

Welcome to...



HARGROVE
— & —
ASSOCIATES
R E A L E S T A T E

A HOMEOWNER'S GUIDE

For a Clean Closing and a Smooth Move!

CONGRATULATIONS ON YOUR ACCEPTED OFFER!

Most people have a number of questions at this point about what happens next. Here is a checklist of what will follow and who will handle each phase.

The Home Inspection

The Buyer and/or Selling Broker will set this up. Once a date and time has been established, you will be notified. It is best if you are not there for the inspection, for the same reasons we normally ask you not to be home for a showing.

Signing the Purchase and Sale

As the listing Broker, I will prepare the Purchase and Sale Agreement (P&S). Sometimes both the Buyer and Seller will retain an attorney to review the P&S. Should this be the case, I will request the name, telephone and fax numbers for both attorneys. Next, I will fax the standard P&S to both attorneys; exchange names and numbers, and allow them to converse about the document. Once they have come to an agreement, everybody signs.

Applying for the Mortgage

At this time or even before the P&S is signed, the Buyer will apply for financing. Copies of deposit checks and a copy of the P&S, once signed, are forwarded to the financing company, and the appraiser is then contacted.

The Appraisal

As the listing Broker, I will be contacted by the appraiser for an appointment. I will accompany him or her to the home. The appraiser will walk through, take notes, draw diagrams, and take pictures of the home. Once completed, the appraiser will take this information and determine what the fair market value of the property is. If the value comes in at or above the selling price, we are O.K. If the value comes in below the selling price, one of four things can happen:

1. The Buyer walks away free and clear and gets their deposit back.
2. The Seller, with the Buyer's consent, pays for a second appraisal; however, he does NOT guarantee the value will be different.
3. The Buyer pays the difference in cash, between the selling price and the appraised value of the home. In most cases this does not happen.
4. The selling price is renegotiated – this is the most common outcome.

Mortgage Acceptance or Denial

The next step in the process is waiting for the bank or the mortgage company to either accept or deny the Buyer's mortgage. Once the mortgage is accepted... we move on.

Setting up the Closing Date and Time

As the listing Broker, I will initiate all calls to determine the date, time, and place of your closing. You will receive a letter from the closing Attorney including their contact information. Please notify me when you have received this information. I will require the name of the firm, the phone and fax number, as well as a contact person's name. This information is very important!

Acquiring the Smoke and CO Certificate

It is the Seller's responsibility to contact the fire department to come out to the property and inspect the smoke and CO detectors. It is illegal to buy or sell a home in Massachusetts without properly working detectors. They will inspect to make sure that you have the correct number of both smoke and CO detectors, that they are placed in the correct areas, and that they are all in proper working order. If you have any questions on the location of the detectors, please ask the contact person at your local fire department for more information. Also note, you must have a house number on the front of your home that is clearly visible from the street. This is also part of the certification process. The cost for the certificate varies from town to town. You will be advised of the cost once the appointment is scheduled.

Condominiums

For a condo you will need to acquire a 6-D certificate from the Association or Management Company. This document must include all fees and assessments associated with your unit and that these fees are paid in full at the time of your closing. A condominium Certificate of Insurance is also required prior to closing. This will be part of the Condo Master Insurance Policy. The new owners and the bank or mortgage company will need to be named as an insured party on the insurance certificate.

The Final Water Reading

It is the Seller's responsibility to contact the local Water Department to process a final water reading. This will need to be done during the week of the closing. You may pay the bill prior to or at the closing. The town will also need to register the new owners for proper billing. Most closing Attorneys request that the bill be brought to the closing and the Seller's write the check then. The closing Attorney usually takes responsibility for mailing the bill.

The Final Walk Through

Within 24 hours of closing, the Buyers have the right to walk through the property to make sure it is in the same condition as when they purchased it. It is also used to make sure any agreement you made with them has been honored such as leaving window treatments, appliances, or removing any unwanted personal property. We TRY to schedule the walk through the morning of the closing. At that time the property should be vacant of all persons and all belongings.

Final Utilities

It is the Seller's responsibility to finalize all utilities. Please contact all utility companies to terminate your services and make them aware of the transfer of ownership. This should happen at least 5 business days prior to the closing.

WHAT YOU NEED TO BRING WITH YOU TO THE CLOSING

The Deed

Usually the closing attorney prepares the Seller's deed. However, if you are hiring an Attorney to represent you, you may want to consider having him or her do it for you.

Certificate of Title

If your home is registered land you MUST bring your Certificate of Title to transfer to the new owners. Please locate the Certificate as soon as possible. If you have misplaced it please be aware that it is important for us to make a new application for one immediately. It can take quite a long time to obtain a new one. This could postpone the closing.

Driver's License

Both the Buyers and the Sellers are required to provide valid photo identification.

A Bank or Cashier's Check

Buyers: Contact the closing attorney at least two days before the closing to obtain your final closing costs. Personal checks are NOT accepted at the closing! Please bring a bank or cashier's check with you.

Miscellaneous

Buyers: Please bring your check book for any adjustments due to the Sellers. For example, oil left in the tank or personal property being purchased ect...

Moving Day Notes

On moving day carry currency, jewelry, and important documents with you. Bring a small tool kit. Double check closets, drawers, and shelves to be sure they are empty. Look above cabinets, built-ins, door, and window frames for "hidden" items.

For out of town purchasers, let a close friend or relative know your route and schedule. Transfer insurance on household goods and personal possessions to ensure coverage in route. If your car or other possessions are not paid for, notify creditors and obtain permission to take property out of state. Have your appliances serviced for the trip. Notify the school about the intended move and have transcripts and/or records forwarded.



YOUR MOVING DAY CHECKLIST

Send Change of Address To:

Utilities

- Electric
- Gas
- Water
- Fuel
- Telephone
- Garbage and Refuse
- Internet and Cable

Publications

- Newspapers
- Magazines
- Other Subscriptions _____

Government and Public Offices

- State Motor Vehicle Bureau
- Social Security Administration
- Post Office
- Schools

Insurance Providers

- Home
- Life
- Auto
- Fire
- Health
- Other

Make sure to obtain:

- Medical and Dental Records
- Medical Prescriptions
- Birth/Baptismal Records
- Inoculation records
- Eyeglass Prescriptions

Miscellaneous

- Relatives and Friends
- Organizations and Clubs
- Church and/or Temple

A MOVING DAY SURVIVAL GUIDE

Set aside the following items from your move. You may need them immediately upon arrival in your new home!

What You Might Need

Cleaning Supplies

- Detergent
- Kitchen Cleanser
- Dish Towels
- Paper Products
- Steel Wool Pads
- Sponge
- Glass Cleaner

Kitchen Supplies

- Plastic Wrap and Aluminum Foil
- Trash bags
- Paper Products
- Plastic Ware
- Saucepan or other Cookware
- Serving Spoons
- Drinkware

Bathroom Supplies

- Soap and Shampoo
- Toilet Tissue
- Towels
- Shower Curtain
- Razors and Shave Cream
- Other Personal Toiletries

Food

- Coffee, Tea, Other Beverages
- Raisins, fruit, and other Snacks
- Sandwiches
- Crackers
- Instant Creamer and Sugar
- Cereal and Milk

Miscellaneous

- Toolbox
- Light Bulbs
- Laundry Detergent
- Flashlight and Batteries



YOUR PETS ON THE MOVE

Your pets need unique care and handling to get to their new home. The following are some suggestions for arranging their move.

Small pets such as cats and dogs can be either shipped by air or taken along in the family car. There are also commercial services available for the shipment of pets. Look in your yellow pages, or call your moving company. If you are flying to your new destination, your cat or dog can ride in the baggage compartment. The following is a checklist to follow if you plan to use this method:

- You must provide the airline with a current certificate of health from your veterinarian.
- Call the airline in advance to learn about special shipping containers they may provide.
- If you are going to provide the shipping container, make sure it complies with the airlines regulations.
- Obtain some tranquilizers from your veterinarian, and administer them just before the flight.
- Put an old blanket or article of your clothing with your scent on it to give your pet some comfort and a feeling of familiarity.

If you aren't flying with your pet, but are having it shipped separately by air, make sure someone is on the other end to pick up and care for it until you arrive. If you do not know anyone in the destination location, arrange for a local kennel to do it for you. This service can also be provided in the original location. Some kennels can board the pet several days before you move, (keeping it out of your way), package the pet according to airline regulations, take it to the airport and arrange to have a kennel on the other end pick it up and provide care until you arrive.

If you plan on taking your dog or cat with you on a long cross-country trip, take special precautions. Animals get car sick easily and being restricted in a car all day can make them nervous and upset. Be sure to provide for frequent rest stops. Bring along their water dish, leash and favorite toy.

Some motels and hotels have regulations against pets. Others have special facilities for handling traveler's pets. Call in advance and check out the available literature on hotels along the route. National chains usually publish such information.

YOUR PLANTS ON THE MOVE

Plants can be moved fairly easily in your car, if room is available. It is not recommended that plants be placed on moving vans, due to the extreme temperatures they may be subjected to. The following are some suggestions for moving your household plants:

- Call your local U.S. Department of Agriculture to check on regulations if moving from one state to another. Many states have restrictions on certain kinds of plants, to prevent importing bugs or pests that can destroy valuable cash crops in that state.
- Three weeks before the move, prune back as much as possible to make them hardier and less bulky for the move.
- Two weeks before the move, place plants in a black plastic bag with bug/pest strip or pest control powder. Close the bag and place in a cool area overnight. This will kill any pests on the plant or in the soil.
- The day before you move, place the plants in their travel containers (cardboard is preferable). Secure plants by packing dampened newspaper or packing paper around them. Use more paper to cushion the leaves and place a final layer of wet paper on top to keep them moist. Water the plants normally in the summer, a little less in the winter.
- On the day of your move, set the boxes aside and mark "DO NOT LOAD" so they won't be taken on the moving van.
- While traveling, be careful not to leave the plants in extreme temperatures when parking the car.
- Unpack the plants as soon as you can after arriving. Remove plants through the bottom of the box in order to avoid breaking the stems. Expose the plants to sunlight gradually to reduce shock.
- If you must leave your plants behind, then take cuttings. Put them in a plastic bag with wet paper towels around them.