



# LET'S FIND HOME



SHAUNTE CRUSE  
OREGON BROKER | REALTOR®  
503.584.1200  
SHAUNTE.CRUSE@EXPREALTY.COM  
NWHOMECOLLECTIVE.COM

# TABLE OF CONTENTS



## 1) FINANCES

- Obtain a financial pre-approval (proof of funds for cash purchase)
- Prepare for additional costs

## 2) SEARCH

- Preview potential properties online
- Schedule showings and view the properties you are most interested in

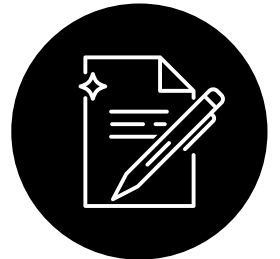


## 3) OFFERS & NEGOTIATIONS

- Write an offer to purchase on your favorite property
- Negotiate the terms of the offer and accept the contract
- Deposit Escrow, Complete Loan Application and Homeowners Insurance quotes

## 4) INSPECTION PERIOD

- Conduct Inspections
- Resolve/Negotiate Any Issues from Inspection

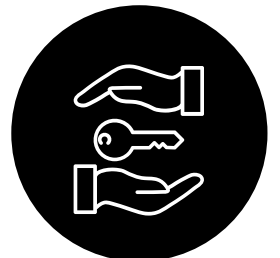


## 5) FINANCING PERIOD

- Your lender will order the appraisal
- Obtain Homeowners Insurance

## 6) PREPARING TO CLOSE

- Title company will conduct title search and order survey
  - Receive closing statement/clear to close
  - Wire funds to closing company
- Conduct a final walk-through of property and close
  - Closing day: Get your keys, it's all yours!





# FINANCES

The very first step in the home buying process is to obtain a financial pre-approval (proof of funds for cash purchase). We will need this document to accompany any offer we make on a property.

## FINANCING

A mortgage lender will be able to take your financial information and determine what amount you will be able to borrow. Having your pre-approval letter in hand before we start searching will save us time and make sure we don't miss out on the perfect home opportunity. The pre-approval letter will accompany an offer.

## CASH

If you've got the money in the bank and you are ready to purchase your home in cash, that's great. I will inform you as to your closing costs and we will need a proof of funds to supplement any offers. You can acquire a proof of funds from your financial advisor or your banker to show that you have a balance that meets the purchase price.

### MY RECOMMENDED LENDERS

JASON FLEMING | 503.913.2704  
SIERRA PACIFIC MORTGAGE  
JASON.FLEMING@SPMC.COM

JANEY SALVESON | 503.913.3021  
ON POINT COMMUNITY CREDIT  
UNION  
JANEY.SALVESON@ONPOINTCU.  
COM

### QUESTIONS TO ASK THEM

- WHAT INTEREST RATE CAN YOU OFFER?
- DOES THE RATE COME WITH POINTS?
- IS IT FIXED OR ADJUSTABLE?
- WHEN CAN YOU LOCK MY RATE?
- WHAT FEES CAN I EXPECT FROM YOU?
- WHAT TYPE OF LOAN IS RIGHT FOR ME?
- DO I QUALIFY FOR ANY DOWN PAYMENT ASSISTANCE PROGRAMS?

# LENDER WORKSHEET

NAME:

COMPANY:

- WHAT INTEREST RATE CAN YOU OFFER?
- DOES THE RATE COME WITH POINTS?
- IS IT FIXED OR ADJUSTABLE?
- WHEN CAN YOU LOCK MY RATE?
- WHAT FEES CAN I EXPECT FROM YOU?
- WHAT TYPE OF LOAN IS RIGHT FOR ME?
- DO I QUALIFY FOR ANY DOWN PAYMENT ASSISTANCE PROGRAMS?

NOTES:



# LENDER WORKSHEET

NAME:

COMPANY:

- WHAT INTEREST RATE CAN YOU OFFER?
- DOES THE RATE COME WITH POINTS?
- IS IT FIXED OR ADJUSTABLE?
- WHEN CAN YOU LOCK MY RATE?
- WHAT FEES CAN I EXPECT FROM YOU?
- WHAT TYPE OF LOAN IS RIGHT FOR ME?
- DO I QUALIFY FOR ANY DOWN PAYMENT ASSISTANCE PROGRAMS?

NOTES:

# LENDER WORKSHEET

NAME:

COMPANY:

- WHAT INTEREST RATE CAN YOU OFFER?
- DOES THE RATE COME WITH POINTS?
- IS IT FIXED OR ADJUSTABLE?
- WHEN CAN YOU LOCK MY RATE?
- WHAT FEES CAN I EXPECT FROM YOU?
- WHAT TYPE OF LOAN IS RIGHT FOR ME?
- DO I QUALIFY FOR ANY DOWN PAYMENT ASSISTANCE PROGRAMS?

NOTES:



# SEARCH

Once you've got your finances in order, the fun of looking for the perfect home begins! I will set you up on an automatic search through the Multiple Listing Service (MLS), which is the database that Realtors use to list and search for homes. The moment a home that fits your search criteria is listed for sale, it will be sent to your email inbox. If we ever need to adjust the search criteria, just let me know and I can make any change you need. Make sure to let me know which homes pique your interest and we will set up some showings.

## CONSIDER WHAT'S A MUST-HAVE AND WHAT'S NEGOTIABLE

### MUST-HAVES

### WOULD BE NICE TO HAVE

HOME SEARCH NOTES

ADDRESS:

FEATURES I LIKE:

PRICE:

BEDROOM:

FEATURES I DISLIKE:

BATHROOMS:

OVERALL RATING:

ADDRESS:

FEATURES I LIKE:

PRICE:

BEDROOM:

FEATURES I DISLIKE:

BATHROOMS:

OVERALL RATING:

HOME SEARCH NOTES

ADDRESS:

FEATURES I LIKE:

PRICE:

BEDROOM:

FEATURES I DISLIKE:

BATHROOMS:

OVERALL RATING:

ADDRESS:

FEATURES I LIKE:

PRICE:

BEDROOM:

FEATURES I DISLIKE:

BATHROOMS:

OVERALL RATING:



HOME SEARCH NOTES

ADDRESS:

FEATURES I LIKE:

PRICE:

BEDROOM:

FEATURES I DISLIKE:

BATHROOMS:

OVERALL RATING:

ADDRESS:

FEATURES I LIKE:

PRICE:

BEDROOM:

FEATURES I DISLIKE:

BATHROOMS:

OVERALL RATING:



# OFFERS & NEGOTIATIONS

IN ORDER TO WRITE AN OFFER, WE WILL NEED THE FOLLOWING INFORMATION:



## **PRE-QUALIFICATION LETTER OR PROOF OF FUNDS**

### **OFFER PRICE**

i will help you determine the property's fair market value

### **ESCROW DEPOSIT**

Usually 1-2% of purchase price.

### **FINANCING AMOUNT**

What percentage of the loan are you financing, and how much you are putting down

### **CLOSING DATE**

If getting a mortgage, this is typically 30-45 days from acceptance of offer. This will be the day the keys are handed from seller to buyer

### **INSPECTION PERIOD**

Typically the buyer shall have 15 days, unless otherwise stated on the contract, to perform inspections on the home and terminate or renegotiate the contract if inspection comes back unacceptable.

## **WHAT IS THE ESCROW DEPOSIT?**

The escrow deposit is also known as "The Good Faith Deposit." It is typically 1-2% of the purchase price that you put down upfront to show the seller you are serious about the purchase. The higher the escrow, the more attractive the offer is to the seller.

Where does it go?

As soon as we have an executed contract, you have approximately 3 days to get the Escrow Deposit to the title company. The title company holds it up until closing, then it will be counted towards your balance due at closing. You can submit your escrow deposit by check, cashier's check or wire transfer.



# OFFERS & NEGOTIATIONS

## TRICKS FOR HANDLING A MULTIPLE OFFER SITUATION:

Nothing is more frustrating than finding the perfect home for you, and then finding out that someone else thinks it's the perfect home for them too! However, this situation does happen in our market. There are many different techniques we can use to make our offer as attractive to the sellers as possible.

- **Have your pre-approval letter or proof of funds in hand.** You may have a great offer to submit, but if you can't back it up with proof you are qualified to purchase the home the seller may just move on.
- **Make a cash offer if you are able.** If not, make as large a down payment as possible, and use a lender that communicates effectively with all parties.
- **Offer more than the asking price.** Your agent should do a comparative market analysis to give you a good idea on the home value as soon as you decide to make an offer. If it's not too out of line with the CMA or your budget, offer more than the asking price.
- **Keep your offer clean and simple.** Don't ask for contingencies that aren't necessary to closing the transaction.
- **Shorten the inspection period.** Asking for a 5 to 7 day inspection period instead of the traditional 15 lets the seller know that you aren't going to waste anyone's time. Find a home inspector who has availability to schedule your inspection as soon as your offer is accepted.
- **Have your escrow deposit ready.** Offer an escrow deposit that sends the message that you are serious about your offer and have the funds ready to turn in as soon as your offer is accepted. You may want to include a copy of your escrow check with your offer.
- **Offer flexibility with your closing date.** Convey through your agent that you are willing adjust the closing date to suit the seller's needs.
- **Include a personal letter with a family photo.** Let the seller know who you are, what you like about the home, and that you intend to take good care of their former residence. Let them know what it is about the home that has already made it special to you.
- **Offer an additional escrow deposit after the inspection period.** This is another way to let the seller know you are serious about the house and not just trying to get it off the market while you make up your mind or look further.
- **Consider an escalation clause.** Let the seller know your offer isn't the highest you will go by including a clause stating that you will increase your offer, up to a set price, if the seller shows you a higher offer from another buyer.
- **Be diplomatic with negotiations after your contract is signed.** Remember that the seller has other interested parties to fall back on. If you turn ugly after the contract is signed, making additional demands or not following through with your promises, the seller may hand you back your deposit and work with someone else.

ONCE WE GET THE HOME UNDER CONTRACT, FILL IN THE INFORMATION ON THE FOLLOWING PAGE

# WE'RE UNDER CONTRACT - NOW WHAT?

PROPERTY ADDRESS:	PURCHASE PRICE
TITLE COMPANY:	ESCROW DEPOSIT

## IMPORTANT DATES

EXECUTED CONTRACT DATE:
INSPECTION PERIOD BEGINS:
ESCROW DEPOSIT DUE:
LOAN APPLICATION DUE:
END OF INSPECTION PERIOD:
ESTIMATED CLOSING DATE:

NOTES:



### EXECUTED CONTRACT

CONGRATULATIONS! We are officially under contract. Please mark these deadlines in your calendar and read these next steps to ensure a smooth closing.



### SCHEDULE INSPECTIONS

The last date to renegotiate or cancel contract due to anything that comes up in inspections is \_\_\_\_ so I recommend scheduling any inspections *immediately*



### OBTAIN INSURANCE

Start contacting Insurance companies for quotes immediately, we will need to make sure the home is insurable before the end of the inspection period (\_\_\_\_)



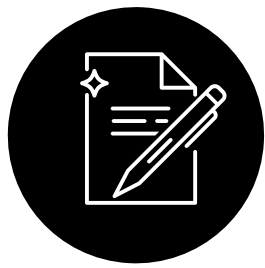
### ESCROW DEPOSIT DUE

You must send escrow deposit of \_\_\_\_ via check or wire to \_\_\_\_.  
**IMPORTANT:** Be very careful when wiring any funds. *Never* trust wiring instructions sent via email.



### LOAN APPLICATION

Your loan application needs to be started within 5 days from the executed contract date. During your loan processing it is **VERY IMPORTANT** not to make any major job changes, major purchases, or open new credit cards or lines of credit, as any of these activities could alter your qualifications.



# INSPECTION PERIOD

**TIP: SCHEDULE ALL INSPECTIONS IMMEDIATELY, SO IF WE NEED TO NEGOTIATE ANY REPAIRS WE CAN BEFORE THE INSPECTION PERIOD ENDS.**

During the inspection period, the buyer has the right to hire a professional to inspect the condition of the home. The inspection will uncover any issues in the home that would have otherwise been unknown.

The standard home inspector's report will cover the condition of the home's heating system; central air conditioning system; interior plumbing and electrical systems; the roof, attic and visible insulations; walls, ceilings, floors, windows and doors; the foundation, basement and structural components. You will receive a written report of the inspection. You may be present for the inspection if you would like to ask the inspector any questions.

## **ADDITIONAL INSPECTIONS YOU MAY NEED:**

**Four-Point Inspection** may be required by your homeowner's insurance if the home is more than 30 years old

**WDO Inspection** Ask your lender if your loan requires any certain inspections such as a Wood Destroying Organism (WDO) inspection.

**Lead-Based Paint Inspection** If the home was built prior to 1978, a lead-based paint inspection is recommended

## **MY RECOMMENDED INSPECTORS**

CRYSTAL LEWIS | 503.908.1933  
LANTERN HOME INSPECTIONS  
CRYSTAL@LANTERNINSPECTIONS.COM  
WWW.LANTERNINSPECTIONS.COM

JIM ALLISER | 503.508.4321  
PERFECTION INSPECTION  
JALLHISER@PERFECTIONINSPECTIONINC.COM  
HTTPS://PERFECTIONINSPECTIONINC.COM/

MARCUS GAYLOR | 541.670.4968  
OREGON CERTIFIED HOME INSPECTORS  
MARCUS.GAYLOR@YAHOO.COM







# FINANCING PERIOD

## **APPRAISAL:**

An appraisal is an estimate of the value of the property by a licensed professional appraiser. Once any problems during the inspection are solved, the appraisal will be ordered by the lender and paid for by you. The goal of the appraisal is to verify the value of the property for the lender and to protect you from overpaying. The contract is contingent upon whether the appraisal comes in at or above the purchase price. If the appraisal comes back short, we will be back to the negotiating table.

## **OBTAINING A MORTGAGE:**

You have 5 days from the date of contract execution to begin the mortgage loan application. During the 30-45 days before closing, the lender will be finalizing your mortgage.

## **HOME INSURANCE:**

Your lender will require you to obtain a homeowner's insurance policy. You will need to get the lender this information before closing. Feel free to call my recommendations below for quotes.

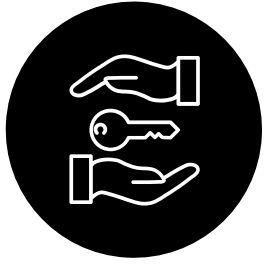
**TIP: IT IS VERY IMPORTANT NOT TO MAKE ANY MAJOR JOB CHANGES, MAJOR PURCHASES, OR OPEN NEW CREDIT CARDS OR LINES OF CREDIT, AS ANY OF THESE ACTIVITIES COULD ALTER YOUR QUALIFICATIONS FOR A LOAN.**

## **RECOMMENDED INSURANCE:**

LAURA ZUNIGA | 503.970.4310  
COUNTRY FINANCIAL  
LAURA.ZUNIGA@COUNTRYFINANCIAL.COM

JOE CONNOLLY | 971.285.6978  
CASCADE SUMMIT INSURANCE  
JOE@CASCADESUMMIT.NET





# PREPARING TO CLOSE!



## **SURVEY:**

Unless the seller already has a recent & acceptable survey of the property, the buyer is required to pay for the survey (this will be in your closing costs). The title company or I will order this for you. The survey is a sketch showing a map of the property lines/boundaries among other things. The survey will show if there are any encroachments on the property.

## **TITLE:**

The title company will conduct a title search to ensure the property is legitimate and find if there are any outstanding mortgage liens, judgements, restrictions, easements, leases, unpaid taxes, or any other restrictions that would impact your ownership associated with the property. Once the title is found to be valid, the title company will issue a title insurance policy which protects lenders or owners against claims or legal fees that may arise over ownership of the property. This will also be a part of your closing costs.

## **CLEAR TO CLOSE:**

The magic words! It means the mortgage underwriter has officially approved all documentation required to fund the loan. All that remains is the actual closing process.





## SMOOTH CLOSING CHECKLIST

- ☐ Make sure you've obtained homeowner's insurance and provide the lender with the information
- ☐ Review the closing settlement statement a few days before closing to ensure you have the funds for closing costs
- ☐ Final walk-through
- ☐ Wire funds to closing company
- ☐ Bring your driver's license or passport to closing table
- ☐ Take your keys and move in!

## AFTER CLOSING CHECKLIST

- ☐ Make copies of all of the closing documents and store them in a safe place.
- ☐ Change the locks
- ☐ Update any keypads
- ☐ Start a home maintenance list
- ☐ Update your address on all of the following:
  - ☐ Friends and family
  - ☐ Work
  - ☐ Banks / financial institutions
  - ☐ All bills
  - ☐ Insurance companies
  - ☐ Driver's license / Identification cards
  - ☐ Schools
  - ☐ Medical offices
  - ☐ Subscriptions
  - ☐ Meet the neighbors!



# ABOUT YOUR REALTOR®



I love all things Real Estate!  
I bring 18 years of Design & Construction experience into my Real Estate Business. I have a passion for investing in Real Estate properties & coaching you to reach your long term goals.  
My mission is to simplify the home buying process and provide solutions for my Clients, drawing on years of Design & Construction expertise. I want to help you accomplish your business and personal Real Estate goals through property ownership.

## ABOUT SHAUNTE

- Licensed Oregon Real Estate Broker | Realtor, 3 Years. Lic. No. 201228909
- exp Realty is the Fastest Growing International Real Estate Company in the World.
- Licenses held include General Contractor
- Owner & Interior Designer of Cruse Interiors LLC
- Property Investor: Fix & Flips | Rentals



# WHAT OUR CLIENTS SAY



"Working with Shaunte made life so much easier as we were selling and buying a home at the same time. As some may know that stress in itself is hard to juggle. Shaunte made the experience go as smoothly as possible, always available to answer our questions and concerns. Her work ethic is by far the best out there. She always made us feel like we were her priority client. In the future Shaunte will always be our first choice in future reality transactions."

"From start to finish Shaunte is simply the best. She is knowledgeable about each home and pays attention to details. She pointed out things we did not even think about. We did not have to ask for really anything because she provided us with everything we wanted and more when it came to the homes we were interested in. When It came to Inspections she connected us with the best and was willing to be at any appointment we could not make. Shaunte will make sure you get the house you love with her seamless process. I cannot say enough good things about Shaunte, she is just simply wonderful. We will be using and recommending Shaunte 100% and you should too!"



"Shaunte is an amazing realtor! She listened carefully to our needs and helped us find the home of our dreams. Through the long process of closing on our previous home, she stood up for us to ensure we held onto our home. Shaunte expertly negotiated with the sellers to have repairs completed in full. After closing, she provided us with a network of professionals to complete projects in our new home. I highly recommend Shaunte!"



# VENDOR LIST

These are the professionals I trust and recommend to my clients for any repairs or maintenance after closing.

## **GENERAL CONTRACTOR**

CURTIS ROBERTS  
REFORMATION CUSTOM  
CONSTRUCTION  
360.440.6988  
REFORMATIONCUSTOMCONSTRU  
CTION@GMAIL.COM

## **PAINTER**

DENNIS HODGE  
CERTA PRO PAINTERS OF  
GRESHAM  
503.894.9379  
DHODGE@CERTAPRO.COM

## **ROOFING**

KEVIN MARCANO  
MARCANO ROOFING  
503.509.7348  
MARCANOROOFING@ICLOUD.  
COM

## **HEATING & COOLING**

SCOTT WOODWARD  
WOODWARD HEATING  
503.448.4328  
SCOTT@WOODWARDHEATING.COM

## **INTERIOR DESIGN**

SHAUNTE CRUSE  
CRUSE INTERIORS  
503.302.8677  
SHAUNTE@CRUSEINTERIORS.COM

## **FLOORING**

BRIAN DOUGLASS  
EMPIRE FLOORING  
714.328.6549  
DOUGLASS\_BRIAN@YAHOO.COM

## **LOCKSMITH**

ELLEN POPPLEWELL  
24 HOUR LOCK & KEY  
971.335.4818  
24HOURLOCKANDKEYPDX@G  
MAIL.COM

## **CLEANING & ORGANIZATION**

CHLOE CAMPBELL  
TIME 2 SHINE CLEANING SERV.  
541.936.9949  
TIME2SHINEOR@GMAIL.COM

# THANK YOU!

Thank you for trusting me with the purchase of your property. I am honored to represent you and guide you through the process.

My goal is to ensure that you are comfortable every step of the way. Please don't hesitate to call, text or email with any questions or concerns.



SHAUNTE CRUSE  
OREGON BROKER | REALTOR®  
503.584.1200  
SHAUNTE.CRUSE@EXPREALTY.COM  
NWHOMECOLLECTIVE.COM

