

STEPS OF THE BUYING PROCESS

| Steps | Your Responsibilities | Tara's Responsibilities |
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| Meet with Lender | Determine how much house you can afford. Determine down payment and earnest money Amount. | |
| Initial Consultation with Tara | Come prepared with needs and expectations. | Work with you and the lender to fully understand your wants, needs, and financial boundaries |
| Home Search | Drive-bys Attend open houses Read provided contracts and information Attend marathon tour | Create tailored home search Preview properties Prepare initial educational "Marathon Tour" Keep you up to date on changes in the market |
| Make an Offer | Come prepared with earnest money check and preapproval letter from lender. Choose escrow company and inspector | Facilitate the offer writing process and advise on tactics to most appeal to the seller. Provide resources for Escrow and Inspection Companies. Order title and obtain all necessary paperwork from listing agent. |
| Mutual Acceptance | Must be available to meet in person or have access to fax. Provide lender with all necessary financial information. Search for homeowners insurance Earnest money will be deposited in trust account. | Negotiate on your behalf based on your needs and expectations. Coordinate initial closing activities between the listing agent, lender, escrow, and Lake & Company Real Estate. |
| Inspection & Loan Appraisal (CC&R's if Condo) | Attend inspection with check for payment Look through Condominium Rules & Regulations, if applicable. Sign Inspection Response Form Pay appraisal deposit to lender | Coordinate and attend inspection Coordinate and attend loan appraisal Look through Condominium Rules & Regulations, if applicable. Negotiate inspection items, if necessary. Schedule Signing |
| Financing Finalized and Contingency Waived | Provide lender with proof of insurance | Continue to coordinate listing agent, lender, escrow, and Lake Real Estate, through closing process. Troubleshoot problems that arise. |
| Sign Closing Documents at Escrow | Have cashiers check ready to bring to signing. | Attend signing |
| Transaction is Closed | Title is transferred to your name and you are now the legal owner of your home! | Coordinate key transfer with seller and listing agent. |
| Possession (may be different date than closing) | Move in to your new HOME! | Give you the keys! Provide you with resources for moving professionals and contractors. |