access to the home.***

**Closing & Possession** – Your “Closing” will take approximately 1 hour. There will be approximately 40-60 documents to be signed, depending on the type of loan(s). Depending on the Possession date and time negotiated in the Contract, the earliest you will be able to pick up the keys to your new home will be after the funding of the mortgage.

***The majority of the documents you sign at closing are repeats of documents already provided to you by your lender. However, if you wish to read each document prior to closing, please advise your lender and title company at least 2 weeks prior to closing. The documents can be prepared 2 days prior to closing for your review.***



# Let's Work... TOGETHER!

As a member of the  
**D/FW Multiple Listing Service (MLS)**,  
I have access to all homes in the Metroplex.  
I can show you any property.

IF YOU...  
READ AN AD,  
SEE A YARD SIGN,  
WANT TO SEE A FSBO,  
HEAR ABOUT A PROPERTY,  
WONDER ABOUT A BUILDER,  
WANT TO SEE NEW CONSTRUCTION,  
OR ARE INTERESTED IN FORECLOSURES,

**CALL ME! 972-450-3465 or 214-801-1034**



TOGETHER WE CAN FIND  
"YOUR DREAM HOME"

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Yes, I can even help you to buy a  
**"FOR SALE BY OWNER"**  
home.

Call Me to Schedule an Appointment!!

***214-801-1034 or 972-450-3465***

**My Representation Includes...  
For Sale By Owner:**

**A Homeowner trying to  
sell his home himself**

**is usually doing so in hopes of saving the  
commission *and* making a higher profit on his  
sale. Frequently, the home is priced **above**  
market value.**

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# "NEW HOME BUILDERS"

The Home Builder's Association values the REALTOR® community and pays commissions out of advertising funds established to foster that relationship. Buyers may assume that new construction will cost less if the builder does not pay a commission. This is not the case in the D/FW Metroplex. The builder's on-site sales person is working in the best interest of the builder. I will be representing your best interest.



**CENTEX HOMES**

50 Years of Homebuilding

**FOX & JACOBS  
HOMES**

A CENTEX Company

**David Weekley Homes**

**HIGHLAND  
HOMES**



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# IT'S THE LAW!!

The **Texas Real Estate License Act** makes it a law that buyers receive written information about agency representation.

Agency is a legal relationship and a written agreement should be completed to explain all the **duties** and **responsibilities**.

**It must be in writing for an agent to act as an intermediary** – to sell their own listing or a listing in their office.

# Benefits of Buyer Agency

## LOYALTY:

The Real Estate Agent must act in the best interest of the buyer.

## OBEDIENCE:

The agent must follow the lawful instructions. The agent must act in the best interest of the Buyer.

## AGENT MUST DISCLOSE ALL MATERIAL FACTS including:

- 1- Relationships between agent and other parties,
- 2- Existence of other offers,
- 3- Status of earnest money,
- 4- Seller's financial condition,
- 5- Property's true worth,
- 6- Commission split with other brokers,
- 7- Legal effect of important contract provisions.

## CONFIDENTIALITY:

Any discussions, facts or information that should not be revealed to others but does not exclude responsibility of fairness and honesty in dealings with all parties,

## ACCOUNTABILITY:

Reporting of where any money placed with broker is kept.

## ABOVE AVERAGE SKILL AND CARE:

- 1- Arriving at a reasonable purchase price & advising buyer of same.
- 2- Discovering material facts & disclosing them to the buyer.
- 3- Investigating all facts relating to the sale.

# Let's Get Started!

\*\*\*\*\*

## Get Pre-qualified Now



1. Angie Leehan, Mortgage Consultant  
National City Mortgage  
Office: 972-789-8050  
Pager: 972-733-9462  
Fax: 972-716-8050  
E-mail: [leehana@compuserv.com](mailto:leehana@compuserv.com)

2. Jeff Lancaster  
Prime Lending  
Direct: 972-370-LOAN (5626)  
Cell: 214-244-0807  
Toll Free: 1-877-753-4000  
Fax: 469-384-0475  
E-mail: [jlancaster@primelending.com](mailto:jlancaster@primelending.com)

3. Stephan Akin, Sr. Loan Officer  
WR Starkey Mortgage  
Direct: 214-987-9999  
Cell: 214-987-9978  
E-mail: [sakin@wrstarkey.com](mailto:sakin@wrstarkey.com)

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Here are some  
required legal documents  
for your review...

1. Buyer's Representation Agreement
2. Agency Disclosure
3. Sample Contract