



Why Hire Our Team?

When you hire a top producer, like Michele Harmon Team, you reap the benefits of having not one, but multiple licensed, experienced agents and admin working for your best interest. For the same commission as an individual agent, a well-run team provides more availability, attention to detail, a deeper pool of expertise and a shared goal of providing the highest level of customer service. You have access to specialists in all areas, whether it be staging, marketing, negotiating, buying, selling, commercial or investing. A true team combines their expertise and resources for the benefit of the client. It takes a village, and that is what Michele Harmon Team represents.

"I run my team like a business. We have systems and processes for every part of your real estate transaction. Our goal is to get you to the closing table with as little stress on you as possible." -Michele Harmon

STEPS IN THE HOME BUYING PROCESS:

- * GET A PRE-APPROVAL LETTER OR PROOF OF FUNDS! If you will be securing a loan, a strong pre-approval letter can be the difference in your offer getting accepted or looked over. If you are a cash buyer, please provide proof of funds in the form of a recent asset statement, or letter from your financial institution. Either of these will be required when making an offer.
- * The pre-approval will provide you with an accurate price range of what you will be able to purchase and allows for you to begin "shopping" for the right home. We will set up your home search based on the criteria you provide. You can also provide us with an address of a home you may have found through your searches.
- * It is important to understand that you need enough money set aside for your down payment and closing costs. The amount depends on whether you are purchasing with cash or the type of mortgage loan you choose, and many other variables specific to you and the home. Your lender will give you an estimate of these expenses upfront, which is why a pre-approval is a MUST before you start looking for a home.
- * We will run COMPS (comparative market analysis) when you decide to place an offer. This gives you a general idea of what homes in the area have sold for and allows you to make a competitive offer.
- * We will write your offer on a Texas Real Estate Commissioned (TREC) contract, attach proof of funds/pre-approval, copies of your earnest money and option fee check, along with additional forms required when submitting the offer. You will receive the contract through Docusign for electronic signatures making the process simple and fast.
- * Everything will be emailed to the seller's agent who will present the offer to the seller.

STEPS AFTER AN OFFER HAS BEEN ACCEPTED BY A SELLER:

- ★ Contract Execution Date: Day zero is the day the contract is executed. Day 1 is the following day. The contract is executed when all parties have signed and a date has been filled in by the last party's agent signing the contract.
- ★ Option Period: the time to get inspections completed and to opt out of the contract if necessary. This period is negotiable, but usually costs about \$10-\$50/day and it lasts about 7-10 days. The option period ends at 5 pm on the last day. Once the contract is executed, you should promptly schedule your home inspections. Home inspections are a buyer expense. The option check is written out to the Title Company. The amount goes towards closing costs, but it is non-refundable if the contract is terminated.
- * Repair requests: The only items that should be requested are: "health and safety" and/or "structural integrity". Any small items of repair are accepted 'as is' by the buyer.
- * The earnest money is typically 1% of the purchase price. These funds go to the Title Company. The money is deposited immediately into an Escrow account with the title company and goes towards closing costs when the transaction is completed.
- ★ The earnest money and option fee must be delivered to the title company within 3 days of the execution date. The contract is "receipted" when each fund is received by the assigned party.

★ Financing Approval:

- If you cannot get approved within the negotiated amount of days (per Third Party Addendum), you can terminate the contract and the contract supports the earnest money being refunded.
- If you are securing a loan, the lender will order an appraisal on the property. The property must appraise for the selling price with no lender required repairs.
- * <u>Title Company:</u> The title company will order a survey if an acceptable one has not been provided by the seller. Title company opens and clears the title on the house, making sure there are no outstanding liens or claims that could compromise your ownership.

(The appraisal and survey are buyer expenses because a buyer needs these items to complete a purchase that requires financing.)

STEPS JUST BEFORE CLOSING:

- ★ At least three banking business days prior to closing, your lender will provide you with a Closing Disclosure (CD) which will detail all the financial terms of your transaction and provide you with the final figures you will need to bring to closing. It is critical that you acknowledge this disclosure in a timely manner so your closing date is not compromised. Any questions regarding the figures or execution should be directed to your lender and/or title company.
- ★ You and your agent will schedule a final walk-through of the house before closing. This is to make sure the home is in the agreed upon condition per contract details.
- ★ When closing day arrives, we will meet at the title company unless other arrangements have been made. All signers, including non-borrowing spouses, will need to provide a valid government-issued photo ID, and funds to close should be provided in the form of a Cashier's Check payable to the title company, unless arrangements for wired funds have been made in advance.

Here are a couple of our reviews from satisfied clients:

"If you are looking for a fabulous realty team, we highly recommend the Michele Harmon Team. We could not possibly have asked for a better experience than we had with this team of HIGHLY PROFESSIONAL ladies! Each and every one of them is AMAZING! From the very beginning, I felt like we were in the best possible hands. There is absolutely nothing that could have made our experience better!!!"

"Michele and her team were very professional and punctual with all transactions. We worked with three members of the Michele Harmon Team and every one of them did exactly what they said and what was expected. We would not hesitate in recommending Michele Harmon, or any of her team to family and friends."

"This is our second home buying experience with Michele Harmon Team and we had a very good experience both times. We happily refer them and would most definitely use them again."

"We can't thank you enough for the GOLD STAR service we experienced over the last month. Your team is friendly, organized, and responsive. Best of the best! If you need a realtor, look no further. This team is IMPRESSIVE!"

"We were first home buyers the Michele Harmon Team did an exceptional job guiding us through the whole process. They were responsive at all hours and never missed any meetings. Very kind and always helpful, 10/10 recommend for your home buying needs."

"The Michele Harmon Team was wonderful to work with for our first home purchase. Our buyer's agent was very professional and knowledgeable about the process. She made the process smooth and fun by answering all our questions and being easy to contact. We will be using the Michele Harmon team for our future real estate needs!!"

See many more of our 300+ reviews at http://www.zillow.com/profile/Michele-Harmon1/



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Do not hesitate to reach out to our team at any time with any questions or concerns. It is our main priority to make sure we have the smoothest transaction possible and get you to closing! We look forward to working with you and helping you close on your new home.