



# EXEMPLARY

## REAL ESTATE GROUP

### HOME BUYING GUIDE

Compliments of

CHRISTINE DOWNING-HUGHES

&

BAILEY DOWNING-CORDINGLEY



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# WE WORK FOR YOU – MEET THE TEAM

*We understand that each individual and family has different needs. We are determined to understand and meet your real estate goals. We look forward to working with you.*



CHRISTINE DOWNING-HUGHES

*Licensed Broker/Owner*

I am a designated Real Estate Broker in the state of Texas, and also have a Certified Luxury Specialist and Graduate Realtor Institute designation. I have been in the Real Estate and construction business since 1989 and was raised in a family who has been in the Dallas real estate market for multiple generations. My experience in the construction industry has supported my success in helping my clients make decisions on improvements or upgrades to sell their home with the least amount of expense for the greatest impact and return. My background has given me the understanding and knowledge of the DFW metroplex and what it takes to build and sell homes in today's market.



BAILEY DOWNING-CORDINGLEY

*Licensed Agent*

I am a licensed Real Estate Agent in the state of Texas. I graduated from Utah State University with a bachelor's in Health Education and Promotion with an emphasis in Community Health. My family has been in the Dallas real estate and construction business for 3 generations, which contributes to my knowledge and understanding of the real estate market in the DFW area. I am dedicated to providing exceptional, personalized service for all our clients. I intend to be your trusted resource and represent you in a professional manner to help you reach your real estate goals.

## OUR SUPPORT TEAM



DIANNA MANNEWITZ

*Team Coordinator*



LAEL ROGERS

*Transaction Coordinator*

# IT'S ALL ABOUT YOU

*Our real estate business has been built around one guiding principle;  
It's all about understanding and meeting your needs.*

**YOUR DREAMS • YOUR CONCERNS • YOUR QUESTIONS**  
**YOUR FINANCES • YOUR TIME • YOUR LIFE**

Our focus is on your complete satisfaction. In fact, we work to get the job done so well, you will want to tell your friends and associates about it. Maybe that's why more than 50% of our business comes from repeat customers and referrals. Good service speaks for itself. We're looking forward to the opportunity to earn your referrals too.

## YOUR HOME SEARCH

We love helping buyers find their dream home. That's why we work with each client individually, taking the time to understand their unique lifestyles, needs, and wishes. This is about more than a certain number of bedrooms or a particular ZIP code. It's about your life, and it's important to us.

### **WHEN YOU WORK WITH US, YOU GET:**

- A knowledgeable and professional REALTOR® expert.
- A committed ally to negotiate on your behalf.

We have the systems in place to streamline the home-buying process for you. As part of our service, we will commit to helping you with your home search by:

- Previewing homes in advance on your behalf.
- Personally touring homes and neighborhoods with you.
- Keeping you informed of new homes on the market.
- Helping you preview homes on the Web.
- Advising you of other homes that have sold and for how much.
- Working with you until we find the home of your dreams.

# 2022 EXEMPLARY REAL ESTATE STATISTICS

**54** NUMBER OF CLOSED TRANSACTIONS  
*13 of those sales were over \$750,000 (24%)*

**\$32,075,233**  
TOTAL VOLUME DOLLAR PROCESSED

**105%** PERCENT OF SALES PRICE  
TO LIST PRICE

**93%** REPEAT & REFERRAL BUSINESS

**Top 100**

Exemplary Real Estate is in the top 100 Agents in the North Texas Real Estate Information System (MLS). Every year since 2011, Exemplary Real Estate has been recognized in "D" Magazine as Top Producer and Best Real Estate Agency and has received the 5 Star Professional award.

## WHAT OUR CLIENTS ARE SAYING

“

Professional, responsive, knowledgeable, and kind. We have sold 1 house and bought 2 with Exemplary with great results every time! Highly recommended. – *Alan L.*

Exemplary Real estate is excellent. Super knowledgeable about schools and neighborhoods throughout the north Dallas area. – *Tristan F.*

We are so glad we sold our house with Exemplary Real Estate Group! The team members are all top notch - from answering our many questions, handling details, and maximizing the marketability and sales price of our home. – *Teresa K.*

Highly recommended! Great sense of urgency, thorough communication and truly professional. If you are buying or selling, I wouldn't recommend any other firm, as this experience was Exemplary! – *Alexander M.*

Exceptional, professional, warm, and wonderful! This team defines excellence in service! Every step of the way they were there with experience and insights crossing every "T" dotting every "I." Grateful for their hard work and tenacity and their concern for our family's investment and interests. A personal touch that makes an often-difficult transaction process feel easy! – *Karin B.*

”

# YOUR LIFESTYLE

## LOCATION

What is your ideal location? \_\_\_\_\_

What is your maximum commute time and distance? \_\_\_\_\_

What is your work address? \_\_\_\_\_

Are schools important? \_\_\_\_\_

## GENERAL

Do you have a preference for when the house was built? \_\_\_\_\_

Do you want a house in move-in condition or are you willing to do some work on it? \_\_\_\_\_

\_\_\_\_\_

Do you want to have a swimming pool? \_\_\_\_\_

Are you looking for any structures such as a workshop or shed? \_\_\_\_\_

## STRUCTURE/EXTERIOR

Approximately what size house are you looking for (square footage)? \_\_\_\_\_

How many stories? \_\_\_\_\_

What size lot would you like? \_\_\_\_\_

What are you looking for in terms of a garage? \_\_\_\_\_

What other exterior features are important to you? \_\_\_\_\_

\_\_\_\_\_

# YOUR HOME WISH LIST

WHAT ARE THE TOP FIVE THINGS YOUR HOME NEEDS TO HAVE?

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

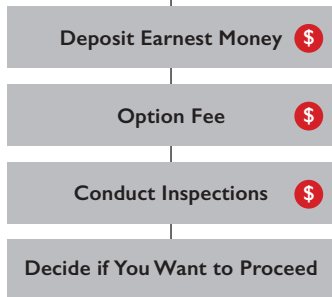
5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# THE HOME-BUYING PROCESS

**\$ DENOTES UP-FRONT OUT-OF-POCKET FEES TO BE COVERED BY THE BUYER**



## BUYER RESPONSIBILITIES



NO YES

Terminate – Earnest Money Refunded

Obtain Mortgage Financing / Or Obtain Cash for Cash Closing  
*IF CASH CLOSING OMIT LENDER RESPONSIBILITIES*

Choose Home Insurance

Choose Home Warranty

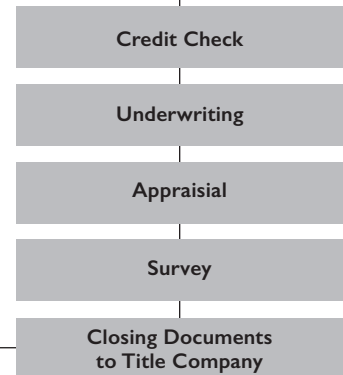
*After Title Company Responsibilities are completed Buyer will:*

Obtain Funds for Closing  
*BASED ON SETTLEMENT STATEMENT* \$

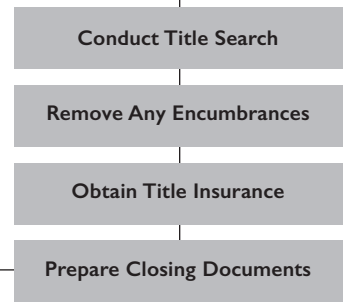
Sign Closing Documents

Take Possession of Home

## LENDER RESPONSIBILITIES



## TITLE COMPANY RESPONSIBILITIES





## FUNDING YOUR HOME PURCHASE

### 1. FINANCIAL PRE-QUALIFICATION OR PRE-APPROVAL

- Application and interview.
- Buyer provides pertinent documentation including verification of employment.
- Credit report is requested.
- Appraisal scheduled for current home owned, if any.

### 2. UNDERWRITING

- Loan package is submitted to underwriter for approval.

### 3. LOAN APPROVAL

- Parties are notified of approval.
- Loan documents are completed and sent to title.

### 4. TITLE COMPANY

- Title exam, insurance and title survey conducted.
- Borrowers come in for final signatures.

### 5. FUNDING

- Lender reviews the loan package.
- Funds are transferred by wire to title.

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### WHY PRE-QUALIFY?

- We recommend our buyers get pre-qualified before beginning their home search.
- Knowing exactly how much you can comfortably spend on a home reduces the potential frustration of looking at homes beyond your means.
- You may qualify for more than you are comfortable.
  - Be sure to ask for an estimated payment based on the city and school district you are interested in.
  - Be to sure understand the cash requirements of the loan you are applying for.

# MAKING AN OFFER

Once you have found the property you want to purchase we will review the sold comparable properties to determine the correct market value, and consider the following items in order to present an offer that will be a win-win situation for you and the seller.

## THE PRICE

What you offer on a property depends on several factors including its condition, length of time on the market, buyer activity, and the urgency of the seller. While some buyers want to make a low offer just to see if the seller accepts, this often isn't a smart choice, because the seller may be insulted and decide not to negotiate at all. We will help you make the best, most aggressive offer. As such, before we submit an offer, we call the listing agent to determine what the seller needs are and what items in the contract will appeal to the seller. We also establish what is most important to them, such as providing a leaseback. That way we are presenting the most attractive offer.

## THE MOVE-IN DATE

If you can be flexible on the possession date, the seller will be more apt to choose your offer over others.

## PERSONAL PROPERTY

Often, the seller plans on leaving major appliances in the home; however, which items stay or go is often a matter of negotiation. Generally, items that are plugged in or hanging on the wall are excluded from the sale of the home. E.g. refrigerator, washer & dryer, T.V.'s, and wall art.

## OFFER PRESENTATION

Typically, you will not be present at the offer presentation – we will present it to the listing agent and/or seller. The seller will then do one of the following:

- Accept the offer
- Reject the offer
- Counter the offer with changes

By far the most common is the counteroffer. In these cases, our experience and negotiating skills become powerful in representing your best interests.

When a counteroffer is presented, you and we will work together to review each specific area of it, making sure that we move forward with your goals in mind and ensuring that we negotiate the best possible price and terms on your behalf.

## PREPARE FOR IT

Closing day marks the end of your home-buying process and the beginning of your new life. To make sure your closing goes smoothly, you should bring the following:

- Driver's License
- Cashier's Check

## OWN IT

Transfer of title moves ownership of the property from the seller to you. The two events that make this happen are:

### *DELIVERY OF THE BUYER'S FUNDS*

This is the check or wire funds provided by your lender in the amount of the loan. You will receive wire instructions from the Title company to pay your closing costs via a secured file that will be sent by email. Be mindful that wire fraud is on the rise. Only wire funds to the bank account that the Title company provided you via a secured file, that requires you to log in and provide a password.

### *DELIVERY OF THE DEED*

A deed is the document that transfers ownership of real estate. The deed names the seller and buyer, gives a legal description of the property, and contains the notarized signatures of the seller and witnesses.

At the end of closing, the Title company will file the deed at the county clerk's office to be recorded.

## OCCUPANCY

Upon funding, you will receive the keys to your new home. If the home you purchased has a leaseback, you will receive occupancy at 11:59 PM on the last day of the leaseback as outlined in the leaseback agreement.

# FREQUENTLY ASKED QUESTIONS

## **HOW WILL YOU TELL ME ABOUT THE NEWEST HOMES AVAILABLE?**

The Multiple Listing Service website provides up-to-date information for every home on the market and is the most accurate source. We constantly check the New on Market list so we can be on the lookout for our clients. We will get you this information right away, the way that is most convenient for you; by phone and/or email. You will also have a "portal" set up for you in the MLS based on your search criteria. If a home hits the market you will be notified of the new listing within 24 hours. Your portal will also allow you to mark your favorite homes and make notes, which we can see and respond to. You may also set up your own searches in the MLS.

## **WILL YOU INFORM ME OF HOMES FROM ALL REAL ESTATE COMPANIES OR ONLY HOMES EXEMPLARY REAL ESTATE IS LISTING?**

We will keep you informed of all homes. We want to help you find your dream home, which means we need to stay on top of every home that is available on the market.

## **CAN YOU HELP ME FIND NEW CONSTRUCTION HOMES?**

Yes, we can work with most builders and get you the information you need to make a decision. On your first visit with the builder, we will accompany you. By using our services with a new construction home purchase, you will receive the services we offer, as well as those provided by the builder, at no additional cost.

## **HOW DOES FOR SALE BY OWNER (FSBO) WORK?**

Homeowners trying to sell their home without agent representation are usually doing so in the hopes of saving the commission. If you see a FSBO and want the advantages of our services, let us contact the owner for you and make an appointment. Most times the homeowner will work with an agent even though their home is not listed, since the agent is introducing a potential buyer to their property.

## **CAN WE GO BACK THROUGH OUR PROPERTY AGAIN ONCE AN OFFER IS MADE BUT BEFORE POSSESSION?**

Usually, we can notify the seller and schedule a convenient time to visit the property again. Immediately before the closing, we will schedule a final walk-through and inspection of your new home.

## **ONCE MY OFFER IS ACCEPTED, WHAT SHOULD I DO?**

After we have an executed contract you will need to write a check for the option fee and earnest money. We will give you all the details for these and help you get them delivered. Next it is time to schedule an inspection of the property.

## **WHAT IS THE DIFFERENCE BETWEEN A MORTGAGE BANKER AND A MORTGAGE BROKER?**

While they both can help you obtain a loan, there is a big difference. A mortgage banker works for a bank or similar lending institution which provides you the money for the loan. A mortgage broker doesn't represent one institution but works with many to shop for the best loan available to fit the needs of the buyer. The banker is a direct lender and only has access to their own mortgage programs and mortgage rates. The broker is a middleman between you and the lender with access to multiple mortgage companies.

# CLIENT CONTACT & INFO

## PRIMARY CONTACT

NAME \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Preferred form of contact:  call  text  email

## SECONDARY CONTACT IF APPLICABLE

NAME \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Preferred form of contact:  call  text  email

What is the best time to make contact? \_\_\_\_\_

What is prompting your move? \_\_\_\_\_

When do you need to be in your new home? \_\_\_\_\_

Are you pre-approved for a mortgage? \_\_\_\_\_

Do you need a referral to a mortgage broker? \_\_\_\_\_

What is your price range? \_\_\_\_\_

How many bedrooms do you need? \_\_\_\_\_

How many bathrooms do you need? \_\_\_\_\_