THE ESSENTIAL GUIDE FOR HOME BUYERS AND SELLERS



WE ARE COMMITTED TO YOUR SUCCESS



Thank you for choosing Coldwell Banker Residential Brokerage! In this book, you will find a detailed, step-by-step guide to help you in your upcoming move. Within these pages is a worksheet to assist you in pinpointing your needs in a new home. You will also be able to access more in-depth information about obtaining a home loan, the benefits of a home protection plan, buyer and seller closings costs, home and title insurance and transfer fees. Working with an affiliated Coldwell Banker Residential Brokerage agent, you will be well-prepared for each stage of your real estate transaction!

As a Coldwell Banker Residential Brokerage client, you also have free access to Updater, a powerful, one-stop resource to help manage your needs during a move. This time-saving, easy-to-use platform offers a full range of services. With Updater you can:

- Forward Mail and Change Your Address
- Update Businesses with Your New Address
- Share Moving Announcements with Friends and Family
- Connect Internet and Utilities
- Access Move-In Offers, Preferred Providers and Movers

Your affiliated Coldwell Banker Residential Brokerage agent will send you an invitation to Updater with easy instructions on how to set up your account.

At Coldwell Banker Residential Brokerage, we are committed to making your home purchase or sale as seamless and successful as possible. This book provides a wealth of valuable and useful information, and your Coldwell Banker Residential Brokerage agent is happy to answer any additional questions you might have.

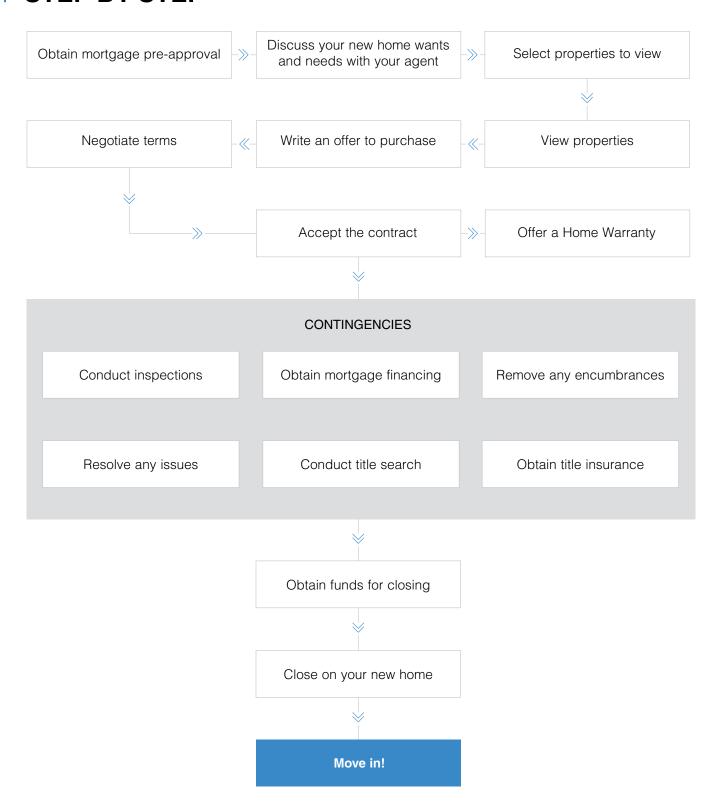
We wish you all the best in your upcoming move!

Hal Maxwell

Group President, Coldwell Banker Residential Brokerage New Jersey, Rockland County and Long Island, NY



STEP BY STEP



HOME PREFERENCES

The more your Coldwell Banker® agent knows about the type of home you want, the better. Take a minute to think about the features your new home must have, as well as what you would ideally like it to have, and talk it over with your agent.

Features	Specify Your Preferences	Importance 1-5				
Exterior						
View		1	2	3	4	5
Architectural Style		1	2	3	4	5
Swimming Pool		1	2	3	4	5
Deck/Patio		1	2	3	4	5
Garage		1	2	3	4	5
Waterfront		1	2	3	4	5
Interior						
Floor Plan		1	2	3	4	5
Room Sizes		1	2	3	4	5
Bedrooms		1	2	3	4	5
Bathrooms		1	2	3	4	5
Living Room		1	2	3	4	5
Family Room		1	2	3	4	5
Bonus/Game Room		1	2	3	4	5
Dining Room		1	2	3	4	5
Kitchen		1	2	3	4	5
General Interior Comments		1	2	3	4	5
Community/Location						
Convenience to Employment		1	2	3	4	5
Convenience to Transportation		1	2	3	4	5
Convenience to Shopping		1	2	3	4	5
Convenience to Schools		1	2	3	4	5
Convenience to Daycare		1	2	3	4	5
Nearby Recreational Facilities		1	2	3	4	5
Near Police and Fire Protection		1	2	3	4	5
Appearance of Properties in Area		1	2	3	4	5
House Value Relative to Area		1	2	3	4	5

YOUR MORTGAGE WITH GUARANTEED RATE AFFINITY

Buying a home is one of the most important financial decisions you'll ever make. Guaranteed Rate Affinity works in the same space as NRT-owned entities such as Coldwell Banker and provides the best mortgage experience possible, featuring low rates, fantastic customer service and a fast, simple process.

Get Pre-Approved, Know Your Buying Power

In today's real estate market, it's important to receive a pre-approval before looking for a home. This allows you to:

- Understand your financial situation in-depth.
- Identify the amount you're able to borrow.
- Strengthen your purchasing power when making an offer.

Getting a real approval* before embarking on your home search is fast and easy with Guaranteed Rate Affinity. Visit GRARate.com to get pre-approved in just minutes using our Digital Mortgage.

By Your Side Throughout the Entire Process

When buying a home, you want to get through the process with speed and ease. Our loan officers and their operations experts make that happen. Simply put, we hold ourselves accountable. We understand how important buying a home is to you, which is why we provide real-time updates at key loan milestones to keep you informed every step of the way.

We'll Find the Mortgage That's Meant for You

Everyone wants a low rate, but we offer that and so much more. What shopper doesn't want a variety of options? Searching for a home loan is no different. As a borrower, you want and deserve a mortgage that best fits your needs. A greater variety of loan products means a better chance of finding that solution.

Ready to achieve your home buying dreams?

Contact a Guaranteed Rate Affinity loan officer today!

Tips for Finding the Right Mortgage:

Choose a lender you can trust.

Guaranteed Rate Affinity is part of one of the largest mortgage organizations in the country. We're committed to putting the customer first and prioritizing communication, service and results.

Get pre-approved using our Digital Mortgage.

Getting pre-approved is an essential first step when buying a home. Our Digital Mortgage can deliver your approval in minutes. Visit GRARate.com to get started so you can fully understand your buying power.

Have your information ready.

To ensure a quick pre-approval decision, have your income and employment information on hand, along with your social security number, bank and credit card information and contact info.

Guaranteed Rate Affinity's Digital Mortgage enables you to securely upload these documents to further streamline the process. Visit GRARate.com to learn more.



BUYER'S APPROXIMATE CLOSING COSTS

Legal and Title Costs				
Attorney Fee	\$ 900 to \$1,500			
Survey (Condo \$150 to \$250)	\$ 450 to \$ 1,200			
Recording Fees with Mortgage & Deed	\$ 300 to \$ 500			
Title Searches/Title Policy Endorsements	\$ 250 to \$ 500			
Title Insurance Premium	NY Rates vary by County,			
The module of formation	ask your attorney			
Mortgage Costs	don your allomoy			
Application Fee	\$ 600 to \$ 900			
Appraisal	\$ 450 to \$ 650			
\$730 up to \$1 Million	Ψ 100 10 Ψ 000			
\$1,800 for over \$1 Million				
(due to needing two appraisals)				
Miscellaneous Mortgage Costs	\$ 100 to \$ 600			
(Varies, be sure to ask your lender)	Ψ 100 to Ψ 000			
PMI (Private Mortgage Insurance) Often required				
if mortgage is more than 80% of purchase price				
Points	\$ to \$			
Fee paid to lender to "buy-down" interest rate on mortgage.	Ψ			
One point equals 1% of the mortgage. (1 point on a \$100,000				
mortgage equals \$1,000.)				
Inspection Costs				
Home Inspection	\$ 400 to \$ 650			
Radon Inspection	\$ 60 to \$ 300			
Wood-Destroying Insect				
Inspection/Certification	\$ 60 to \$ 150			
Septic Inspection (if applicable)	\$ 500 to \$2,000			
Oil Tank Inspection (if applicable)	\$ 395 to \$ 500			
Other Inspections	\$ to \$			
Other Costs				
Homeowner's Insurance	\$ 500 to \$2,400			
One-Year Prepaid Premium				
Coldwell Banker® Home Protection Plan	\$ 425 to \$ 900			
Flood Insurance (if applicable)	\$ 750 to \$2,000			
Prepaid Tax Adjustment	\$ to \$			
Mansion Tax on Residential Properties	1% of Consideration when Sales			
NYS Mortgage Tax	Price is more than \$1 Million			

COLDWELL BANKER HOME PROTECTION PLAN

What is a Home Protection Plan?

It's a one year service agreement that covers the repair or replacement of many major home system components and appliances that typically break down over time due to normal wear and tear.

Whether you are buying or selling a house, moving can be hectic. A home protection plan specifically designed for residential real estate transactions can give you one less thing to worry about-and help keep your home protected from the expense of unexpected covered repairs during the moving process.

Why you should choose a Coldwell Banker Home Protection Plan?

With a Coldwell Banker Home Protection Plan, issued by American Home Shield®, you have access to over 40 years of industry leading expertise. Our commitment to customer service is our top priority. You can expect the best, every time. With AHS®, you can rely on:

- Award-winning service
- Our nationwide network of over 11,000 professional home service contractors
- The convenience of 24/7/365 service requests
- Access to a library of custom content, tips, advice and more to help manage your home.
- Substantial discounts on air filters and special discount program for brand-name appliances.

Why do I need a Home Protection Plan?

Benefits to Home Buyers

- Gain confidence and comfort knowing your hard-earned investment is covered by an industry leader.
- Reduce stress from potential, undetectable pre-existing conditions (like failures due to lack of maintenance and mismatched systems)-they're covered!
- Confidence in our nationwide network of professional home repair experts who we pre-screened and monitor for your safety and convenience.

Benefits to Home Sellers

- Gain confidence and comfort knowing your budget is protected while your home is on the market.
- It shows good faith and offers an assurance to buyers that the home is covered by a home protection plan for the first year of ownership.
- Help mitigate unexpected covered issues from the home inspection to help keep the sale of your home on track.

Visit https://www.ahs.com/realestate/find-a-local-rep to find your AHS Account Executive.

WORKING WITH YOUR ATTORNEY AND NEW YORK LAW

Your attorney will play an integral part in the real estate transaction. One of the first things you will want to do during the home buying process is to enlist the services of a local real estate attorney.

Why a Real Estate Attorney?

An attorney who does not routinely participate in real estate transactions may be less familiar with the ongoing changes in local zoning and building regulations, federal regulations pertaining to real estate transfers, and mortgage financing.

The seller's attorney will prepare and send a contract of the sale to the buyer's attorney. Using his or her legal expertise, the attorney will examine the contract and review with you. With your best interests in mind, he or she will make any necessary changes or suggestions. If there are changes to be made to the contract, your attorney will notify the other attorney.

TITLE AGENCY, LLC

The Advantage of Title Insurance

Owning a property free and clear means more than having a deed in hand. A deed does not cancel previous "claims" or prior "rights" other individuals or entities may have to your property. To protect your ownership rights, now and for all of the years you and your heirs own the property, title insurance is purchased. Skyline TRG Title, a title agent serving New York City and New York State, is highly experienced in local norms and customs of New York real estate. Additionally, we can service transactions across the country through our parent company Title Resource Group, a large national Title Insurance Company.

Once your attorney orders a title policy with Skyline TRG Title, we create a policy specifically covering your property. We will begin a title search of local public records then expand our search to include any actions against previous owners such as:

- Are there any lawsuits or claims recorded against the property?
- Are there any suits or judgments filed against the owner of the property?

It also insures against loss due to certain Title defects, which could remain hidden despite the most thorough search of public records, such as:

- Undisclosed heirs
- Incorrect marital status
- Fraud
- Forgery
- Mental incompetence
- Vendor liens
- Easements
- Defective deeds or clerical errors

As a seller, make sure to provide a copy of your title policy (known as Back Title) to your Coldwell Banker Listing Agent. This will streamline the sale of your home by speeding up the Title Search process.

SELLER'S APPROXIMATE CLOSING COSTS

Coldwell Banker Home Protection Plan

Legal and Title Costs (Varies, depending on attorney and complexity of transaction)	\$900 to \$1,500
Liens a. Mortgage b. Mortgage Cancellation Fee c. Other Liens	\$40.00 to \$75.00
Realty Transfer Tax	For NJ, see Quick Reference Guide
Adjustments (Either a credit or charge to adjust for payments made prior to or beyond the closing date) a. Tax b. Water/Sewer c. Oil in tank d. Homeowner's Association Fees	
Certificate of Occupancy (If applicable)	\$40.00 to \$125.00

\$450.00 to \$1000.00

MOVING CHECKLIST

 6 Weeks Before ☐ If you are having moving sale, plan the date, time, etc. ☐ Start a receipt envelope of all of your moving expenses. ☐ Gather auto licensing and registration documents, medical, dental and school records, birth certificates, wills deeds, stock and other financial documentation, etc. ☐ Arrange for school transcripts to be sent to new school. ☐ Have W-2's and other tax forms forwarded. ☐ Send your change of address card to the Post Office. ☐ Obtain estimates from truck and rental companies or moving companies and determine your town's parking ru ☐ Begin the off-site storage process (if applicable). ☐ Call or visit www.1800cleanup.org for locations to take hazardous materials.
 5 Weeks Before ☐ If you are having moving sale, begin cleaning and pricing items. ☐ Contact charitable organizations or check with your community to donate unwanted household goods, clothing, end was a surfaced as a surfaced provided provided as a surfaced provided pro
 4 Weeks Before □ Start packing. □ Register children in their new school. □ If you're having a moving sale, continue cleaning and pricing items. Place your ad. □ Make sure your change of address cards are in the mail (see checklist). □ Contact gas, electric, oil, water, telephone, cable TV, newspaper and trash collection companies for service/connect at your old and new addresses. Also ask for final readings. □ be sure your Coldwell Banker Home Protection Plan is in place.
 3 Weeks Before ☐ Hold your moving sale. ☐ Select a new bank if you are moving out of the area. ☐ Take pets to veterinarian and get copies of their records. Make arrangements for their move. ☐ Schedule cleaning service for final cleaning.
 1 Week Before Get a bank or certified check for movers. Drain gas & oil from power equipment. Close your checking and savings accounts. Have funds transferred to your new bank. Finish packing, leaving only the absolute necessities to be packed on moving day. Give mover specific directions to your new home and prepare a sketch of your new floor plan to help your movers place the boxes and furniture in the right rooms. Return leased/borrowed items. Check your prescriptions to make sure you have enough to get you through your move. Get trash and recycling pick-up schedule for new home.
 Moving Day □ Go through closets, basement, garage, etc., to make sure nothing is left behind. □ Don't leave home until the moving truck is completely loaded and its on its way. □ Record all utility meter readings (gas, electric, and water). □ Leave house keys with your real estate sales associate or the new owners. □ Plan to re-key locks at your new home. □ Pack a survival box with important phone numbers, bathroom supplies, pocket knife, box opener.

CASTLE EDGE® INSURANCE AGENCY

Castle Edge® and Coldwell Banker Residential Brokerage working together to help make your dream a reality!

Convenience – Let Us Make the Insurance part of your Move as Simple as Possible

Moving into a new neighborhood can be a little overwhelming. There are so many details that require your attention–moving companies, painters, school enrollment, utilities, etc. Another item that you will need to consider during this hectic time is insurance for your new home. Now that you have found the right home, protect it by finding the right homeowners policy with the help of a Castle Edge insurance expert. Castle Edge Insurance has the selection and service you need to find quality, affordable coverage in plenty of time to close on your home purchase.

Let Castle Edge Insurance help you shop smarter by providing prompt and competitive quotes from multiple companies, making it simple and convenient for you. As a result, you'll choose from the top insurance products of national and regional companies whose names you know and trust. They will help you save money on home and auto coverage with attractive multi-policy discounts as another way to make protecting yourself affordable. Simply by adding auto insurance to your homeowners policy, you could save as much as 15% on your premiums.

An independent agency committed to helping families protect their most important assets.

Homeowners
Condominiums
Secondary Residences
Vacant Home
Renters
Flood
Automobiles
Recreational Vehicles
Watercraft
Umbrella Liability

Jewelry, Antiques, Fine Art and other Collectibles



855-225-9963

CastleEdge.com info@CastleEdge.com















GLOSSARY

Adjustable Rate Mortgage (ARM): A mortgage with an interest rate that changes over time in line with movements in a financial index. ARMs can also be referred to as AMLs (adjustable mortgage loans) or VRMs (variable rate mortgages).

Adjustment Period: The length of time between interest rate changes on an ARM. For example, a loan with an adjustment period of one year is called a one-year ARM, meaning that the interest rate can change once a year.

Amortization: Repayment of a loan in installments of principal and interest, rather than interest-only payments.

Appraisal: An estimate of the property's value.

Assessed Value: The value placed on a property for purposes of taxation.

Assumption of Mortgage: A buyer's agreement to assume the liability under an existing note that is secured by a mortgage or deed of trust. The lender must approve the buyer in order to release the original borrower (typically the seller) from liability.

Balloon Payment: A lump sum principal payment due at the end of some mortgages or other long-term loans.

Buy-down: A permanent buy-down is pre-paid interest that brings the note rate on the loan down to a lower permanent rate. A temporary buy-down is pre-paid interest that lowers the note rate temporarily on the loan, allowing the buyer to more readily qualify and increase payments as income grows.

Cap: The limit on how much an interest rate or monthly payment can change, either at each adjustment or over the life of a mortgage.

Cash Reserves: The amount of the buyer's liquid cash remaining after making the down payment and paying all closing costs.

CC&Rs or Covenants, Conditions and Restrictions: A recorded document that controls the use, requirements and restrictions of a property.

Commission: An amount paid by the seller to the listing and selling agent for handling the real estate transaction.

Commitment Period: The period of time during which a loan approval is valid.

Condominium: A form of real estate ownership in which the owner receives exclusive title to a particular unit and shares ownership in certain common areas with other unit owners. The unit itself is generally a separately owned space whose interior surface (walls, floors and ceiling) serve as its boundaries.

Contingency: A condition that must be satisfied before a contract is binding. For example, a sales agreement or offer may be contingent upon the buyer obtaining financing.

Conversion Clause: A provision in some ARMs that enables home buyers to change an ARM to a fixed rate mortgage, usually after the first adjustment period. The new fixed rate is generally set at the prevailing interest rate for fixed rate mortgages. This conversion feature may involve an extra charge.

Cooperative: A form of multiple ownership in which a corporation or business trust entity holds title to a property and grants occupancy rights to shareholders by means of proprietary leases or similar arrangements.

CRB or Certified Residential Broker: To be certified, a broker must be a member of the National Association of REALTORS*, have five years of experience as a licensed broker and have completed required Residential Division courses.

Debt Ratios: The comparison of a buyer's housing costs to his or her gross or net effective income and the comparison of a buyer's total long-term debt to his or her gross or net effective income. The first ratio is the housing ratio and the second is the total debt ratio.

Deed: A document which, when properly executed and delivered, conveys title of real property.

Disclosure: To make known or public. By law, a seller of real property must disclose facts which affect the value or desirability of the property.

Discount Points: A negotiable fee paid to the lender to secure financing to the buyer. Discount points are interest charges paid up-front to reduce the interest rate on the loan over the life or a portion of the term.

Due-on-Sale Clause: A clause that requires a full payment of a mortgage or deed of trust when the secured property changes ownership.

Earnest Money: The portion of the down payment delivered to the seller or escrow agent by the purchaser with a written offer as evidence of good faith.

Easement: A right to use all or part of the land owned by another for a specific purpose. For example, an easement may entitle the holder to install and maintain sewer or utility lines.

Encumbrance: Anything that affects or limits the ownership of real property, such as mortgages, liens, easements or restrictions of any kind.

Escrow: A procedure in which a third party acts as a stakeholder for both the buyer and the seller, carrying out both parties' instructions and assuming responsibility for handling all of the paperwork and distribution of funds. An escrow fee, typically paid by the buyer, is charged by the title company to service the transaction and to escrow money and documents.

Equity: The difference between what is owed and the amount for which the property could be sold.

FHA Loan: A loan insured by the Federal Housing Administration (of the Department of Housing and Urban Development).

Federal Home Loan Mortgage Corporation (FHLMC):

Often referred to as "Freddie Mac," they purchase loans from savings and loan lenders within the Federal Home Loan Bank Board.

Federal National Mortgage Association (FNMA):

Popularly known as "Fannie Mae," they purchase and sell residential mortgages insured by FHA or guaranteed by the VA, as well as conventional home mortgages.

Fee Simple: An estate in which the owner has unrestricted power to dispose of the property as he or she wishes, including leaving by will or inheritance.

Fixed Rate Mortgage: A conventional loan with the same interest rate for the life of the loan.

Fixtures: Personal property that is attached to real property and is legally treated as real property while it is attached – such as light fixtures, window treatments and medicine cabinets.

Foreclosure: The legal process in which mortgaged property is sold to pay the loan of the defaulting borrower.

Fully Indexed Rate: The maximum interest rate on an ARM that can be reached at the first adjustment.

Gift Letter: A letter from a relative stating that an amount will be gifted to the buyer and that said amount is not to be repaid.

Government National Mortgage Association (GNMA):

Known as "Ginnie Mae," a governmental part of the secondary market that deals primarily with recycling VA and FHA mortgages, particularly those that are highly leveraged.

Graduated Payment Mortgage: A residential mortgage with monthly payments that start at a low level and increase at a predetermined rate.

GLOSSARY

Home Warranty Plan: Protection against failure of mechanical systems within the property and usually includes plumbing, electrical, heating and cooling systems and installed appliances.

Index: A measure of interest rate changes used to determine changes in an ARM's interest rate over the term of the loan.

Initial Interest Rate: The introductory interest rate on a loan, which signals that there may be rate adjustments later in the loan.

Joint Tenancy: An equal, undivided ownership of property by two or more persons. Upon the death of any owner, the survivors take the decedent's interest in the property.

Jumbo Loans: Mortgage loans that exceed the loan amounts acceptable for sale in the secondary market. Jumbos are packaged and sold differently to investors and have separate underwriting guidelines.

Lien: A legal hold or claim on a property as security for a debt or charge.

List-to-Sale Ratio: The ratio between the price at which a property is listed and the amount for which it is actually sold.

Loan Commitment: A written promise to make a loan for a specified amount on specified terms.

Loan-to-Value Ratio: The relationship between the amount of the mortgage and the appraised value of the property, typically expressed as a percentage of the appraised value.

Lock-in: The fixing of an interest rate or points at a certain level, usually during the loan application process. It is typically fixed for a specified amount of time, such as 20 to 30 days or some other period of time determined by the lender.

Margin: The number of percentage points the lender adds to the index rate to calculate the ARM interest rate at each adjustment.

Mortgage (Deed of Trust): A legal document that provides security for repayment of a promissory note.

Mortgage Insurance Premium (MIP): The mortgage insurance required on FHA loans for the life of said loan. The MIP is either paid in cash at the time of closing or financed over the course of the loan.

Multiple Listing Service (MLS): The pooling in a central bureau of all properties for sale. The listings are held individually by members of a group of real estate brokers, with the agreement that any member of the group may sell the properties and the commission will be divided between the broker that sold the property and the broker who filed the listing.

Negative Amortization: Occurs when monthly payments fail to cover the cost of the interest on a loan. The interest that is not covered is added to the unpaid principal balance, meaning that even after making several payments the borrower could owe more than at the beginning of the loan. Negative amortization may occur when an ARM has a payment cap that results in monthly payments that are not high enough to cover the interest.

Origination Fee: A fee or charge for work involved in evaluating, preparing and submitting a proposed mortgage loan. The fee is limited to 1% for FHA and VA loans.

PITI: The term for a mortgage payment that includes principal (P), interest (I), taxes (T) and insurance (I).

Planned Unit Development (PUD): A zoning designation for property developed at the same or slightly greater overall density than conventional development, often with improvements clustered between open or common areas. Use may be residential, commercial or industrial.

Point: An amount equal to 1% of the principal amount of the investment or note.

Pre-approval: When a borrower has completed a loan application and provided debt, income and savings documentation which an underwriter has reviewed and approved. A pre-approval is usually done at a certain loan amount and making assumptions about what the interest rate will actually be at the time the loan is made, as well as estimates for the amount that will be paid for property taxes, insurance and others.

Prepayment Penalty or Clause: A fee charged to a borrower who pays a loan in full before the stated due date.

Private Mortgage Insurance (PMI): Insurance written by private companies to protect the lender against loss if the borrower defaults on the mortgage. PMI is often required on mortgage loans in which less than 20% has been put forth for the down payment. Depending on the conditions of the mortgage, the borrower may request cancellation of PMI when equity in the property reaches 20%.

Purchase Agreement: A written document in which the purchaser agrees to buy a certain real estate and the seller agrees to sell under stated terms and conditions. Also called a sales contract, earnest money contract or agreement for sale.

Rate Gap: The difference between the current rate and the rate to which it could adjust on an ARM.

REALTOR*: A real estate broker or sales associate active in a local real estate board affiliated with the National Association of REALTORS*.

Recording Fee: Charged by the County Clerk to record documents in the public records.

Refinance: A new loan with new terms, interest rates and monthly payments that completely replaces your current mortgage.

Regulation Z: The set of rules governing consumer lending issued by the Federal Reserve Board of Governors in accordance with the Consumer Protection Act.

Short Sale: The sale of a home for less than the balance remaining on the homeowner's mortgage.

Tenancy in Common: A type of joint ownership of property by two or more persons with no right of survivorship.

Title: The rights of ownership recognized and protected by law. It is a combination of all elements that constitute the highest legal right to own, possess, use, control, enjoy, transfer and dispose of real estate.

