

WELCOME HOME

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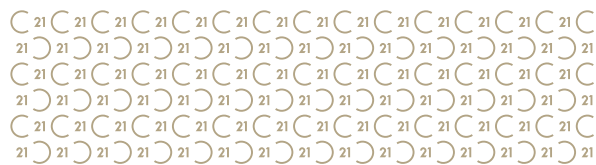
1155 S. College Mall Rd., Ste C • Bloomington, IN 47401

BEFORE I START LOOKING AT HOMES, I WILL...

- Explain the details of the Purchase Agreement and give you a copy for your review
- Estimate, in writing, the expenses you will incur so there will not be any surprises at the time of closing
- Explain the various financing options, fixed mortgages vs. adjustable and 15 year vs. 30 year mortgages
- Discuss and explain the MLS (Multiple Listing System)
- Arrange an appointment with a mortgage representative to pre-qualify and determine the amount of mortgage you can obtain
- Discuss the architectural style, location, schools and special features that you desire

WHILE YOUR TRANSACTION IS PENDING, I WILL...

- Order title insurance, deed and survey
- When appropriate, meet appraiser at property and present market data.
- Review the inspection report with you
- Keep you up-to-date on the pending details
- Follow up with the borrower's lender
- Assist cooperating agent with any problems relative to the sale
- Review the title work
- Schedule the closing





BENEFITS OF HOME OWNERSHIP

7 REASONS TO OWN YOUR OWN HOME

1. TAX BREAKS

The U.S. Tax Code lets you deduct the interest you pay on your mortgage, your property taxes, as well as some of the costs involved in buying your home.

2. APPRECIATION

Real estate has long-term, stable growth in value. While year-to-year fluctuations are normal, median existing-home sale prices in central Indiana increase in the 5 to 6 percent range each year. First-time home buyers make up 35-40 percent of the the central Indiana market and, nationally households are expected to continue to rise through 2025. The U.S.Census predicts 13.6 million new households by 2025 and another 11.5 million in the 10 years after that creating continued high demand for housing

3. EQUITY

Money paid for rent is money that you'll never see again, but mortgage payments let you build equity ownership interest in your home.

4. SAVINGS

Building equity in your home is a ready-made savings plan. And when you sell, you can generally take up to \$250,000 (\$500,000 for a married couple) as gain without owing any federal income tax.

5. PREDICTABILITY

Unlike rent, your fixed-mortgage payments don't rise over the years so your housing costs may actually decline as you own the home longer. However, keep in mind that property taxes and insurance costs will increase.

6. FREEDOM

The home is yours. You can decorate any way you want and benefit from your investment for as long as you own the home.

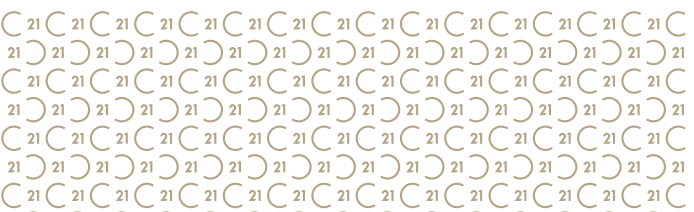
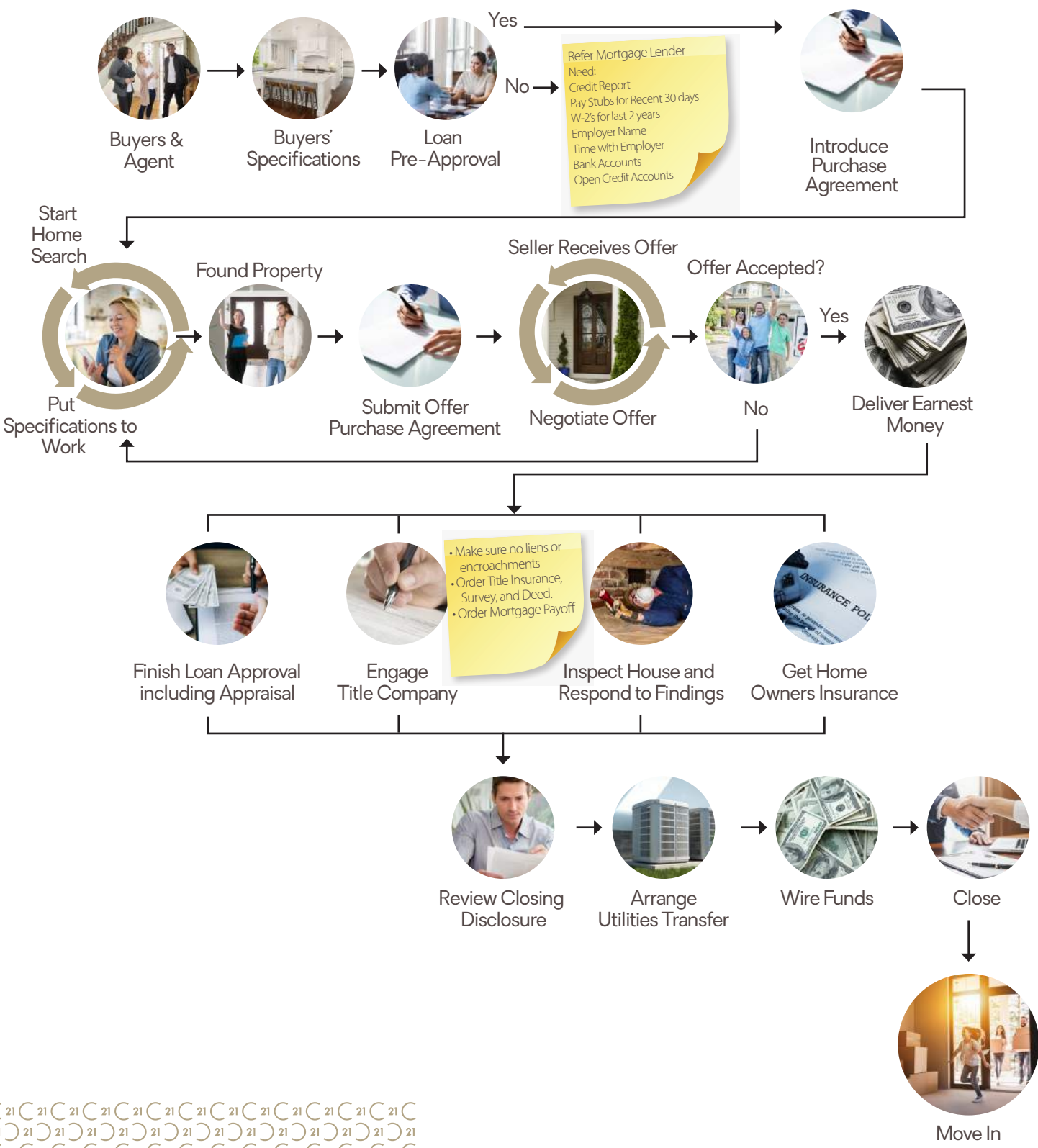
7. STABILITY

Remaining in one neighborhood for several years gives you a chance to participate in community activities, lets you and your family establish lasting friendships, and offers your children the benefit of educational continuity. Online resources: To calculate whether buying is the best financial option for you, use the "Buy vs. Rent" calculator at www.GinnieMae.gov.



THE BUYING PROCESS

STEP-BY-STEP-PROCESS TO BUYING A HOME



WHY YOU NEED A BUYERS AGENT

YOU'LL HAVE AN EXPERT TO GUIDE YOU THROUGH THE PROCESS

Buying or selling a home requires forms, reports, documents, and statements. A knowledgeable expert will help you prepare the best deal and avoid delays or costly mistakes.

GET OBJECTIVE INFORMATION AND OPINIONS

I can provide local community information on utilities, zoning, schools, and more. I'll also be able to provide objective information about each property. I will be able to help you answer these two important questions: Will the property provide the environment I want for a home or investment, and will the property have resale value when I am ready to sell?

FIND THE BEST PROPERTY OUT THERE

It will take some investigation by your REALTOR® to find all available properties.

BENEFIT FROM OUR NEGOTIATING EXPERIENCE

There are many negotiating factors, including but not limited to, price, financing, terms, date of possession, and inclusion or exclusion of repairs, furnishings, or equipment. I can advise you as to which investigations and inspections are recommended or required.

BEFORE YOU TALK TO A BUILDER, TALK TO ME

I am your new home specialist. There is no cost to you. I know what you should receive and what "extras" might be available. Questions concerning site location, builder, design and decor are important, and I can provide insight into which amenities will add to the resale value of your home. I know you are building not only for today, but also for tomorrow.

WHEN VISITING AN OPEN HOUSE

The agent who is holding the open house represents the seller. Their fiduciary duty is to the seller, which means they must represent the seller to the best of their abilities. Anything you say to that agent can be used during negotiations. A buyer's agent always has your best interests in mind. If you are already working with a buyer's agent, be sure to let the open house agent know with whom you are working.



YOU AND YOUR SALES ASSOCIATE

SALES ASSOCIATES DEPEND ON YOU

Sales Associates spend many hours holding houses open, researching financing alternatives, keeping abreast of the current market and market trends, and pursuing continuing education studies. All of this activity (and much more) is done with a desire and a dedication to earn the loyalty of clients and build a reputation for efficient, friendly and professional service. Each Associate's success depends on referrals, recommendations and repeat business.

The CENTURY 21 Scheetz Associate you choose can give you information about any property on the market, even when the sign in the front yard belongs to another company or a builder. You only need one Sales Associate to help you find the home of your dreams.

SALES ASSOCIATES ARE SELF-EMPLOYED

Self-employed means that a Sales Associate does not receive a salary, a company car, an expense account, vacation pay, insurance or retirement benefits, etc. In addition to these expenses, the Associate also pays license fees, Brokers Listing Cooperative® fees and annual membership dues to local, state and national REALTOR® associations.

Each CENTURY 21 Scheetz Associate has a contractual agreement with the CENTURY 21 Scheetz. This agreement states that the individual may list and sell real estate as an Independent Contractor representing the CENTURY 21 Scheetz.

SALES ASSOCIATES EARN COMMISSIONS

At the time of closing, after all the work has been completed to the satisfaction of everyone concerned, the real estate commission is subtracted from the seller's proceeds. This commission is then divided between the company and the Sales Associate representing the seller, and the company and Sales Associate representing the buyer.

Each member of CENTURY 21 Scheetz is dedicated to giving each client (past, present and future) the very best service. They exemplify the professionalism you've come to expect when you work with CENTURY 21 Scheetz..





CREDIT AND YOU

WHAT YOU CAN DO TO IMPROVE YOUR CREDIT

Credit scores, along with your overall income and debt, are big factors in determining whether you'll qualify for a loan and what your loan terms will be. So, keep your credit score high by doing the following:

1. Obtain free credit report from www.annualcreditreport.com and check for any errors but discuss with lender before making any corrections or paying off anything if within 12 months of buying.
2. Pay down credit card bills. If possible, pay off the entire balance every month. Transferring credit card debt from one card to another could lower your score.
3. Don't charge your credit cards to the maximum limit.
4. Don't order items on credit such as appliances and furniture, until the day after you close on your new home.
5. Don't open new credit card accounts before applying for a mortgage. Too much available credit can lower your score.
6. Shop for mortgage rates all at once. Too many credit applications can lower your score.
7. Avoid finance companies. Even if you pay the loan on time, the interest is high and it will probably be considered a sign of poor credit management.

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WE RECOMMEND THAT YOU BEGIN THE LOAN PREAPPROVAL PROCESS

You'll have an edge over other buyers who aren't preapproved. In situations where there are multiple offers on a property, this can be the difference between having your offer accepted or losing the property to another buyer.

"I'm eager to help you get preapproved."



FINANCING METHODS

FIXED-RATE MORTGAGE

The interest rate stays the same for the entire term of the loan —usually 15 or 30 years — so the interest and principal portions of your monthly payment remain the same. Your payments are stable and predictable, but initial interest rates tend to be higher on a fixed-rate mortgage than on adjustable-rate loans.

ADJUSTABLE-RATE MORTGAGE (ARM)

The interest on an adjustable-rate mortgage is linked to a financial index, such as a Treasury security, so your monthly payments can vary, up or down, over the life of the loan - usually 30 years. Some adjustable-rate mortgages have a cap on the interest rate increase to protect the borrower. The lower initial payments on ARMs make it easier for buyers to qualify.

CONVENTIONAL LOAN

A conventional loan can have as little as 3% down with mortgage insurance. To avoid mortgage insurance, you have to have a minimum of 20% down. The maximum amount for conventional loans is \$424,100. Loans above \$424,100 require a jumbo loan. The advantage of a conventional loan is that there is no upfront mortgage insurance payment and mortgage insurance can be removed when you have paid the loan down to 80%.

FHA

An FHA loan requires at least a 3.5% down payment. The advantage of an FHA loan is that it has lower credit score guidelines and allows higher debt to income ratios to qualify. This is generally a good choice for first time homebuyers, but be sure to talk to a trusted lender to determine if this is the right product for you.

VA

A VA loan requires zero down payment and does not require mortgage insurance. It also has lower credit score guidelines and allows higher debt to income ratios. This loan is reserved for qualified veterans. To determine if you qualify, you can work with your trusted lender to obtain your certificate of eligibility.

USDA

USDA loans require zero down payments, but they do require guarantee insurance, which is similar to mortgage insurance. Homes are restricted to designated rural areas determined by USDA, and USDA has maximum household income limits for eligibility.

LOAN PREAPPLICATION CHECK LIST

Information Needed For Application

- ☐ Full Name, date of birth, and Social Security Numbers for all borrowers
- ☐ Last 2 year's residence history (dates included)
- ☐ Last 2 years employment history (dates and job title)

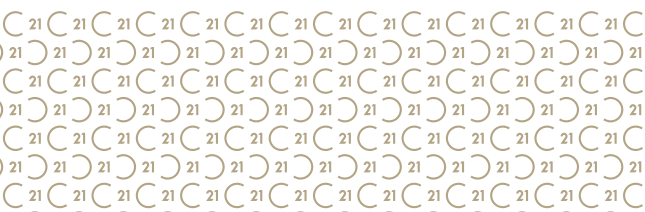
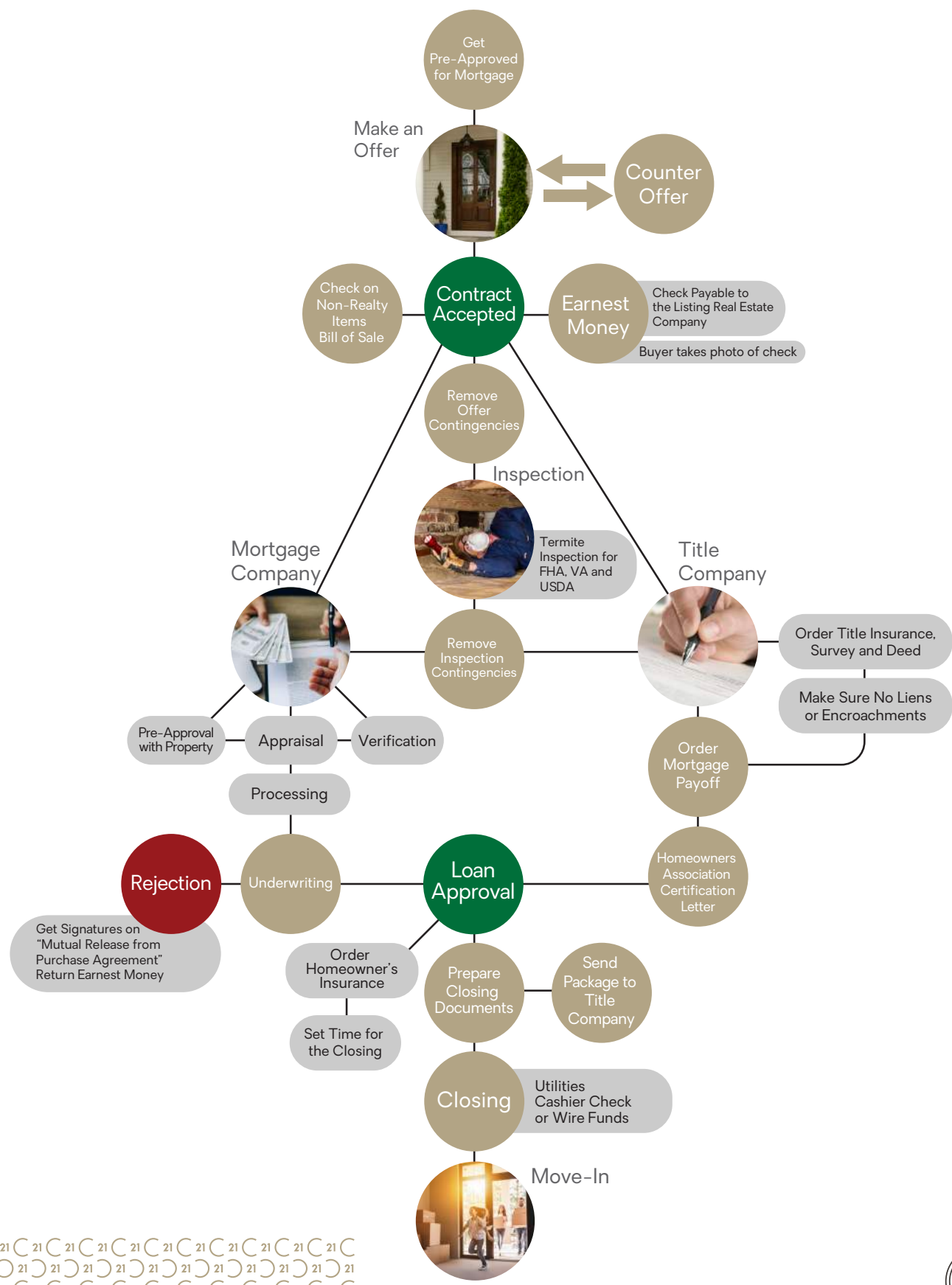
Documentation Needed For Application

- ☐ Last 2 pay stubs for all borrowers
- ☐ Last 2 years W2's / 1099's for all borrowers
- ☐ Last 2 months bank statements (all pages)

Additional Items may be required



LOAN PROCEDURES CHART



IDENTIFY YOUR WANTS AND NEEDS

DISCOVER WHAT IS MOST IMPORTANT TO YOU

What are you looking for in your next home? How much space will you need? Are there specific amenities you can't live without? These are all important questions to ask yourself as you begin the home search process. I will open the door to a bigger and better real estate market and create a plan that will allow you to find a home that's as unique as you.

COMPETITION

Buyers educate themselves by viewing many homes. They know what is a fair price. If your home is not competitive in value with those they have seen, it will not sell. Buyers typically look at homes within a \$5,000 price range. If your home is not priced within that correct range, it very likely will not be exposed to its potential buyer.

REPUTATION

Overpricing causes most homes to remain on the market too long. Buyers and agents aware of a long exposure period are often hesitant to make an offer because they fear "something is wrong" with the home. Often homes that are on the market for a long time eventually sell for less than their fair market value.

TIME

Chances are good that your home will sell at its fair market value. Pricing it realistically at the outset simply increases the likelihood of a timely sale with less inconvenience.

MORE MONEY

Your opportunity to receive more money is greater when you market your home with us than any other company because of the quality and number of agents, our membership in the Relocation and Referral Network, our advertising and personal marketing program, referrals from more than 100,000 past clients, and our commitment to negotiate the highest price for you.





PRESENT AN OFFER

STAY COMPETITIVE AND ACHIEVE YOUR GOALS

Before an offer is even written, I will provide you with a snapshot of the marketplace, including listings in the area that are comparable to the property you want. This crucial information will help establish an appropriate starting offer and ensure that your offer stays competitive.

I will then write the offer and present it with the necessary research and documentation to the seller's agent for review.

NEGOTIATE YOUR TERMS

USE A STRATEGIC APPROACH TO REACH AN AGREEMENT

OFFER

You will work with your buyer's agent to create a purchase agreement. The purchase agreement is where you set out the specific terms under which you will purchase the property. You can negotiate price, possession, closing date, which appliances stay with the home, taxes, inspection, and much more. I will help you determine the best approach to negotiating each of the items. The seller can then accept, reject or counter your offer.

COUNTEROFFER

The counteroffer(s) is where you and the seller work toward an agreement acceptable to both parties. There may be several counteroffers before you reach the final agreement.

EARNEST MONEY

Earnest money allows the buyer the opportunity to show the seller that they are "earnest" about their offer. Earnest money is submitted with an offer and the check is deposited and held by the listing agent's broker upon acceptance of the offer. Earnest money is held in a non-interest bearing account and is applied to the buyer's down payment costs at closing.

CONTINGENCIES

Contingencies are conditions that must be met for the purchase of the home to proceed. Common contingencies include financing, inspection, insurance and appraisal.



FROM CONTRACT TO CLOSE

WORK WITH OUR TEAM TO ENSURE A SEAMLESS EXPERIENCE

AFTER ACCEPTED OFFER AND PRIOR TO CLOSING, I WILL

- Coordinate possession details and final utility readings.
- Help you arrange for any necessary inspections of the property in order to evaluate the major elements of the home and review the report with you.
- Assist you in determining the appropriate financing and help you select the best financial institutions to obtain your mortgage.
- Inform you of the amount that your wire transfer will need to be at the time of closing. Most banks require ten days for any deposit to clear before they will issue a wire transfer.
- Assist you in obtaining a Power of Attorney if needed.

APPRAISAL

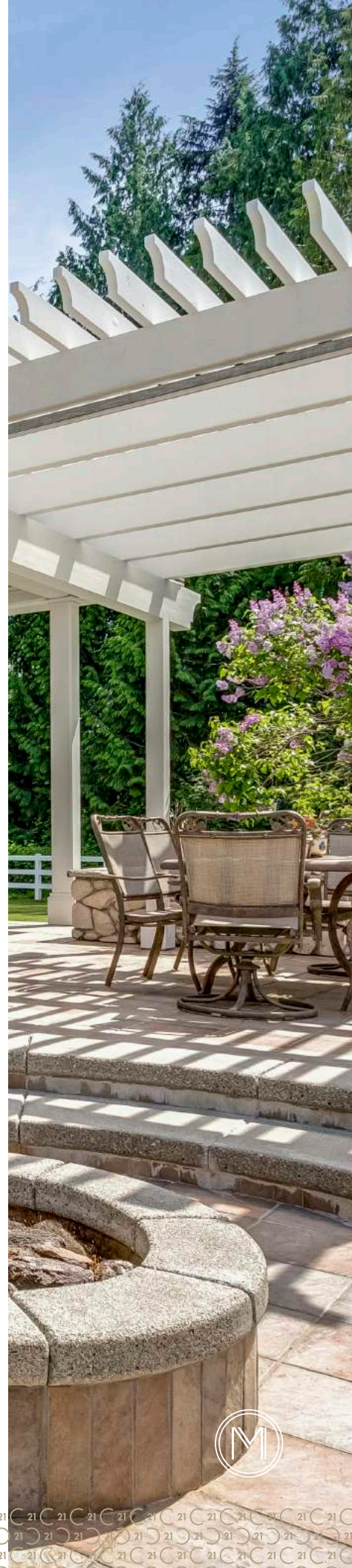
For purchases where a lender is involved, the appraisal is ordered by the lender. The appraisal must meet the purchase price of the home for the lender to agree to finance the purchase. Appraisals are a subjective opinion of the market value of the property and, thus, can sometimes come in lower than the purchase price of the property.

INSPECTION

The inspection process is designed to help the buyer understand the condition of the home they are purchasing. I always recommend that a buyer get a home inspection. The inspection is ordered by the buyer and paid for at the time of the inspection. An inspector will look for safety issues, major repair items and maintenance items. Once the inspection is complete, we will work together to determine if we want the seller to make repairs to the home before the purchase moves forward. Insurance. Homeowners will need to apply for homeowner's insurance. They should be prepared to provide the BLC® sheet to their insurance agent. Flood insurance can be costly, so it is important for a buyer to know if flood insurance will be required.

FINAL WALKTHROUGH

The final walkthrough is an opportunity for the buyer to ensure that all repairs have been made and that the sellers have left the home in "broom swept" condition. Buyers should also make sure that all appliances that the sellers agreed to leave are in the home.



THE BEST IS YET TO COME

"Please don't
hesitate to
call me!"

As an agent, I work largely by referral. If you would like your friends and family to experience the same customer service that I offered to you, please do not hesitate to refer them to me.



GLOSSARY

ADJUSTABLE-RATE MORTGAGE (ARM):

A loan characterized by a fluctuating interest rate, usually one tied to a bank or savings and loan association cost-of-funds index.

AGENT: Like brokers, real estate agents (REALTORS®, sales associates, licensees, etc.) are trained and licensed to conduct real estate transactions. Agents, however, must operate under the supervision of a broker, and their training is not as extensive.

AMORTIZED LOAN: A loan in which the principal as well as the interest is payable in monthly or other periodic installments over the term of the loan.

APPRAISAL: An estimate of the quantity, quality or value of something. The process through which conclusions of property value are obtained; also refers to the report that sets forth the process of estimation and conclusion of value.

APPRECIATION: An increase in the worth of value of a property due to economic or related causes, which may prove to be either temporary or permanent; opposite of depreciation.

ASSESSED VALUE: The valuation placed upon property by a public tax assessor for the purposes of taxation.

BROKER: A real estate broker is a person licensed to carry out real estate transactions and receive a fee for these activities.

BROKERAGE: The bringing together of parties interested in making a real estate transaction.

CHAIN OF TITLE: The succession of conveyances, from some accepted starting point, whereby the present holder of real property derives title.

CLOSING: The occasion when a sale is finalized; the buyer signs the mortgage and closing costs are paid.

CLOSING AGENT: Presides over the closing; works on the buyer's behalf to transfer title and ownership from the seller to the buyer.

CLOSING COSTS: Expenses (over and above the price of the property) incurred by buyers and sellers in transferring ownership of a property.

CLOSING STATEMENT: A detailed cash accounting of a real estate transaction showing all cash received, all charges and credits made and all cash paid out in the transaction.

CLOUD ON TITLE: Any document, claim, unreleased lien or encumbrance that may impair the title to real property or make the title doubtful; usually revealed by a title search and removed by either a quitclaim deed or suit to quiet title.

COLLATERAL: Property pledged as security for a debt, such as the real estate pledged as security for a mortgage.

COMMISSION: Payment to a broker for services rendered, such as in the sale or purchase of real property; usually a percentage of the selling price of the property.

COMPETITIVE MARKET ANALYSIS

(CMA): A comparison of the prices of recently sold homes that are similar to a seller's home in terms of location, style and amenities.

CONTINGENCY: A condition that must be met before a contract is legally binding.

CONVENTIONAL LOAN: A loan that requires no insurance or guarantee.

COUNTEROFFER: A new offer made in response to an offer received. It has the effect of rejecting the original offer which cannot be accepted thereafter unless revived by the offeror.

DEBT-TO-INCOME RATIO: The ratio used to qualify potential borrowers for a loan. Compares total monthly housing expense and other debt with total monthly income.

DEED: A written instrument that, when executed and delivered, conveys title to or an interest in real estate.

DEFAULT: Failure to make mortgage payments on a timely basis or to comply with other conditions of the mortgage.

DISCOUNT POINT: A unit of measurement used for various loan charges; one point equals one percent of the amount of the loan.

DOWN PAYMENT INVESTMENT: Part of the purchase price which the buyer pays in cash and does not finance with a mortgage.

EARNEST MONEY: Money deposited by a buyer under the terms of a contract, to be forfeited if the buyer defaults but applied to the purchase price if the sale is closed.

EASEMENT: A right to use the land of another for a specific purpose, such as for a right-of-way or utilities.

EQUITY: The interest or value that an owner has in property over and above any indebtedness.

ESCROW ACCOUNT: The trust account established by a broker under the provisions of the license law for the purpose of holding funds on behalf of the broker's principal or some other person until the consummation or termination of a transaction.

EVIDENCE OF TITLE: Proof of ownership of property; commonly a certificate of title, an abstract of title with lawyer's opinion or title insurance.

FEDERAL HOUSING ADMINISTRATION (FHA) LOAN: A loan insured by the Federal Housing Administration and made by an approved lender in accordance with the FHA's regulations.



GLOSSARY

FORECLOSURE: A legal procedure whereby property used as security for a debt is sold to satisfy the debt in the event of default in payment of the mortgage not or default of other terms in the mortgage document. The foreclosure procedure brings the rights of all parties to a conclusion and passes the title in the mortgaged property to either the holder of the mortgage or a third party who may purchase the realty at the foreclosure sale.

HOMEOWNER'S INSURANCE POLICY: A standardized package insurance policy that covers a residential real estate owner against financial loss from fire, theft, public liability and other common risks.

HOUSING EXPENSE RATIO: The relationship between the monthly payments made for housing costs and monthly income.

HUD 1 STATEMENT: An itemized statement of all charges that will be collected at closing, whether they are required by the lender or a third party.

LEVERAGE: The use of borrowed money to finance an investment.

LIEN: The right given by law to certain creditors to have their debts paid out of the property of a defaulting debtor, usually by means of a court sale.
Limited agency: Representing both parties in a transaction where both parties agree to it.

LOAN ORIGINATION FEE: A fee charged to the borrower by the lender for making a mortgage loan. The fee is usually computed as a percentage of the loan amount.

LOAN-TO-VALUE RATIO: The relationship between the amount of the mortgage loan and the value of the real estate being pledged as collateral.

MORTGAGE: A conditional transfer or pledge of real estate as security for the payment of a debt. Also, the document creating a mortgage lien.

MORTGAGE LIEN: A lien or charge on the property of a borrower that secures the underlying debt obligations.

BROKER'S LISTING COOPERATIVE (BLC): A marketing organization composed of member brokers who agree to share their listing agreements with one another in the hope of procuring ready, willing and able buyers for their properties more quickly than they could on their own.

NEGATIVE AMORTIZATION: Payment terms under which the borrower's monthly payments do not cover the interest due; as a result, the loan balance increases.

PAYMENT CAP: The limit on the amount the monthly payment can be increased on an adjustable-rate mortgage when the interest rate is adjusted.

PREPAID ITEMS: On a closing statement, items that have been paid in advance by the seller, such as insurance premiums and some real estate taxes, for which he or she must be reimbursed by the buyer.

PREPAYMENT PENALTY: A charge imposed on a borrower who pays off the loan principal early. This penalty compensates the lender for interest and other charges that would otherwise be lost.

PRINCIPAL: The original amount (as in a loan) of the total due and payable at a certain date.

PRIVATE MORTGAGE INSURANCE (PMI): Insurance provided by private carrier that protects a lender against a loss in the event of a foreclosure or deficiency.

PRORATIONS: Expenses, either prepaid or paid in arrears, that are divided or distributed between buyer and seller at closing.

RATE CAP: The limit on the amount the interest rate can be increased at each adjustment period in an adjustable-rate loan. The cap may also set the maximum interest rate that can be charged during the life of the loan.

REAL ESTATE: Land; a portion of the earth's surface extending downward to the center of the earth and upward indefinitely into space, including all things permanently attached to it, whether naturally or artificially.
Realtist: Members of the National Association of Real Estate Brokers use the term Realtist.

REALTOR®: Members of the National Association of REALTORS® use the term REALTOR®.

SURVEY: The process by which boundaries are measured and land areas are determined; the on-site measurement of lot lines, dimensions and position of a house on a lot, including the determination of any existing encroachments or easements. Surveys prepared from public records are called location surveys. Surveys prepared on-site by a professional surveyor are called stake surveys.

TITLE: (1) The right to or ownership of land. (2) The evidence of ownership of land.

TITLE INSURANCE: A policy insuring the owner or borrower against loss by reason of defects in the title to a parcel of real estate, other than encumbrances, defects and matters specifically excluded by the policy.

VETERANS AFFAIRS (VA) LOAN: A mortgage loan on approved property made to a qualified veteran by an authorized lender and guaranteed by the Department of Veterans Affairs in order to limit the lender's possible loss.

ZONING: The division of a city or county by legislative regulations into areas (zones), specifying the uses allowable for the property in those areas. Buyers are encouraged to investigate any zoning issues directly with the appropriate city or county division.



WHY PARTNER WITH CENTURY 21 SCHEETZ

1 RANKED #1 REGIONALLY

8 OFFICES SERVING METRO INDIANAPOLIS AND BLOOMINGTON

6 RANKED #6 NATIONALLY IN UNITS WITHIN CENTURY 21®

350 OVER 350 SALES PROFESSIONALS

MORE ABOUT CENTURY 21 SCHEETZ

- Serving the greater Indianapolis area since 1976
- Received the coveted CENTURY 21® Art Bartlett cup for outstanding leadership
- Consistently awarded the Quality Service award by CENTURY 21®
- Ranked by the Indianapolis Business Journal as one of the top Real Estate agencies in the Indianapolis area
- CENTURY 21 Scheetz agents have the ability to donate a portion of their commission to support the CENTURY 21 Scheetz Charitable Foundation. The Foundation was founded in 2003 and is a non-profit organization committed to helping those in our community
- Serving over 1,800 transferee's a year through our award-winning Scheetz Relocation division – bringing more buyers to your door



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