

# HOME BUYER'S GUIDE

A step-by-step overview of the home buying process









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A brief, step-by-step overview



Buying a home usually represents your single biggest investment – and debt.

The home buying process is one of the most exciting, and frequently stressful, experiences you'll ever go through. This holds true whether you've bought many homes or you're looking to buy your first, whether you're in the market for a new primary residence, an investment property or that perfect holiday getaway.



Today's real estate market can offer more opportunities, yet can be filled with more risks than ever before. There are a multitude of factors to consider and decisions to make. When buying, it's crucial to have all the available resources necessary to make a well-informed decision, together with the time required to make use of them. It's important to enlist the help of a trusted real estate professional who'll be able to provide expert guidance at each step of the buying process.

Finding and purchasing a home includes the following steps, which we'll examine in more detail throughout this booklet:



#### Define your goals, research your options, make your plans

Given that buying a home is such a big step, it's very important to educate and prepare yourself as much as possible. This means clearly determining the reasons you're buying and what kind of home you're looking for. Since buying and financing a home are so closely related, it also means examining your current financial situation and projecting how much you can afford.

Once you've answered these questions, even tentatively, you'll be in a better position to research housing and mortgage options, and create an action plan and timelines for moving forward. Although it is possible to do this yourself, you may benefit by consulting an experienced real estate professional right from the start.

A brief, step-by-step overview

#### Contact a real estate professional

Buying real estate is a complex matter with many factors to consider since no two homes or transactions are alike. Moreover, with all the unique opportunities and potential pitfalls of the current market, it's more important than ever to contact a real estate professional once you've decided to buy.

When choosing a real estate professional to guide you through the property search, financing, negotiation and transaction processes, you should consider their market knowledge, experience, and track record.

#### Get pre-approved for a loan

We recommend that you get pre-approved for a loan before you start viewing homes with the serious intention of buying. The pre-approval process involves meeting with a lender and authorizing them to examine your current financial situation and credit history. On the basis of this examination, the lender may provide you with a document detailing the amount you can borrow to buy a home.

Consider looking online to see what different lenders offer, or contacting your local bank, credit union, finance broker or Homestart

#### The benefits of pre-approval include:

- You'll know what you are eligible to receive and be able to plan accordingly
- As a qualified, motivated buyer you'll be taken more seriously when you make an offer
- Lenders can tell you if you qualify for special programs that will help you afford a better home (particularly if you're a first-time buyer)

Real estate financing is available from many sources, and an experienced real estate professional will be able to suggest lenders with a history of offering excellent mortgage products and services.

For more information about the benefits of pre-approval and the loan process in general, see 
The Loan Process - Financing Your Home Purchase, on page 14.

A brief, step-by-step overview

#### View homes and select THE ONE

Simply put, the key to the home search process is knowing what you're looking for. Among other things, that means distinguishing between "must-haves" and "like-to-haves". To help you to target your search and define your home preference priorities, this guide includes a Home Search Worksheet on page 23.

That said, here are a few recent facts about the search process that might put your experience in perspective:

- 92% of buyers use the internet or mobile apps to search for homes
- The typical buyer searches for 12 weeks.
- 97% of buyers view real estate agents as important in the home search proces's

You can start the search process at a real estate website like realestate.com.au or domain.comᢆ.au View the homes details, take video tours and access neighbourhood info. Check www.PlazaProperty.com.au

However, it's also important to view homes in person. While the property details may seem similar online, homes can be very different in terms of layout, design, workmanship and other aspects. Ideally, you should view homes with the help of an experienced real estate professional who'll notice things you might miss, provide expert analysis. Remember, however the agent works for the seller.

#### Make an offer and negotiate with the seller

Once you've found the home you'd like to buy, it's time to make an offer. Your state or local real estate association likely has contracts that are generally used for transactions in your area. These contracts enable you to specify a sale price and also allow the inclusion of clauses specifying various terms of purchase, such as the settlement date, your deposit amount, and other conditions such as finance or subject-to clauses.

In South Australia the sellers agent will likely use contacts from either the Society of Auctioneers and Appraisers, Real Estate Institute of SA or the Law Society.

<sup>&</sup>lt;sup>1</sup>National Association of REALTORS® Profile of Home Buyers and Sellers, 2013

<sup>&</sup>lt;sup>2</sup>National Association of REALTORS® Profile of Home Buvers and Sellers, 2013, buyers who use a real estate agent

A brief, step-by-step overview

You should carefully review these clauses with your real estate professional to be sure that they accurately express your intended offer. In addition to drawing up the contract, your real estate professional will be happy to address all of your questions about the offer process.\*

Once you've made the offer, the real estate professional will present it to the seller. At that point, the process will vary somewhat depending on the market you're in.

Generally speaking, the seller can accept your offer, reject it, or counter it to initiate the negotiation process.

Successive counter-offers, with deadlines for responding and meeting conditions, may be exchanged between you and the seller until a mutual agreement is reached or the negotiations breakdown.

Negotiations involve many factors specifically relating to different market conditions, homes and sellers, some of which are examined in - Successfully Negotiating The Deal - on page 18.

#### Secure your financing

Once you have an agreement, it's time to return to your chosen lender to finalize mortgage details in order to close the deal. This means arranging your deposit, interest rate, regular payment schedule and all other financial conditions associated with the settlement.

As the saying goes, 'let the buyer beware'. Unfortunately, too many buyers suffer negative consequences from not fully understanding their financing decisions. Thus, it's crucial for you to work with people you trust. In this regard, a good real estate professional can become a true friend for life.

For more information on the loan process, see - The Loan Process - Financing Your Home Purchase, on page 14.

A brief, step-by-step overview

#### Close the deal

If you've efficiently taken care of everything connected with purchasing your new home, taking ownership should be a positive joy with no surprises. Key steps to the "settlement", include:

- ☑ Getting a title search— you will need a historical review of all legal documents relating to ownership of the property to ensure that there are no claims against the title of the property. Form 1 documents including Property Information Report, Land Title and Council Searches will be provided at the time of signing the contract.
- The final walkthrough— you may be given the chance to look at the home one last time to make sure it's in the same condition as when you signed the sale agreement
- ▼ The settlement—typically, before settlement you'll meet with your Conveyancer or lawyer, to verify and sign all the paperwork required to complete the transaction. The settlement will include paying your closing costs, legal fees, property adjustments and stamp duty. At that point, you'll receive the property title and copies of all documentation pertaining to the purchase.

#### Most Importantly – you'll get the keys!

In most cases, Settlement Date is when you will be able to move into your new home.



When buying a home, it's important to understand the key concepts and terms.



The following is a list of terms to know:

- Adjustable Rate Mortgage also known as a variable-rate loan, in which the interest rate changes over time, relative to an index like the Reserve Bank.
- Agreement of Sale— also known as contract of purchase, purchase agreement, or sales agreement according to location or state. 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 real estate agents estimate of the likely worth or value of a property based on local market data and the recent sale prices of similar properties.
- Capital Value the value placed on a home by valuer generals assessors for the purposes of determining property taxes and council rates.

- Certificate of 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.
- Closing Costs— the costs to complete a real estate transaction in addition to the price of the home.

  These may include: stamp duty, conveyancer or legal fees amongst others. Ask your conveyancer.
- Contingency— are subject-to conditions 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 eg finance.
- 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.
- Conveyancer—a person who prepares documents to transfer property ownership from seller to buyer.
- 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.
- Deposit the money paid by the buyer to the lender at the time of the settling. 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 lenders mortgage insurance.
- Deposit on purchase given by the buyer to bind a purchase offer and which is held in trust.

  If the property sale is settled, the deposit is applied to the purchase price. If the buyer does not fulfil all contract obligations, the deposit may be forfeited. This is usually counted towards bank deposit also.
- **Equity** − the value of the property, less the loan balance and any outstanding liens or other debts against the property. This is how much of the property value you own and this grows over time.

- Easements legal right of access to use of a property by individuals, or groups, for specific purposes. Easements may include statutory ones eg drainage, sewer and part of the CT Title.
- ✓ Encumbrance a third parties rights that obstructs use or transfer of property.
   Examples are easements, mortgages liens or caveats.
   An encumbrance is a registered interest in land by a person who is not the land owner.
- 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.
- Whomeowner'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. A valuation is an estimate of the current fair market value.
- ✓ Mortgage Insurance- purchased by the buyer to protect the buyer from such things as illness. There is also Lenders Mortgage Insurance purchased by the buyer to protect the lender in the event of default Also known as LMI. As a borrower you are still liable for default.
- ✔ Passed in a situation or circumstance where a property for auction is not sold.
   Usually because it has not reached the sellers reserve price.

- Pre-Approval Letter— a letter from a mortgage lender indicating that a buyer is approved 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.
- Private Treaty sale of property on the open market at a price allowing subject-to conditions from buyers.
  This is not an auction.
  - A 2-day cooling off applies after the contract and form 1 have been served.
- Settlement the final steps in the transfer of ownership. The property passes from seller to buyer. The balance of purchase price is paid
- Strata Title individual ownership of an apartment or unit within a block or multi-unit complex.

  There are shared responsibilities and liabilities in a community lifestyle.
- ✓ Torrens Title a system that provides certainty of title to land.
   It is governed by the real property act where the title is filed at the lands title office.
- 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.
- ✓ Valuation an estimate of value of the property, can also be referred to market value. Undertaken by a qualified and licenced valuer, usually for a fee. Only a valuer can perform valuations.
  Whereas real estate agents provide an appraisal.

\* The purchase offer and contract procedures vary by region



### **TO BUYOR NOT TO BUY**

#### Considerations for first-time home buyers



#### Buying your first home is a major step.

There's a lot you need to know to make the right decisions – and also to avoid making the wrong ones. And that's particularly true in this current market.

The good news is that when you know what you're doing, and particularly when you're working with a highlyexperienced real estate professional who does, this market offers fantastic opportunities to get a great home.





#### Owning versus renting

Without question, owning a home comes with risks and responsibilities that you don't have to worry about when you rent. These include things like a mortgage payments, council rates, water, sewer rates, house insurance, emergency services levy, maintenance & repairs, to name a few.

However, financial advisors, and homeowners themselves insist there are far more advantages to owning:

- It's been shown over time that you'll generally lose money by renting instead of owning your own home. Why not build up equity in a home instead of paying your landlord's mortgage?
- Although there are periodic market drops, historically, owning a home has been a prime financial investment.
- If you are an investor, you can take advantage of many ongoing tax benefits, like deducting the interest on your mortgage and property taxes from your income tax. If you investing check your entitlements with your accountant.

## TO BUY OR NOT TO BUY

#### **Considerations for first-time home buyers**

- Owning a home isn't just a smart financial investment; it's also an investment in a higher quality of life particularly if you have a family or if you're planning one.
- There is a special kind of pride in the ownership and upkeep of a home that you won't get with renting.

Simply put, it just feels good to own your own home. You can decorate it any way you like, renovate or build additions or personalize your landscaping. It's your home.

#### Do you qualify to own?

To find out: go to your bank or another lending institution and allow them to perform a credit check and analyze your financial situation.

You may be surprised to learn that there are many renters who financially qualify to own their own homes, but don't realize it. Are you in this category? It would be a shame if you wanted to own your own home, but didn't know you could.

Also, keep in mind you may be eligible for loans specially designed for first home buyers.

The finance market is continually changing so do not be afraid to ask lots of questions and shop around for your best situation.



## TO BUY OR NOT TO BUY

#### Considerations for first-time home buyers

#### Is it a good time to buy?

Generally speaking, if you're financially qualified, your timing couldn't be better. In fact, few markets have ever offered the opportunities that currently exist for first-time home buyers, because:

- Home prices are still trending at good prices in many markets
- Interest rates are still historically low which means you can lock-in a single digit interest rate for many years
- Mortgagee sales can still be found in many markets which means Highly motivated sellers.
- Many highly competitive builders vying to sell are providing some buyers with the option to customize finishes and be the first to call that location home

The bottom line is that if you are currently renting but really want to own a home, this is a terrific time to buy. Speak with a knowledgeable, experienced real estate professional about your options. They will be able to assist you with getting the best financial support you qualify for, and you'll also get the scoop on many great real estate opportunities you might otherwise miss.

Do not be afraid to ask your agent lots of questions.

Alternatively visit <u>www.PlazaRealEstate.com.au</u> and click any of the Contact Us buttons and poste your questions there.

We'd be pleased to help.

### **THE LOAN PROCESS**

#### Financing your home purchase



It's rare to be able to pay all cash for your home. So, for most of us, finding the right lender and mortgage product is critical to buying.

There are many types of lending institutions, offering a wide range of loans and special programs. It's wise to diligently research your options and shop around for a mortgage with the same care as when looking for a home.



Steps to secure the best mortgage for your needs.



#### Educate yourself about your option

Unfortunately, many people are suffering the consequences of having made poor – and perhaps ill-advised - mortgage decisions. That's why it's crucial for you to learn as much as you can about your mortgage options.

There are a host of loan types and programs available through hundreds of banks, finance companies, credit unions, and other assorted lenders. Also, there are equally as many sources of information about mortgages. Websites, books, news articles, seminars, mortgage brokers, lenders, and knowledgeable real estate professionals can all help you wisely navigate your way through the labyrinth of financing possibilities, so make use of them. And be sure to get a few opinions.

In short, do your homework before you put your name on the line, because what you don't know could hurt you.

## THE LOAN PROCESS

#### Financing your home purchase

#### **Q** Sincerely examine your financial situation

Along with educating yourself about your loan options, you should ask yourself how much mortgage and deposit you could really afford. Make yourself accountable. What might you be giving up – not just every month, but perhaps 20-30 years down the road – by extending yourself further? Maybe taking on a larger mortgage will pay off greatly as an investment, maybe it won't. Be sure to weigh the risks and opportunity costs.

Along these lines, many sites provide you with a variety of loan calculators that will help you determine what your regular payments will likely be based on your projected deposit, the loan principal, the interest rate, the mortgage term, and so on.

One other point to note is that some lenders will qualify you for the maximum they're willing to lend which may be more than you can truly afford. Additionally, be sure to factor all related taxes, insurance, improvements, buyer fees and all other potential costs into the equation. Make a list of your monthly expenses, and project your financial commitments during the life of the mortgage. This will provide a realistic figure of what you can afford.

When shopping for a loan you should consider two main sources: direct lenders and mortgage brokers. Direct lenders have the money and make the decisions, but have a limited number of inhouse products to offer. Brokers are intermediaries who can provide you with loan options from many sources, which can often save you money overall. In this case, you might consult your real estate professional as they often have beneficial connections.



## THE LOAN PROCESS

#### Financing your home purchase

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#### Your basic mortgage options

Generally, there are two ways to go: a fixed-rate mortgage with an interest rate that remains the same for the life of the loan, or an variable-rate mortgage with a rate that adjusts up or down, depending upon economic trends.

The advantages of a fixed-rate mortgage – particularly if you lock in at a low rate – are that they protect you against the risk of rising interest rates, and their stability can also make it easier for you to plan and budget your short and long-term expenses. Their down side is that they generally have higher rates than variable at any given time, and by locking in you run the risk of being trapped at a relatively high rate if interest rates fall.

Another consideration with a fixed-rate mortgage is the term. Shorter-term mortgages, have-lower rates than longer ones. The shorter term and lower rate mean that you'll pay less interest over the life of the loan, although your monthly payments will generally be higher.

In contrast, a variable-rate mortgage rate is commonly based on the Reserve Bank index, although it may also be geared to other indexes. Generally, lenders add a few % points to the index rate to get their variable rate. Initially, the rate is lower than the fixed rate by a few points or more. This rate will periodically adjust within set limits or that are specified by the terms of the loan.

Finally, it must be reiterated that the loan you ultimately qualify for will depend on your credit status. The best rates and terms are only available to those with solid credit so, if possible, pay off your credit cards and make all other bill payments in full and on time.



## THE LOAN PROCESS

#### Financing your home purchase

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#### Apply for a loan

Once you've reached agreement with a seller to buy a home you'll have all the details & documents you need to formally apply for a mortgage.

When you meet with your chosen lender to complete the application you'll need to provide information — if you didn't during the pre-approval process — about your household income, job tenure and stability, assets and existing debt, and regular expenses. This may take the form of pay slips, bank and investment statements, tax returns and other documentation. The lender will also check your credit status.

During the application process you'll discuss the different loan options and programs you qualify for as well as finalize the deposit.

The lender may require the mortgage to be guaranteed by a third party Mortgage Guarantee Insurance Company.

As there are many important considerations and so much at stake, be sure to bring all of your questions to the table. This includes asking the lender to explain all terms of the mortgage.

Lastly, if you qualify for the loan you're seeking, the lender will usually have the home you're buying professionally valued by a licenced valuer to ensure that it's worth the purchase price.

The valuation also ensures the lender does not lose money on the deal.

### SUCCESSFULLY NEGOTIATING THE DEAL



Negotiating the transaction is usually the most complex aspect of buying a home. It's also the stage requiring the most creativity.

That's why it's important to have an experienced and savvy real estate professional there with you – someone who has successfully worked through many different transaction scenarios.

The following are basic strategies for negotiating a good deal in today's market, all of which involve: presenting



yourself as a serious buyer while, keeping your emotions in check; trying to understand and respect the priorities of the seller; being creative and, where necessary, willing to compromise to get the deal done.



#### Strike a balance - motivated but not too eager

For you, it all starts before you even make an offer, the first time you see that home you think might be THE ONE. It's important that you not give yourself away to the listing agent by getting overly excited about your "find". If anything, ask a few questions, maybe take a few notes.

However if this is it, be prepared to negotiate.

Ideally, aim for a balanced demeanor as a qualified, motivated buyer while, not appearing to be overly eager. You'll demonstrate that you're a serious buyer – the kind sellers look for – at the time you make the offer, particularly if you:

- Have already sold your present home or make it clear that you're not dependent upon selling in order to buy
- ✓ Make an all-cash offer or show that you've been pre-approved
- Provide an attractive deposit with the offer
- ✓ Make an offer that still gives you room to negotiate your price

Not only will this approach show that you're qualified and motivated, it will place you in a stronger negotiating position overall. The sellers won't want to lose you and may be more inclined to reduce their price a little and/or make some concessions with respect to terms.

#### Understand and respect the seller's priorities

If, through the negotiations, you can find out more about the seller's situation and priorities you'll improve your position, and be able to resolve any obstacles more creatively and sensitively.

To illustrate, if a seller is adamant about the sale price they might be more flexible about taking care of a few repairs or part of the transaction costs. Or if they need a certain settlement date, you might be able to get them to concede some other terms. There is no "one size fits all" approach to negotiating. In general, the more you know about the seller's priorities, the more you'll be able to work with them in order to achieve your own.

#### Q Look beyond the price

While a home's sale price is typically the focus of negotiations, often sellers will have needs such that the terms of purchase can significantly influence the final deal. Additionally, it is in relation to the terms – which can represent thousands of dollars in value – where you can get most creative when it comes to resolving the obstacles to transacting.

Some elements in the purchase agreement that you might put on the table for discussion include:

- An all-cash offer by you
- The amount of the deposit you provide
- Settlement date
- Inclusion of furniture, fixtures, etc., not considered part of the property
- Payment for repairs
- ✓ Conditions regards finance, inspections

### SUCCESSFULLY NEGOTIATING THE DEAL

Aim to come to an arrangement where all parties are happy with the outcome. This may mean you paying a little more or settling sooner or later and the owner conceding something. This way you get to 'own' the home of your dreams and the seller gets a sale.

It's a win-win all around.

The key is to get all terms of purchase in writing within the agreement. These terms should then be carefully reviewed and clearly understood by both you and the seller so that the negotiations move forward.

#### O Is it really THE ONE? If so, make it so.

If you're really interested in buying the home you're negotiating over — if it really is THE ONE — you may be willing to make some compromises to make the deal happen. If that's not the case, then you should listen to your heart and consider looking for another home — it just might be out there waiting for you . . .

There are a few basic principles of successful negotiation to consider if you're committed to completing your purchase:

- Remember your priorities and respect the seller's don't let small things get in the way of your better judgment
- ✓ If necessary, defer until later if small issues do get in the way in the midst of big ones, focus on and consolidate your agreement on the big issues and come back to the small ones later
- Remember the big picture if there are disagreements about relatively small expenses,
   split the difference and smile

The reality is that most negotiations proceed without too much difficulty. In the event that there are problems, but you're still committed to buying the home, remember - Where there's a will there's a way.

## WORKING WITH A REALESTATE PROFESSIONAL



Some real estate professionals are buyer specialists focused on helping you successfully land and finance your dream home.

One benefit of using their services is gaining the inside track on listings right when they come on the market – in fact, sometimes even before they're on the market. And that's just the beginning.



#### Buyer specialists will:

- Educate you about Buyer Agency, outlining their professional responsibilities to you, including complete Disclosure, Loyalty, Confidentiality, Obedience and Accountability
- ✓ Help you explore your financing options and, if required, refer you to the right mortgage professionals to help you make the best possible decision
- Save you time by regularly searching the market for affordable homes that meet your criteria
- Email you regularly about suitable property
- ✓ View homes with you and provide comparative analysis. They can also refer you to expert home inspectors that will provide more in-depth analysis and advice
- Provide consultation in relation to your written offer to purchase a home, with all terms approved by you



## WORKING WITH A REALESTATE PROFESSIONAL

- Negotiate the best possible price and terms for you and take care of all the documentation details
- Keep you fully informed about all activities leading to the transaction closing
- Assist you, if necessary, in finding any home-related services you need

Be mindful that Sellers Agents have a Fiduciary relationship with the Vendor. Where they must work in the sellers best interests.

This means they work for the seller and get paid when the home sells.

They will certainly help you buy and provide all the assistance you need but they do not work for you.

A Buyers-Agent can work for you.

However, they will usually charge you a fee for doing so.

A Buyers-Agent cannot really be paid out of the sales fee from the Vendor as they are acting in the Buyers best interest and not the Sellers.

You will still likely be competing with other buyers to secure the home.

Be sure to take advantage of the knowledge, experience and expertise of a real estate professional... Just know who they work for.

A word of note: There are some marvellous technologies that allow 3D views and VR – Virtual Reality inspections. Homes are photo-shopped to get you to have a look. There's nothing wrong with this. It can be easy to do a 3D or VR tour and be amazed with how life-like they appear.

However you will be living in the Real Property... not the make-believe one. So, check it out thoroughly in person.

Ask lots of questions, get some help if you need and when you are fully satisfied... go for it!

Congratulations... You are Now a Proud Home Owner!



### HOME SEARCH WORKSHEET

#### Main requirements

Price range:	Land Size SqM:
Area:	House Size SqM:
Detached/Attached:	Number of bedrooms:
House style(s):	Number of bathrooms:
Age of property:	Garage:
Specific features – Must Hav	es vs Like to Have or Wish List?
	ce, family room, garage size, built-in vacuum,
distance to school, additional rooms, parks, h	ospitals, medical, public transport, shopping etc.):
Additional comments	
-	

Ask questions at <a href="https://www.PlazaRealEstate.com.au">www.PlazaRealEstate.com.au</a> – We are here to help!

