

Pioneer Title Agency

A photograph of four people walking from left to right on a paved sidewalk in front of the Pioneer Title Agency. The building has a light beige stucco facade with three large windows. The central window is covered by a red corrugated metal awning supported by wooden brackets. The people are dressed in casual to business-casual attire. A woman in the foreground carries a purple tote bag and a green can. A man in a suit walks next to a woman in a bright green jacket. The scene is brightly lit, suggesting daytime.

**TIME TO
GET
STEPPIN'**

YOUR GUIDE TO HOMEOWNERSHIP

Pioneer Title Agency

WELCOME

Buying a house can be easy
- and this guide can help!

We are so excited your are starting the journey to purchasing a new home! Steppin' into a new home may seem intimidating, but if you take it one step at a time, it doesn't have to be.

This book will take you step by step through the purchase process. As you work with Pioneer Title Agency, your lender, and your real estate agent you will be steppin' into a new home in no time at all!

So lace up those sneakers, and let's get steppin'!





HOME BUYING STEPS

1. Determine your budget.
2. Determine your house criteria & start searching.
3. Submit an offer & start the escrow process.
4. Move in.
5. CELEBRATE!

HOME BUYING STEPS:

Checklist:

☐ Step 1: Determine your budget

- ☐ What is your monthly income? _____
- ☐ What are your monthly expenses? _____
- ☐ How much money do you plan to put down? _____
- ☐ Meet with Lender to determine financing options
- ☐ Get Pre-Qualified

☐ Step 2: Determine what kind of house you want

- ☐ Meet with a real estate agent to create a custom strategy
- ☐ Price Range _____ to _____
- ☐ Area _____
- ☐ Property Type _____ (see dream home form)
- ☐ When do you want to be into your new home?

☐ Step 3: Submit an offer & Start the Escrow Process

Address: _____

Purchase Price: _____ Date: _____

- ☐ Deposit Earnest Money to Pioneer Title Agency
 - ☐ Earnest Money Amount: _____
- ☐ Submit all required documents to your lender
- ☐ 10 Day Inspection period - Date of inspection: _____
- ☐ 5 Day BINSR Response
- ☐ Appraisal
- ☐ Activate utilities
- ☐ Signing/Recording - Date of Signing: _____

☐ Step 4: Move-in

- ☐ Line up tradesmen
- ☐ Change locks
- ☐ Change address

☐ Step 5: Celebrate!!!!!!



Your Real Estate Agent will be with you every step along the way - making these steps a breeze.

We are so excited for you - and can't wait to take on the home buying process with you! We understand this is a huge decision in your life.

IMPORTANT CONTACTS

Pioneer Title Agency

ESCROW OFFICER:

Name:

Phone Number:

Email:

Escrow Number:

REAL ESTATE AGENT:

Name:

Phone Number:

Email:

LENDER:

Name:

Phone Number:

Email:

Loan Number:





STEP ONE:

MEET WITH A LENDER & DETERMINE YOUR BUDGET

- STEP ONE -

☐ What is your monthly income: _____

☐ What are your monthly expenses:



STEP ONE: SET YOUR BUDGET

☐ Do you plan to put money down? Y / N
If so how much: _____

☐ Meet with a Lender

☐ Get Pre-Qual Letter



Knowing what you can afford will help you narrow your search and avoid the disappointment of falling in love with something over-budget.

Being pre-qualified will allow you to move fast when you find the perfect house. You don't want to delay your offer and possibly miss out because you are scrambling to find financing.

BUDGET FORM

Income:	
Wages:	
Extra:	
Totals:	

Expenses:	
Housing:	
Utilities:	
Transportation:	
Groceries:	
Debt repayment:	
Medical:	
Savings:	
Entertainment:	
Dining:	
Discretionary Spending:	
Other:	
Total:	



STEP TWO:

MEET WITH YOUR REAL ESTATE AGENT

- STEP TWO -

- ☐ Meet with a real estate agent to create a custom strategy.
- ☐ Price Range: _____ to _____
- ☐ Area(s): _____
- ☐ Property Type: _____ (View Dream Home Form)
- ☐ By when: _____

HELPFUL HINTS



There is a wrong way and a right way to search for a house. You deserve the right way!

Hint 1 - Eliminate before you select. Most people get frustrated because they are trying to select the right house by looking at every house that becomes available and waste precious time and energy looking at stuff they would never be interested in.

Hint 2 - Drive through the neighborhood. Before you get burned out going through every house that pops up look at the aerial view or drive the neighborhood.

Hint 3 - Have a clear picture. When you walk into a house you want to know exactly why you like it, why it's a good deal, and you want be ready to make an offer.

- STEP TWO -

Why do you want to purchase a home?

Location: _____

Price Range: _____

 : _____

 : _____

Size: _____

Garage: _____

Pool: Y or N

RV Gate: Y or N

Single Level: Y or N

Basement: Y or N

Dream: _____

If today we found your dream house are you in a position where you would be able/willing to write an offer? Y or N

In a perfect world where we had complete control and could time everything perfect when would you like to be sticking your new key into the door getting ready to move all of your furniture and belongings in?



- HOME EVALUATION -

Address: _____

Schools: _____

Distance to work: _____

Distance to _____ :

MAKE A NOTE

What I liked: _____

What I didn't like: _____

Can I see myself living here? Y or N

Is this a home I want to make an offer on? Y or N

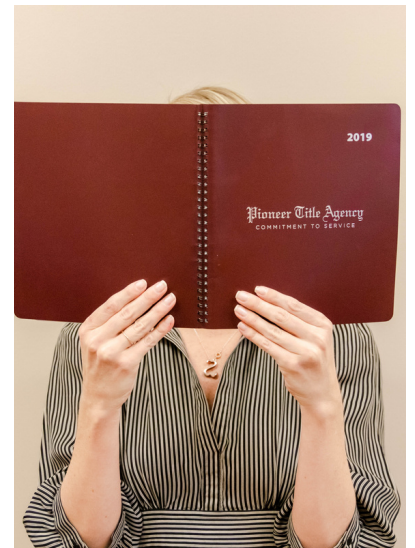
\$: _____

🛏: _____

🚿: _____

SQFT: _____

Garage: _____



- HOME EVALUATION -

Address: _____

Schools: _____

Distance to work: _____

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MAKE A NOTE

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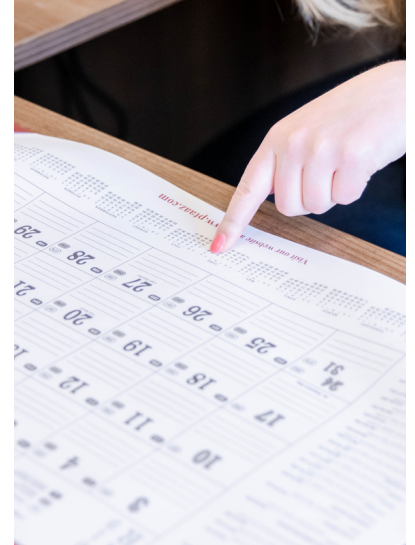
\$: _____

🛏: _____

🛁: _____

SQFT: _____

Garage: _____





Additional Information About This Loan

Loan Disclosure

Assumption
☐ If you sell or transfer this property to another person, your lender will allow, under certain conditions, the person to assume this loan on the original terms.
☒ will not allow assumption of this loan on the original terms.

Demand Feature
☐ has a demand feature, which permits your lender to require early repayment of the loan. You should review your note for details.
☒ does not have a demand feature.

Late Payment
If your payment is more than 15 days late, your lender will charge a late fee of .4% of the overdue payment.

Negative Amortization (Increase in Loan Amount)
Under your loan terms, you
☐ are scheduled to make monthly payments that do not pay all of the interest due that month. As a result, your loan amount will increase (negatively amortize), and your loan amount will likely become larger than your original loan amount. Increases in your loan amount lower the equity you have in this property.
☐ may have monthly payments that do not pay all of the interest (negatively amortize), and, as a result, your loan amount may become larger than your original loan amount. Increases in your loan amount lower the equity you have in this property.
☒ do not have a negative amortization feature.

Partial Payments
Your lender:
☐ may accept payments that are less than the full amount due (partial payments) and apply them to your loan.
☐ may build loans in a way that would allow you to pay the rest of the payments, and then apply the full payments to your loan.
☐ does not accept any partial payments.

Escrow Account
For this loan, your lender:
☒ will have an escrow account (also called an impound account) to pay the property taxes, insurance, and other costs for this property.
☐ will not have an escrow account. You would pay these costs separately each year. Your lender will not be responsible for failing to make a payment.

Escrow	
Escrowed Property Costs (per Year 1)	

STEP THREE:

SUBMIT AN OFFER & START THE ESCROW PROCESS

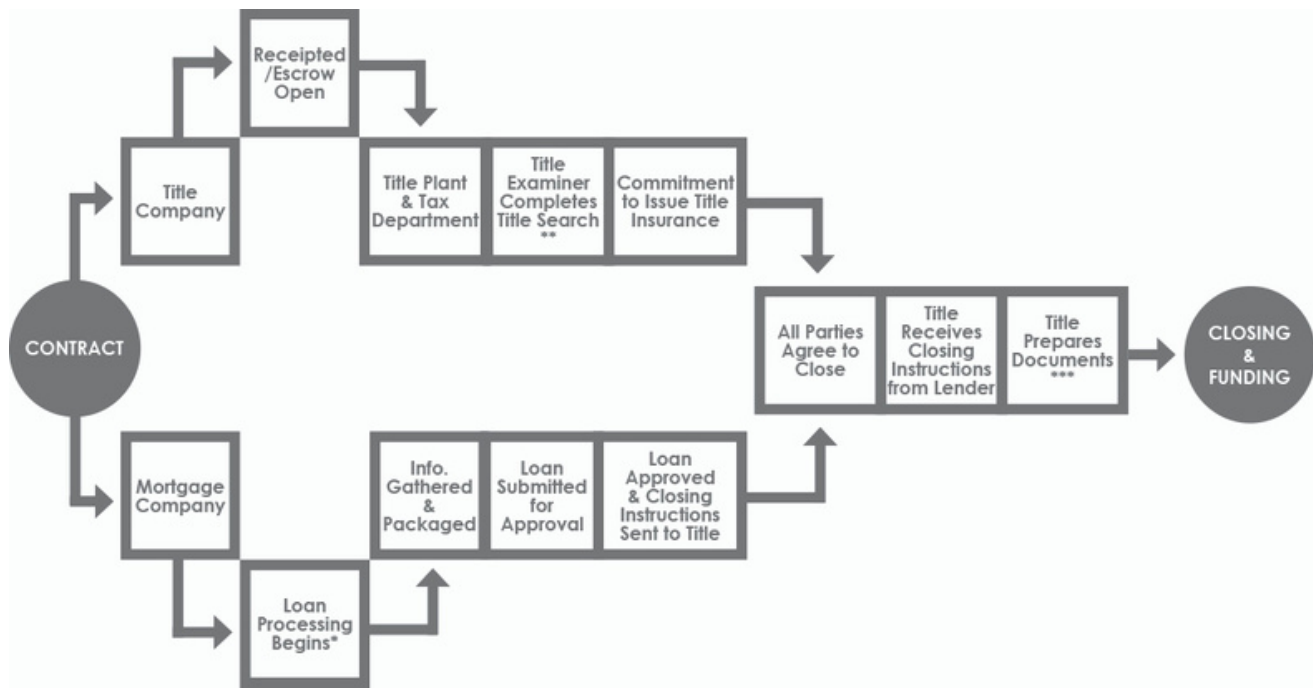
- STEP THREE -

- ☐ Submit an offer!
- ☐ Start the escrow process.
- ☐ Deposit Earnest Money: _____
- ☐ 10 day inspection period - Date of inspection: _____
- ☐ 5 day BINSR Response.
- ☐ Appraisal.
- ☐ Transfer Utilities.
- ☐ Sign/Record.

**YOUR
REAL ESTATE
AGENT
NEGOTIATES ON
YOUR BEHALF TO
GET YOU THE
BEST DEAL!**



THE ESCROW



Your escrow can be easy! Here are some tips to help!

IT HAPPENED – your offer was just accepted! While happy dancing is encouraged, be prepared to dance for the next 30+/- days, because you’ve just crossed over into the Escrow Zone.

The escrow period isn’t that terrifying, BUT if you don’t know what to expect it can be a little intimidating and making the wrong move can hurt the transaction. We are here to share some helpful hints to make the process less stressful.

1. Create a Timeline: When you first open escrow, be sure to ask your Escrow Officer or Real Estate Agent to give you a map of what the process looks like.
2. Be Flexible: It is important during the escrow process to keep the big picture in mind.
3. Stay on Top of the Paperwork: The escrow process has a lot of moving parts – one of the best ways to keep everything moving quickly is to handle your part immediately.
4. Create a To-Do List: There are a lot of chores that come with buying or selling a house -we will send you our checklist!
5. Get Ready for Inspections: No house is perfect and chances are you will receive some bad news with inspection day. I
6. Watch Your Finances: Spoiler alert – the loan you were pre-qualified for was based off your current finances.
7. Understand Your Closing Date Could Change:
- 8 .RELAX: Breath, we promise your close of escrow date will come.





STEP FOUR:

MOVE IN

Old house:

- ☐ Pack up your belongings. Make sure to put detailed labels on each box (you will thank yourself when you get to the unpacking phase). If you are using a moving company, make a detailed inventory of the boxes they will be moving. This will help you verify they are all delivered safely to your new house.
- ☐ Transport valuables with you.
- ☐ Cancel your old utilities and collect any deposit refunds.
- ☐ Empty/Defrost Refrigerator.
- ☐ Set up key transfer with your real estate agent. Don't forget about the garage door openers.
- ☐ Change your address and transfer records (if applicable) with USPS, services, banks & credit cards, schools, doctors, etc.

READY.
SET.
MOVE!

New House:

- ☐ Change your locks on all outside doors to ensure you and your family are the only people with keys.
- ☐ Set-up utilities & services including:
 - Water, Trash, & Sewer
 - Electric
 - Gas
 - Cable, Satellite, & Internet
- ☐ Familiarize yourself with the location of your circuit breaker and water shut-off valve.
- ☐ Plan for emergencies by installing or replacing batteries in the fire alarms and carbon monoxide detectors, and purchase new fire extinguishers.
- ☐ Complete minor (or major) repairs and projects such as painting or anything that needs to be tackled from the home inspection report.
- ☐ Clean your new house. Do a deep cleaning to start off FRESH! It's much easier to clean before you unpack.
- ☐ Unpack. Decorate and make the space your own. Consider donating items that do not fit in your new house. Recycle boxes and moving materials.
- ☐ Explore your new neighborhood and meet your neighbors.
- ☐ SETTLE IN AND ENJOY YOUR NEW HOME!!!





STEP FIVE:

CELEBRATE

Just Clos

THANK YOU!

IF YOU HAVE BEEN HAPPY WITH
OUR SERVICE PLEASE LEAVE A
POSITIVE REVIEW AND REFER US TO
YOUR FAMILY AND FRIENDS

Thank you for trusting us with such an
important moment in your life!



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