

Buyer's Guide

Presented by First name Last name



A clear path *from the start*

Purchasing a home is one of the largest and most important financial decisions you will make. You're not just choosing a place to live – you're making a substantial purchase. That's why having the right partner matters. As your real estate advisor, my role is to provide the support, market knowledge, and negotiation skills to help you get the result you want while making the process as smooth as possible from day one.

Throughout this process, you can count on unparalleled service and professionalism. Thank you for the opportunity to guide you through this journey—together, we will find the right home for you.

The following pages outline how we will work together through every step of your homebuying journey.

A proven partner

Partnership *matters*

At the Sotheby's International Realty® brand, we use our experience to guide you through each step of your journey, just as we have for countless successful homebuyers. This guide outlines our comprehensive approach and shows how we leverage our resources and industry-leading knowledge to help you find the perfect home.



10 Essential Advantages of Representation

As your real estate advisor, I bring experience and expertise to every aspect of your search and transaction. Here are 10 key advantages I provide:

1

DEEP KNOWLEDGE & ACCESS

My market expertise covers pricing trends, desirable neighborhoods, and homebuyer and home seller preferences, ensuring you have comprehensive insights and priority access to all available listings.

2

NEGOTIATION & CONFIDENTIALITY

Through countless transactions, I have honed my negotiation skills to craft winning strategies and secure the best possible terms while protecting your interests.

3

VAST NETWORK

My access to a broad network of industry professionals, including inspectors, mortgage brokers, and other real estate advisors, uncovers opportunities and expedites the process.

4

CONTRACT NAVIGATION

My expertise in real estate transaction paperwork helps you avoid errors in contracts, disclosures, and reports.

5

PROBLEM SOLVING

With a track record of overcoming obstacles, I am equipped to tackle any that may arise.

6

TIME SAVING

I handle all the behind-the-scenes work, from property research to paperwork, streamlining your experience.

7

TRUSTED ADVISOR

As your confidential real estate advisor and fiduciary, I ensure every choice reflects your homebuying goals.

8

RISK MITIGATION

Mistakes in real estate can be costly. I have the experience to help you make confident decisions.

9

PROFESSIONAL DEVELOPMENT

The real estate market and its regulations are continually evolving. Both my brokerage and I stay current with housing market changes and regulations through continuous education, ensuring informed and experienced service that stays ahead of the curve.

10

FUTURE GUIDANCE

Even after closing, I remain available as a resource for general advice on homeownership, market trends, and local services.

\$182 billion

Global sales volume 2025, USD

26,000

Sales associates

1,100

Offices worldwide

42 million+

sothebysrealty.com
visits in 2025

#1

Most profiled real estate
brand in the news

1.38 Million

Engaged social
media followers

46 Million+

Videos played in 2025

1744

The year our
heritage began

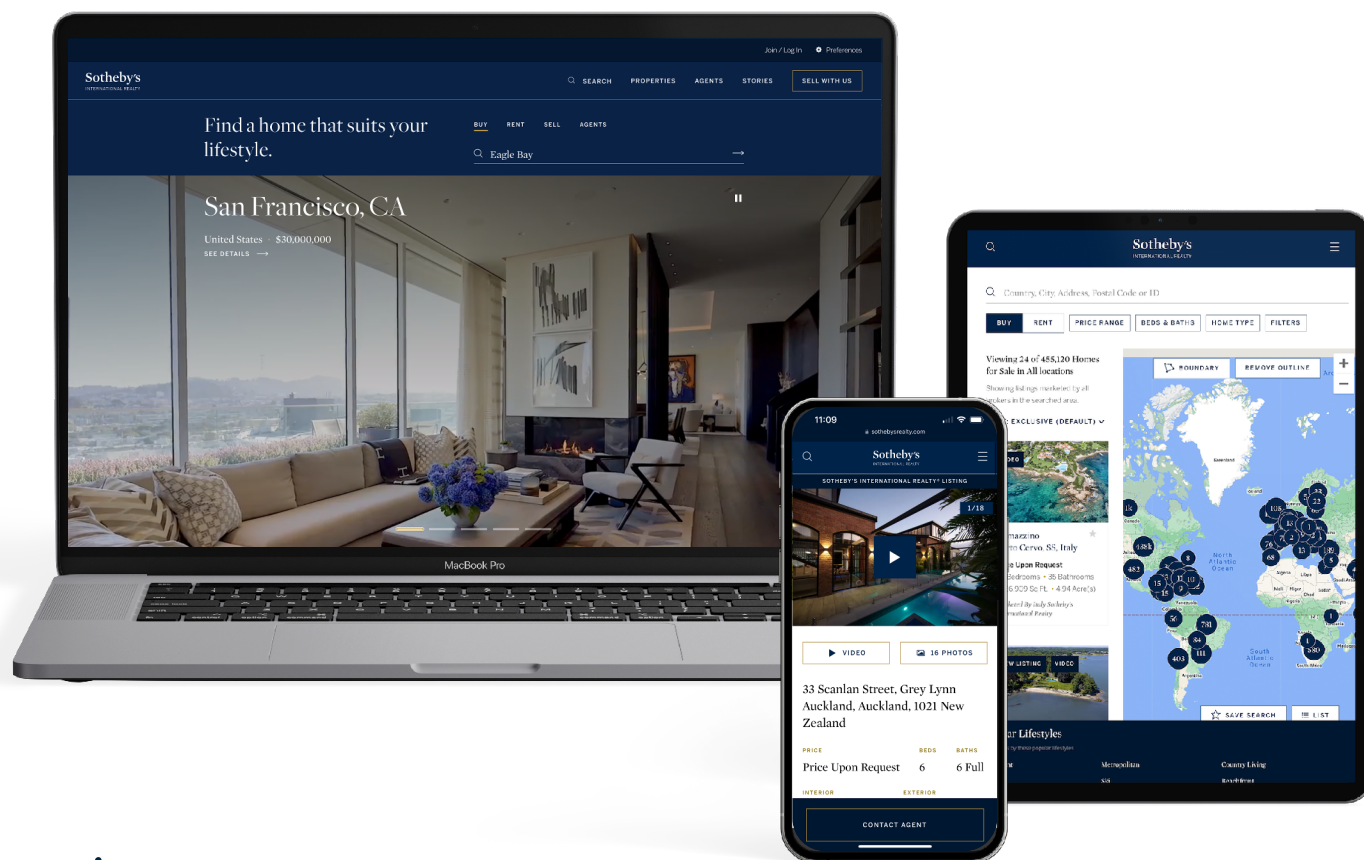
BACKED BY THE BEST

Our track record reflects
our commitment
to client satisfaction

These numbers reflect the success of our clients as well as that of our brokerage. We only succeed when you do. We are proud to have contributed to the dreams of so many successful homebuyers.

86

Countries & territories



ONLINE EXPERTISE

Better connections *mean more opportunities*

Sothebysrealty.com —Webby Award-winning website — offers advanced search capabilities for homebuyers worldwide. You can research properties more thoroughly through detailed listings, informative videos, and virtual tours before scheduling in-person visits. Plus, the Sotheby's International Realty® unparalleled global network means I am connected with top agents worldwide, giving you valuable insider access to potential pre-market properties and listings beyond our own.



Sources: Google Analytics, Brightcove, and Listrac – Full Year 2025

Advisory *fees*

My services are compensated on a commission basis. Your buyer agency agreement details the advisory fees, which may vary depending on the property you purchase.

Seller Paid Brokerage Commission

- The seller has offered to pay a commission to the buyer's agent.
- If the seller offers only a portion of the commission you have agreed to in the buyer agency agreement, this would require you to pay any portion of our commission not paid by the seller, unless you condition your purchase offer on the seller paying your full commission obligation to us and the seller agrees.

Shared Seller and Buyer-Paid Brokerage Commission

- The seller offers only a portion of the commission you have agreed to in the buyer agency agreement. This would require you to pay the remaining commission not paid by the seller.

Buyer Paid Brokerage Commission

- The seller has not offered to pay a commission to the buyer's agent or is offering less commission than the fee agreed upon in your buyer agency agreement. You will be responsible for the fees not covered by the seller at closing.



A smooth process

The Homebuying Journey





GETTING STARTED

Identifying *your goals*

I will meet with you to discuss your needs, preferences, expectations, timeline, price range and other criteria for the property that will best suit you and your goals. I will review options in property type, neighborhood, architectural style, amenities, and more.

To ensure my services meet your needs effectively, I would like to understand your previous homebuying experience and learn what went well and what could have gone better.

GETTING STARTED

Financial *parameters*

Loan Pre-Approval

Financing your purchase begins with reviewing your options alongside a qualified mortgage professional. I can provide a list of trusted lenders I've worked with to help you secure a loan pre-approval so you fully understand your financing options and associated costs.

Assess Market Conditions & Value

We will look at current market conditions and trends and how they will affect your home search.



Property *search*

Property Search Resources

The Sotheby's International Realty® website, sothebysrealty.com, and app give you access to all public listings with detailed search capabilities. Beyond these tools, I can uncover additional opportunities through our company's private network and my personal contacts.

Feedback

It's important that I understand your needs so I can focus on getting you exactly what you want. Each time you see a property, please consider how it might work for you and be sure to share your honest thoughts.

Market Knowledge

As we identify properties that interest you, I will share my thoughts on their value and provide insights into the neighborhood, current market climate, and unique aspects of the property.

Viewing Houses Virtually

Virtual tours allow you to explore homes remotely before scheduling in-person visits, helping you prioritize which properties are worth your time.

Broker's Tours

I attend weekly broker tours to stay current on new listings and connect with other agents about upcoming properties, giving you early insight into what's coming to market.

Attending Open Houses

Open houses provide access to properties that may have limited showing appointments.

When attending, let the listing agent know I'm representing you and feel free to share positive feedback about the home. For any concerns about the property, I will address those with the agent directly afterward.

CONTRACT & DUE DILIGENCE

Making *an offer*

Comparative Market Analysis

I will prepare a comparative market analysis to help you determine a competitive offer price.

Offer Strategy

I will discuss strategies to position your offer competitively to help increase your chances of acceptance.

Negotiate Favorable Terms and Price

I will negotiate favorable price and terms for your purchase based on our agreed-upon offer strategy.

Get Offer Accepted.

Due *diligence*

Inspections

Your offer might include an inspection period. During this time, you can conduct a variety of inspections to understand the condition of the property you are purchasing.

Other Inspections

Inspections by other professionals may be warranted based on the specific property and disclosures provided by the home seller. These include but are not limited to structural engineers, surveyors, soils, roofs, fireplaces, underground storage tanks and environmental hazards.

Structural Pest Inspection

A structural pest inspector will examine the home for evidence of termites, dry rot, earth-to-wood contact, water intrusion and beetle infestation. They will provide a written report and bid for any necessary corrective work.

Review Disclosures

Home sellers may be required to disclose any known information which would materially affect the value or desirability of the property. In some areas, they are also required to supply a number of reports and disclosures for your review.

Contractor Inspection

The inspection covers major systems such as plumbing, heating and electrical, structural elements, roof, safety features, and building code compliance.



CONTRACT & DUE DILIGENCE

Before *closing*

Homeowner's Insurance

Prior to closing, the lender will require you to purchase an appropriate homeowners insurance policy for your home, whether a single-family home, condo, etc. Many insurances may take time to obtain, so it's best to begin that research early in the process.

Final Walkthrough

Prior to the closing of your purchase, you will be able to conduct a final walkthrough. This is not an additional inspection, but it allows you to confirm the home is in the same condition as when you last saw it.

Loan Documents

After loan approval, the loan documents will be sent to the title company or attorney, where you will review and sign with other closing documents. They are notarized by the escrow agent and returned for lender's final review and funding.

Funding

You will deposit the remainder of your down payment, plus closing costs into escrow. Once these final monies are delivered by wire or cashier's check, the lender will fund the loan.

CONTRACT & DUE DILIGENCE

Closing *costs*

Title Insurance

You may purchase an Owner's Policy and a Lender's Policy to protect you if any title issues arise after closing.

Closing Fees

These fees typically include recording fees, processing fees, notary fees, document preparation fees, couriers, and other administrative fees.

Inspections and Reports

You may have the option of conducting any inspections to satisfy you to the condition of the home, including home contractors' inspections, structural pest inspections, sewer lateral inspections, fireplace inspections, and more.

Appraisal Cost, Loan Fees & Points

Your lender will provide an estimate of these costs to you based on your loan product.





CONTRACT & DUE DILIGENCE

Signing *closing documents*

Holding Title

You will need to decide how you will hold title to the property. Consult with a lawyer or tax consultant to help with this decision.

Review Closing Statement

The title company will provide an estimated closing statement with all costs necessary to close.

Bring Valid Photo ID

Your signing will be notarized and will require your valid photo ID.

CONTRACT & DUE DILIGENCE

Close *of escrow*

Recording

Title will be recorded as you have designated.

Funding

You and the lender will deposit all remaining funds into escrow. Then funds will be distributed to the appropriate parties.

Keys

I will help coordinate an exchange of keys on your behalf.



CONTRACT & DUE DILIGENCE

Moving *checklist*

Please note that these are only suggestions.

BEFORE YOU MOVE**Transfer Services**

- All utilities including gas, electric, water, phone, internet, cable, and garbage

Address Change Notification

- Post office forwarding address
- Bank and other financial institutions (for example: loans, credit cards)
- Friends and relatives
- Magazine and newspaper subscriptions (may take several weeks)

Insurance

- Notify carrier of new location for coverage of life, health, fire and auto

Movers

- Arrange for moving company
- Plan ahead for the care of small children and pets during the move

ON MOVING DAY

- Transport jewelry and important documents yourself
- Double check closets, drawers, shelves and garage to be sure they are empty
- Leave all old keys needed by new owner

YOUR NEW ADDRESS

- Confirm status of all utility services
- Check pilot light on stove, hot water heater and furnace
- Visit Department of Motor Vehicles to update driver's license(s) and vehicle registration
TIP: Make an appointment online before going
- Visit city offices and re-register to vote
TIP: Save time and do this when you update records at the DMV

Glossary

Abstract of Title

A complete historical summary of the public records relating to the legal ownership of a particular property from the time of the first transfer to the present.

Adjustable Rate Mortgage (ARM)

Also known as a variable-rate loan, an ARM is one in which the interest rate changes over time, relative to an index like the Treasury index.

Agreement of Sale

Also known as contract of purchase, purchase agreement, or sales agreement according to location or jurisdiction. A contract in which a seller and buyer agree to transact under certain terms spelled out in writing and signed by both parties.

Amortization

The process of reducing the principal debt through a schedule of fixed payments at regular intervals of time, with an interest rate specified in a loan document.

Appraisal

A professional appraiser's estimate of the market value of a property based on local market data and the recent sale prices of similar properties.

Assessed Value

The value placed on a home by municipal assessors for the purposes of determining property taxes.

Closing

The final steps in the transfer of property ownership. On the Closing Date, as specified by the sales agreement, the buyer inspects and signs all the documents relating to the transaction and the final disbursements are paid. Also referred to as the Settlement.

Closing Costs

Closing costs refer to the fees and expenses associated with finalizing a transaction, including but not limited to loan processing fees, title insurance, appraisal charges, and other administrative costs.

Contingency

A clause in the purchase contract that describes certain conditions that must be met and agreed upon by both buyer and seller before the contract is binding.

Counter-Offer

An offer, made in response to a previous offer, that rejects all or part of it while enabling negotiations to continue towards a mutually acceptable sales contract.

Conventional Mortgage

One that is not insured or guaranteed by the federal government.

Debt-To-Income Ratio

A ratio that measures total debt burden. It is calculated by dividing gross monthly debt repayments, including mortgages, by gross monthly income.

Down Payment

The money paid by the buyer to the lender at the time of the closing. The amount is the difference between the sales price and the mortgage loan. Requirements vary by loan type. Smaller down payments, less than 20%, usually require mortgage insurance.

Glossary

Earnest Money

A deposit given by the buyer to bind a purchase offer and which is held in escrow. If the property sale is closed, the deposit is applied to the purchase price. If the buyer does not fulfill all contract obligations, the deposit may be forfeited.

Easements

Legal right of access to use of a property by individuals or groups for specific purposes. Easements may affect property values and are sometimes part of the deed.

Equity

The value of the property, less the loan balance and any outstanding liens or other debts against the property.

Escrow

Funds held by a neutral third party (the escrow agent) until certain conditions of a contract are met and the funds can be paid out. Escrow accounts are also used by loan servicers to pay property taxes and homeowner's insurance.

Fixed Rate Mortgage

A type of mortgage loan in which the interest rate does not change during the entire term of the loan.

Home Inspection

Professional inspection of a home, paid for by the buyer, to evaluate the quality and safety of its plumbing, heating, wiring, appliances, roof, foundation, etc.

Homeowner's Insurance

A policy that protects you and the lender from fire or flood, a liability such as visitor injury, or damage to your personal property.

Lien

A claim or charge on property for payment of a debt. With a mortgage, the lender has the right to take the title to your property if you don't make the mortgage payments.

Market Value

The amount a willing buyer would pay a willing seller for a home. An appraised value is an estimate of the current fair market value.

Mortgage Insurance

Purchased by the buyer to protect the lender in the event of default (typically for loans with less than 20% down. Available through government agencies like the Federal Housing Administration (FHA) or through private mortgage insurers (PMI).

Possession Date

The date, as specified by the sales agreement, that the buyer can move into the property. Generally, this occurs within a couple days of the Closing Date.

Pre-Approval Letter

A letter from a mortgage lender indicating that a buyer qualifies for a mortgage of a specific amount. It also shows a home seller that you're a serious buyer.

Principal

The amount of money borrowed from a lender to buy a home, or the amount of the loan that has not yet been repaid. Does not include the interest paid to borrow.

Purchase Offer

A detailed, written document, which makes an offer to purchase a property, and which may be amended several times in the process of negotiations. When signed by all parties involved in the sale, the purchase offer becomes a legally binding sales agreement.

Glossary

Title

The right to, and the ownership of, property. A Title or Deed is sometimes used as proof of ownership of land. Clear title refers to a title that has no legal defects.

Title Insurance

Insurance policy that guarantees the accuracy of the title search and protects lenders and homeowners against legal problems with the title.

Title Search

A historical review of all legal documents relating to ownership of a property to determine if there have been any flaws in prior transfers of ownership or if there are any claims or encumbrances on the title to the property.

Transfer

The act by which the title to property is conveyed from one person to another.

Transfer Tax

City/County tax on the transfer of real property. Based on purchase price or money changing hands. Also called documentary transfer tax.

Trust

A fiduciary relationship under which one holds property (real or personal) for the benefit of another. The party creating the trust is called the settler, the party holding the property is the trustee, and the party for whose benefit the property is held is called the beneficiary.

Trustee

(1) One who is appointed, or required by law, to execute a trust. (2) One who holds title to real property under the terms of a deed of trust.

Trustor

The borrower under a deed of trust. One who deeds his property to a trustee as security for the repayment of a loan.

Truth-In-Lending Act

Federal law that requires disclosure of a truth-in lending statement for consumer loans. The statement includes a summary of the total cost of credit.

Underwriting

The process of evaluating a loan application to determine the risk involved for the lender.

Verification of Deposit (VOD)

A document signed by the borrower's financial institution verifying the status and balance of his/her financial accounts.

Verification of Employment (VOE)

Document signed by the borrower's employer verifying position and salary.

Warrant

To legally assure that title conveyed is good and possession will be undisturbed.

A proven partner for homebuyers

One of the world's most trusted and respected brands

Known for unsurpassed service

Instant respect from sellers

More listings to explore in depth

More connections mean more possibilities

Experienced agents with local insights and worldwide connections

Exclusive access to highly qualified global clientele

More opportunities for uncovering the perfect home

Comfort and confidence throughout the process