

The Tess Adams Team with Keller Williams Empower is comprised of industry-leading Realtors® as well as a full-time support staff. We place the highest importance on client communication & whole experience satisfaction. We strive to build lifelong relationships long after a home is purchased. We pride ourselves on being experts in the marketplace & are passionate about creating a positive & enjoyable experience for home buyers. We are your agents even after the transaction and your real estate team for life.

## **1. Consultation**

When we meet with you, we will ask questions to narrow down the specific housing criteria that you desire. During this consultation your dedicated Tess Adams Team agent will go over the property buying process as well as determine what your financial situation and needs are. Additionally, you will be asked to review and complete the following Federal and State required documents necessary to begin your property purchasing process:

MD Consumer Notice\*

Affiliated Business Arrangement Notice\*

Buyer Representation Agreement

Home Inspection Disclosure

Wire Fraud Disclosure

\* Beginning August 2024, all Realtors® are required to have clients sign a consumer notice and buyer agency agreement to begin a business relationship. This means that buyers cannot be given access to homes or forms needed to complete a transaction without signing these required forms.

## **2. Getting Pre-Approved/Providing Proof of Funds**

It's important to know how much property you can afford, what type of down payment to budget for, monthly mortgage payment as well as what type of loan program you'll use to finance the new property. A personal consultation with a trusted mortgage professional should address all your initial loan approval questions, as well as uncover any potential challenges that may complicate the transaction. We have long-standing relationships with mortgage lenders that will provide you with the same level of service that you expect from our team. For clients wishing to purchase a property with cash, your proof of funds will be necessary to begin the house hunting phase. Most sellers require that only "authorized/vetted" buyers be allowed to tour their property and additionally in effort to maintain a level of professionalism and efficiency, we require all buyers to provide proof that they can purchase the desired property. Proof of funds can be a screen shot of a bank account with your name (or entity name) with balance. Please black out account numbers.

## **3. House Hunting**

Once you know your budget and are preapproved for your mortgage, now your dedicated real estate agent will assist you with property search and take you to showings and open houses. Your agent will help you vet properties, negotiate offers, and recommend other professionals you may need during the process. Some important criteria to disclose to your agent includes:

Geographical Area (State, Town, School District)

Property Square Footage

Lot Size (small yard, farm, acreage)

Bedrooms, Bathrooms, Living Spaces, Levels

Style (Colonial, Modern, Townhome, Condo)

Amenities (HOA, No HOA, Pool, Garage, Lake, Beach Front)

Property Condition (Move-In Ready, Willing to Renovate)

#### 4. Offer & Acceptance

Once you find the perfect property, you and your agent will submit your purchase offer to a listing agent or seller. Once you receive an accepted offer, the due-diligence period starts a series of timelines for final mortgage approval, appraisal, inspections, and other requirements which would be stated in the terms of the contract. You will be asked to review, provide, and complete the following Federal and State required documents necessary to submit your offer:

Maryland Agreement of Sale (The Offer)

Provide your Proof of Funds or Mortgage Pre-Approval Letter

Sign/Acknowledge the Lead Based Paint & Radon Disclosures

Buyer's Estimated Costs & Copy of Escrow Deposit

Sign/Acknowledge the New Jersey Seller's Disclosure

Escrow Deposit Check (upon offer acceptance)

#### 5. Settlement

The contract is executed, all the conditions have been met, the final walkthrough of your property was completed, and it is time for you and the sellers to go to the settlement table. The closing is the scheduled meeting where home ownership is officially transferred from the seller to the buyer. A closing agent, usually representing a Title Abstract Company or a Real Estate attorney can conduct the closing. As the buyer, you typically choose the closing agent who is responsible for the signing of all the documents and once all the closing documents are signed and approved the closing agent disburses funds. Your dedicated real estate agent will attend closing with you to make sure that your questions are answered and that you are represented throughout the entirety of the transaction.

#### Transaction Management

Our team prides ourselves on our consistency and communication throughout your transaction. Having a team of dedicated directors, agents, transaction coordinators, conveyancers and agents allows us to have an "all hands-on deck approach" to transaction management. We know that transaction management is more than simply helping you with paperwork. It's helping you to always understand what's next and what to expect, guiding you through complicated documents with ease, helping you understand various terminology and options. We want you to feel confident and in-the-know about the entire buying process. At any point during your transaction, you can reach out to our team leader, Tess Adams, and/or your dedicated real estate agent.

#### Your Dedicated Agent:

Phone Number:

Email Address:

Follow us on Facebook & Instagram [@yourREteam](#)  
[www.tessadamsteam.com](http://www.tessadamsteam.com)

