



EXECUTIVE
REALTY GROUP

From **SEARCH** to
CLOSE

The Executive Buying Process
to Finding Your
Dream Home.





From Experience, We Find Every Buyer Wants to Know:

- Does it cost anything to use a Realtor?
 - What is my first step?
 - How do I narrow my criteria?
 - How do I make an offer?
- What are the steps once my offer is accepted?
 - How does closing work?

THE EXECUTIVE HOME BUYING PROCESS



The Executive Buying Process



We're With You Every Step of the Way.

Let's get right into the details!



Discovery & Buyer Presentation

As your Realtor:

- I will keep you up to date on the market.
- Find you homes matching your criteria.
- Negotiate the best deal we can get.
- Avoid the pitfalls of buying a home.
- Buyer Representation Agreement. I take fiduciary responsibility. This means I work for you! Anything we speak about is confidential.




**NO COST TO THE
BUYER TO USE A
REALTOR**

Many consumers are unaware there is no cost as the buyer to use a Realtor!

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Financing & Buying Power



During the Loan Process:

- Do not change jobs, quit your job, or become self-employed.
- Do not make any large purchases (car, furniture).
- Do not originate any inquiries on your credit.
- Do not open new credit lines.
- Do not use credit cards excessively.
- Do not make large deposits without checking with your loan officer.
- Do not spend money you have set aside for closing.

GET PRE-APPROVED

Don't have a lender in mind?
I can give you recommendations.



- The first step is to get pre-approved with a lender! I have a few recommendations.
- During the loan process there are some key "Do Not's" which would prevent you from getting to the closing table.
- There are many different loan programs available, such as Conventional, FHA, VA and more.
- Your loan officer will explain if there are any application fees and costs of your loan.
- Your loan officer will issue a pre-approval letter which I will attach when making an offer on your new home.

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- Drive through the neighborhood at different times.
- If schools are important, check school districts and boundaries.
- Review sites such as www.greatschools.org.
- Locate area amenities such as park districts, shopping, restaurants, highways, & public transportation.

Home Search & Tour



- During your home search, you want to consider the following:
- Must-have's
- Deal Breakers
- Schools & Amenities needed
- Pets

- Optimally, drive through the neighborhoods you are interested in at different times of day.
- If schools are important, review school ratings sites such as GreatSchools.org
- What amenities are important? Parks/park districts/gyms/coffee shops/dog parks, etc.

3



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- Review sites such as www.greatschools.org.
- Locate area amenities such as park districts, shopping, restaurants, highways, & public transportation.

Home Search & Tour



- I will also be searching for the right property for you through my extensive network.
- I will check our Realtor Private Listing Network. These are “Coming Soon” Properties which haven’t hit the regular MLS yet. If any meet your criteria, I will notify you.
- Homesnap. You can use my Homesnap app to search for homes right from your mobile device. The great part is, you can favorite a property, send me a message, adjust your search criteria, or even look up a property you are driving past.





MAKE AN OFFER
Review CMA
(Comparative Market Analysis)
with your Realtor. This shows
recent sold, active and under
contract comparable properties.
Based on this, we can make
an educated offer.

NEGOTIATION
Negotiations may take a couple of
hours or a few days. It's important
to stay patient and to review your
goals and needs.

Offer & Negotiations

IR MULTI-BOARD RESIDENTIAL REAL ESTATE CONTRACT 7.0 

1. **THE PARTIES:** Buyer and Seller are hereinafter referred to as the "Parties."
2. Buyer Name(s) (PLEASE PRINT) _____
3. Seller Name(s) (PLEASE PRINT) _____
4. **Disc Agency applies, check here and complete Optional Paragraph 25.**

5. **2. THE REAL ESTATE:** Real Estate is defined as the property, all improvements, the fixtures and Personal Property included therein. Seller agrees to convey to Buyer or to Buyer's designated grantee, the Real Estate with approximate lot size or acreage of _____ commonly known as _____

6. Address: _____ City _____ State _____ Zip _____ County _____
7. Permanent Index Number(s): Single Family Attached Single Family Detached Multi-Unit
8. **Designated Parking is Included:** # of space(s) # _____ identified as space(s) # _____ location _____
9. **DESIGNATED STORAGE IS INCLUDED:** # of space(s) # _____ identified as space(s) # _____ location _____
10. (CHECK TYPE) deeded space, FVN: _____ limited common element assigned space.
11. (CHECK TYPE) deeded space, FVN: _____ limited common element assigned space.

12. **3. FIXTURES AND PERSONAL PROPERTY AT NO ADDED VALUE:** All of the fixtures and included Personal Property are owned by Seller and to Seller's knowledge are in operating condition on Date of Acceptance, unless otherwise stated herein. Seller agrees to transfer to Buyer all fixtures, all heating, electrical, plumbing, and well systems together with the following items at no added value by SEI or Sale at Closing (CHECK OR INDICATELY APPLICABLE ITEMS):

<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Dishwashing Refrigerator	<input type="checkbox"/> Light Fixtures, as they exist	<input type="checkbox"/> Traction Car/Light
<input type="checkbox"/> Oven/Range/Hoove	<input type="checkbox"/> Range/Pantry	<input type="checkbox"/> Built in or attached dish/cup	<input type="checkbox"/> Smoke Detectors
<input type="checkbox"/> Microwave	<input type="checkbox"/> Water Heaters (unless noted)	<input type="checkbox"/> All Windows (Storms & Shutters)	<input type="checkbox"/> Carbon Monoxide Detectors
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Central Air Conditioning	<input type="checkbox"/> Landfill Dish	<input type="checkbox"/> In-wall/Boss Systems, Cables & Box
<input type="checkbox"/> Garage/Storage	<input type="checkbox"/> Central Humidifier	<input type="checkbox"/> Well (Indicated Below) (N/A) <input type="checkbox"/> Garage Door Opener(s)	<input type="checkbox"/> with all Transmitters
<input type="checkbox"/> Wash Computer	<input type="checkbox"/> Central Vac & Equipment	<input type="checkbox"/> Security System(s) (unless noted)	<input type="checkbox"/> with all Transmitters
<input type="checkbox"/> Washer	<input type="checkbox"/> All Tacked Down Carpets	<input type="checkbox"/> Irrigation System	<input type="checkbox"/> Outdoor Shed
<input type="checkbox"/> Dryer	<input type="checkbox"/> Heating/Burner & Stove(s)	<input type="checkbox"/> Entrance or Media Air Filter(s)	<input type="checkbox"/> Outdoor Furniture
<input type="checkbox"/> Attached Gas Grill	<input type="checkbox"/> Window Air Conditioner(s)	<input type="checkbox"/> Backup Generator System	<input type="checkbox"/> Planted Vegetation
<input type="checkbox"/> Water Heater	<input type="checkbox"/> Living Panels	<input type="checkbox"/> Fireplaces/Stone/Decor/Cases	<input type="checkbox"/> Landscaping

13. **Other Items Included at No Added Value:** _____
14. **Items Not Included:** _____

15. Seller warrants to Buyer that all fixtures, systems and Personal Property included in this Contract shall be in operating condition at Possession except: _____
16. A system or item shall be deemed to be in operating condition if it performs the function for which it is intended, regardless of age, and does not constitute a threat to health or safety.
17. **Home Warranty applies, check here and complete Optional Paragraph 32.**

18. **4. PURCHASE PRICE AND PAYMENT:** The Purchase Price is \$ _____ After the payment of Earnest Money as provided below, the balance of the Purchase Price, as adjusted by prorations, shall be paid at Closing in "Good Funds" as defined by law.

19. **a) CREDIT AT CLOSING:** If APPROPRIATE: Provided Buyer's lender permits such credit to show on the final settlement statement or lender's closing disclosure, and if not, with lesser amount as the lender permits, Seller agrees to credit \$ _____ to Buyer at Closing, to be applied to prepaid expenses, closing costs or both.
20. **b) EARNEST MONEY:** Earnest Money of \$ _____ shall be tendered to Escrow on or before _____ Business Days after Date of Acceptance. Additional Earnest Money, if any, of \$ _____ shall be tendered by _____, 20____. Earnest Money shall be held in trust for the mutual benefit of the Parties by _____
Buyer Initial _____ Buyer Initial _____ Seller Initial _____ Seller Initial _____ v7.0
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- Once you have chosen the home, we begin the process of writing an offer. I will start with a Comparative Market Analysis (CMA) to review the value of the home. Based on this we can make an educated offer.
- We will review the property disclosures.
- I will prepare the offer and we will review it together to be sure terms such as closing date, mortgage info, personal property are all covered.
- We will e-sign the document and send it over to the other party. Keep in mind, negotiations may take a couple of hours or a few days. It's important to stay patient and to review your goals and needs.

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UNDER CONTRACT
The contract provides you with a timeline to obtain financing, home inspection and attorney review.

- In most cases, you will have 5 business days to apply for your mortgage, schedule your home inspection and review the contract with your attorney.

Under Contract



- **Home Inspection.** You want to order the home inspection right away and decide if you are also completing a radon inspection. The home inspection is paid for by you and the inspector is looking for any major deficiencies in the home (i.e. plumbing, electrical, HVAC, roof, etc.). The inspector will also provide you with general home maintenance tips.
- **Attorney Review-** Your attorney will review the contract and make any “legal” changes they deem necessary. If something comes up during the home inspection, you will share the report with your attorney and they will advise you on how to proceed. As I am not allowed to answer any legal questions, this is the time to ask your attorney.
- **Loan Application-** You have already been pre-approved, however, now that you found the home you are purchasing, you are required to submit the formal mortgage application. Your lender will guide you through this process.

4

FINAL DETAILS

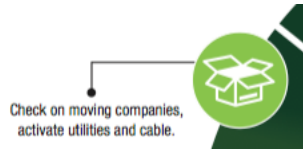
Appraisal, mortgage commitment, any village inspections needed, and unresolved contingencies are completed at this time

The Waiting Game

- **After the eventful 5 business days, things slow down a bit.** Whether your closing is in 3 weeks or 3 months, the same activities will occur. There are a variety of additional “inspections” after acceptance of the contract which we or the seller’s agent may schedule and attend. These may include, but not limited to:
 - Village/City Inspection (if applicable)
 - Appraisal (through your mortgage company)
 - Termite inspection (if applicable)
- Home owners insurance policy (you will need proof of insurance on the new home for your mortgage)
- During this time, the mortgage company will be processing your loan within the parameters of the contract and will issue a mortgage commitment.
- The seller’s attorney will order a new survey and the new title policy on the home and ensure “clear title” to you as the new buyer, and the mortgage company.



4



Check on moving companies,
activate utilities and cable.

MoveEasy- Personal Concierge

powered by:
move easy



YOUR PERSONAL CONCIERGE FOR LIFE

Provided for FREE by Executive Realty Group

We appreciate your business, therefore we have partnered with MoveEasy to offer you personalized concierge services for your move & home management absolutely free of charge!

You get a **dedicated concierge for life** in addition to a free personal dashboard (and an automated concierge if you have an Amazon Echo device) at no cost. Everything you need to help you with your moving & home management tasks. From Updating your Address, Finding Movers, Installing Cable and Internet Services to Finding the Best Home Pros & Lots More!



5

CLOSING

The transfer of funds and ownership! This is when you will sign all closing documents and officially receive the keys!

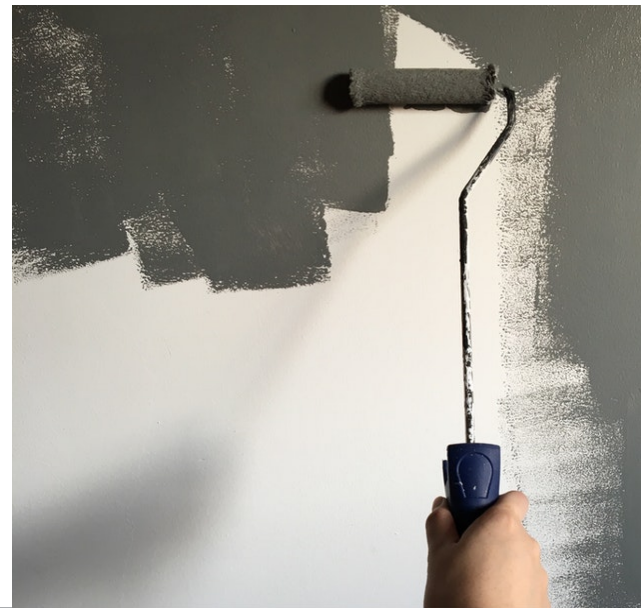


Closing!

- **Final Walk-through.** Either the day before or right before the closing, we will do a final walk-through. We will take one last look at the home before closing, ensuring it is in the same condition as when you contracted to purchase. This may take 10 minutes to a half an hour, depending on your thoroughness.
- **The Closing.** The closing will be scheduled a couple of days to a week before closing and will last 1-2 hours. Your attorney will let you know what to bring to closing (including your ID and the amount needed to close) and will explain all of the paperwork you are signing, including your mortgage documents.

HOME SWEET HOME

Congratulations! You are now a homeowner! It's time to make it your own and get settled in. Review my vendor list for recommendations.



THROUGHOUT THE PROCESS: EXCEEDING YOUR EXPECTATIONS



5 Star Service & Communication

- Weekly Check in and update on current market conditions, Status changes on interested properties, NEW properties added to the Private Network
 - Updates on Important Dates & if we are on target for scheduled close.
 - Answers to the many questions along the way and resources of trusted vendors.
-



What Sets Us Apart

- We are a family owned, boutique brokerage established in 2005, with our main office in Bloomingdale, IL and a satellite office in St Charles, IL. We've experienced it all, housing boom, housing crash, short sales, foreclosures, market upturn, you name it, we've seen it!
- Founded on the principal of offering high level service with the best tech for our clients and our agents. We can function from anywhere, virtually assisting our clients. Our agents are negotiating and local market experts. Those two points are VERY important, but equally so is being kind, solution oriented and on top of tech. What you find in our offices is camaraderie, innovative styles and fun.
- Our internal network of Realtors is a "Team." We openly share and brainstorm best practices. Our team has vast background, which includes appraisals, certified stagers, marketing professionals, investors and seasoned Realtors. We have an abundance of trusted vendors. Our agents span from the Starved Rock area to downtown Chicago!
- One of the perks of being a family owned, boutique brokerage is we can make decisions and transitions quickly, without that corporate giant hovering over. We can make decisions we know are right.
- Non-competing Designated Managing Broker always available for support.
- While we list and sell homes every day, we never lose sight there are some who do not have a place to go home to. That's why for every transaction that comes through our office, a donation is made to the DuPage PADS Organization. We also sponsor and participate in the Annual DuPage PADS Run4Home each year!