



**- LIST -**  
**SELL**  
**CLOSE**

• MY REAL ESTATE AGENT INFO. •

SAMPLE



# WELCOME TO YOUR SELLERS JOURNAL

This Journal Belongs To:

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Congratulations, you're selling your home! This journal will help you through the selling process along with your Agent.

You have space to write down what your Agent would like for you to know and do, important checklists, showings, appointments, and so much more.

Ultimately, this journal can help you to stay organized for a smooth closing.

Good luck! Hopefully you'll see that SOLD sign in no time!

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## *The Path to Closing!*

### BEFORE

- *Preparing my Home*
- *Things I Still Need to do With the House*
- *Tips From my Agent*
- *Preparing for Showings*

### DURING

- *Notes for My Agent*
- *Showings*
- *Offer Accepted!*
- *The Final Walkthrough*
- *My Signing Apt.*

### AFTER

- *Tell the Buyer's About...*
- *Tying up Loose Ends*
- *Keeping Tabs*
- *Home Moving Checklist*
- *Glossary*

“Buyers decide in the first eight seconds of seeing a home if they’re interested in buying it. Get out of your car, walk in their shoes and see what they see within the first eight seconds.”

-Barbara Corcoran

# The Path

## 1 MEET WITH A REAL ESTATE AGENT

It's always beneficial to interview at least a couple of different Agents to make sure you're the right fit for each other. It's also helpful to learn an Agent's work style to determine whether or not you'd like to partner with them. Think of it like a first date!

## 2 ESTABLISH A PRICE

Your Agent will provide you with a market analysis that will list comparable houses in your area. It will show which houses sold for how much, how long it was on the market, and any other important details to help determine a good listing price for your home.

## 5 OFFERS & NEGOTIATION

Once received, your Agent will present a potential buyer's offer and review your best options of moving forward. Most everything is negotiable for both the buyer and the seller at this point.

## 6 UNDER CONTRACT

An offer has been chosen and agreed upon and the home inspection will begin (unless waived). You now have a timeline for the inspection period, and closing date.

# to Closing!

## 3

### PREPARE YOUR HOME

You want potential buyers to envision themselves with their own things in the house. Your Agent will offer you staging and curb appeal tips to maximize your listing price.

## 4

### LIST IT FOR SALE

Once you and your Agent have decided on a listing price, start getting prepared for showings! Ideally, you'd like for it to be as easy as possible for buyers to view the home by making sure it's clutter-free and looking its best. Have a plan in place for showings and ensure your instructions are clear with your Agent.

## 7

### FINAL DETAILS

After the inspections are complete, negotiations for repairs will begin and need to be agreed upon prior to the ending of the inspection period. Now it's time to wait for closing. The mortgage provider will prepare loan documents and all parties will be asked to finalize and perform any due diligence items.

## 8

### CLOSING

Closing Time! All parties will sign their documents, the transfer of funds will be initiated, and the new ownership will now take place. Establish your timeline for both signing and move out dates. CONGRATS!

**BEFORE**



**PREPARING MY HOME  
THINGS I STILL NEED TO DO WITH  
THE HOUSE  
TIPS FROM MY AGENT  
PREPARING FOR SHOWINGS**

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# Preparing My Home

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BEFORE

I N D V R E P A I R V I W  
O E P A I N T O L C A H A  
R E J C S M O S W Q C R S  
S P R U C E R I X D E I H  
E B Q U L S P D E T R N W  
V P O M E E B A T I C T I  
O F L A D L A U E D T O N  
I D I O G Y L N A Y T P D  
H R W X D C K W N E D S O  
K N I J E A I N I L A O W  
R U T D U S T V P X G V S

REPAIR

TIDY

WIPE DOWN

VACUUM

SPRUCE

MOP

WASH WINDOWS

CLEAN

PAINT

DUST

DECLUTTER

FIX



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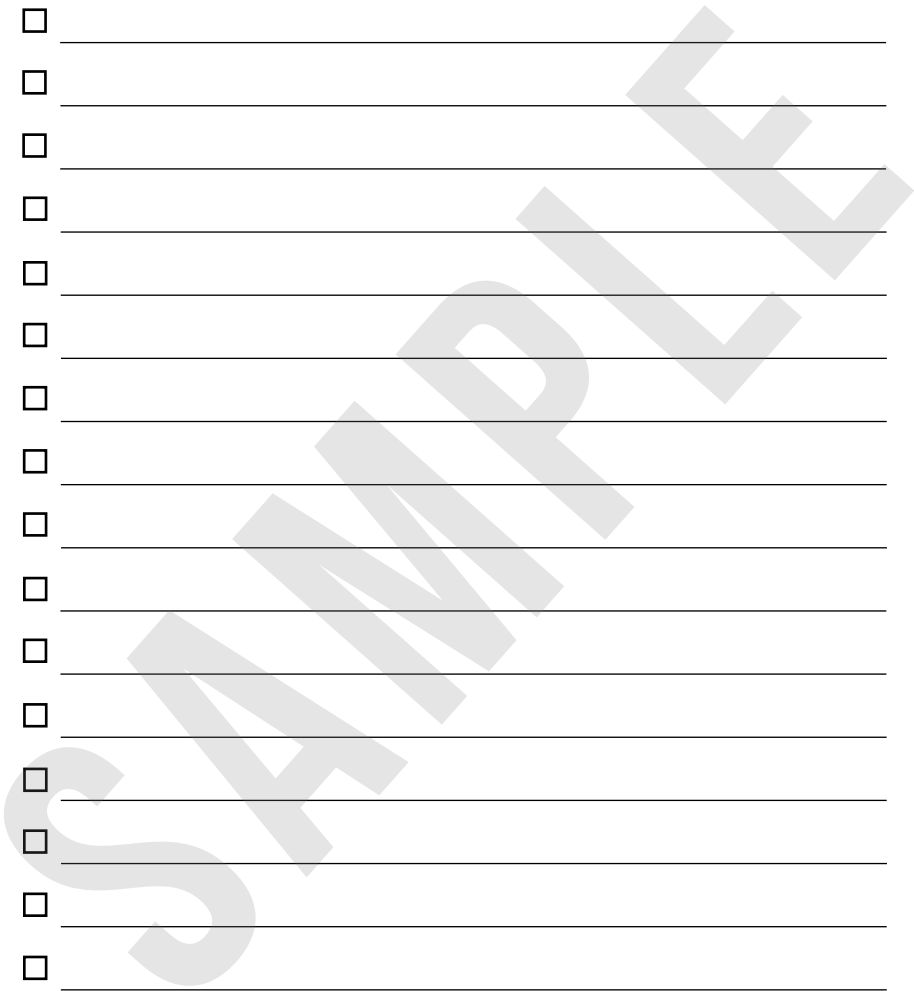
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# Tips From My Agent

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# REMINDERS

**Repair**

**Date Completed**

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

**Appointments**

**Date**

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
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**(Other)**

**Date**

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
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**Notes:**

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Notes & Reminders:

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**Notes & Reminders:**

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**Notes & Reminders:**

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# REMINDERS

**Phone Calls**

**Date**

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**Appointments**

**Date**

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**(Other)**

**Date**

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**Notes:**

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Notes & Reminders:

SAMPLE

# **DURING BRING DURING DURING**



**NOTES FOR MY AGENT  
SHOWINGS**

**OFFER ACCEPTED, YOU'RE IN  
CONTRACT!**

**THINGS TO CONSIDER IN YOUR NET  
SELLER SHEET**

**THE FINAL WALKTHROUGH  
MY SIGNING APPOINTMENT**







# SHOWINGS

Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

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Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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DURING

# SHOWINGS

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Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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Additional Notes: \_\_\_\_\_

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Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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# SHOWINGS

Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

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Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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DURING



# REMINDERS

**Phone Calls**

**Date**

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

**Appointments**

**Date**

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

**(Other)**

**Date**

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
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**Notes & Reminders:**

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# IN CONTRACT NO. 1

Acceptance Date: \_\_\_\_\_ Purchase Price: \_\_\_\_\_

Earnest Amount: \_\_\_\_\_ Due Date: \_\_\_\_\_

Seller Closing Costs: \_\_\_\_\_

Appraisal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspection Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Possession Date: \_\_\_\_\_

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## IMPORTANT TASKS:

Repair Addendum Items: \_\_\_\_\_

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Final Walkthrough: \_\_\_\_\_

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# INSPECTION APPOINTMENTS

**Inspection:**

**Date:**

- Home Inspection \_\_\_\_\_
- Appraisal \_\_\_\_\_
- Repair Addendum \_\_\_\_\_
- Final Walkthrough \_\_\_\_\_
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**Notes & Reminders:**

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DURING

# IN CONTRACT NO. 2

*Hopefully you won't need this page!*

Acceptance Date: \_\_\_\_\_ Purchase Price: \_\_\_\_\_

Earnest Amount: \_\_\_\_\_ Due Date: \_\_\_\_\_

Seller Closing Costs: \_\_\_\_\_

Appraisal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspection Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Possession Date: \_\_\_\_\_

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## **IMPORTANT TASKS:**

Repair Addendum Items: \_\_\_\_\_

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Final Walkthrough: \_\_\_\_\_

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# INSPECTION APPOINTMENTS

**Inspection:**

**Date:**

- Home Inspection \_\_\_\_\_
- Appraisal \_\_\_\_\_
- Repair Addendum \_\_\_\_\_
- Final Walkthrough \_\_\_\_\_
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**Notes & Reminders:**

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DURING

# YOUR SELLER NET SHEET

**SALES PRICE \$**

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**LOAN PAYOFF \$**

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**SELLER PAID CLOSING COSTS \$**

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**BROKERAGE FEES \$**

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**TITLE FEES \$**

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**PROPERTY TAXES \$**

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**HOA DUES \$**

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# YOUR SELLER NET SHEET

SALES PRICE \$

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LOAN PAYOFF \$

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SELLER PAID CLOSING COSTS \$

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BROKERAGE FEES \$

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TITLE FEES \$

---

PROPERTY TAXES \$

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HOA DUES \$

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DURING





# Closing Time

**Paperwork**

Get your paperwork together. Be sure to keep all the things together that your agent and closing attorney/title rep. has asked for. Keeping it all in one place will help!

**Set Up**

Set up utility cancellations and mail forwarding.

**Gather**

Gather all the things the new buyers will need – KEYS, appliance paperwork, warranties, notes about the house, quirky things that will be helpful to the new home owners.

**The Move**

Start planning your move, call for quotes, and get it scheduled! Will off-site storage be needed?

**Double Check**

Look at your moving checklists NOW! Be ready; it comes fast.

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DURING

# REMINDERS

**Phone Calls**

**Date**

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**Appointments**

**Date**

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**(Other)**

**Date**

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**Notes:**

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# My Signing Apt.

## Closing Contact

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

## What To Bring:

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## Notes & Reminders:

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# AFTER



**TELL THE BUYERS ABOUT...**  
**HOME MOVING CHECKLIST**  
**TYING UP LOOSE ENDS**  
**KEEPING TABS**  
**GLOSSARY**

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# Reminders

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Notes & Reminders:

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SAMPLE

**Notes & Reminders:**

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# Moving Checklist

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## Prior to Moving Day:

- Decide if you will be handling your own packing and moving or hiring a professional service.
- Complete change-of-address forms.
- Arrange for any special care needed for children or pets on moving day.
- Coordinate with local trash company for bulk item pickups.
- Transfer prescriptions to a pharmacy closer to your new home.
- Register children at new schools, if necessary.
- Contact all of your insurers and inform them of your move.
- Arrange for a cleaning crew to come in after you move.

## Arrange To Turn Off Or Change Over:

- |  |  |
|--|--|
| <input type="checkbox"/> Cable/Satellite Service | <input type="checkbox"/> Phone (if you have a land-line) |
| <input type="checkbox"/> Electric                | <input type="checkbox"/> Sewage                          |
| <input type="checkbox"/> Garbage                 | <input type="checkbox"/> Water                           |
| <input type="checkbox"/> Gas                     | <input type="checkbox"/> _____                           |
| <input type="checkbox"/>                         | <input type="checkbox"/>                                 |
| <input type="checkbox"/>                         | <input type="checkbox"/>                                 |
| <input type="checkbox"/>                         | <input type="checkbox"/>                                 |
| <input type="checkbox"/>                         | <input type="checkbox"/>                                 |

## On Moving Day:

- Mark each box on the top and sides to indicate contents and the room in which they should be placed at your new home.
- Mark boxes that you want immediate access to at your new home.
- Keep possession of all valuables.
- Verify that utilities/services have been disconnected or transferred.
- Lock the doors and windows.
- Arrange for the old house keys and garage door opener to be provided to the new occupants.
- Leave your contact information with the new occupants so they can forward any mail, packages, etc., that are shipped to your old address.

## After Moving In:

- Update your contact information on your driver's license.
- Register to vote at your new address.
- Order new checks.
- Familiarize yourself with the locations of grocery and drug stores, hospitals, police and fire stations—any place you plan to visit frequently or may need to find in an emergency.

## Notify The Following Of Your New Address:

- |  |  |
|--|--|
| <input type="checkbox"/> Accountant                                    | <input type="checkbox"/> Dentist             |
| <input type="checkbox"/> Banks   | <input type="checkbox"/> Insurance Providers |
| <input type="checkbox"/> Catalog Companies                             | <input type="checkbox"/> Medical Providers   |
| <input type="checkbox"/> City, State, & Federal<br>Government Agencies | <input type="checkbox"/> Newspaper/Magazines |
| <input type="checkbox"/> Credit Card Companies                         | <input type="checkbox"/> Veterinarian        |
|  | <input type="checkbox"/> _____               |





# Keeping Tabs

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Company:

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Website:

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Contact:

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Phone:

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Email:

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Company:

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Website:

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Contact:

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Phone:

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Email:

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**Notes & Reminders:**

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Company:

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Website:

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Contact:

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Phone:

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Email:

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Company:

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Website:

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Contact:

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**Notes & Reminders:**

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AFTER

Company:

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Contact:

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**Notes & Reminders:**

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**Notes & Reminders:**

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# REMINDERS

**Phone Calls**

**Date**

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

**Appointments**

**Date**

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

**(Other)**

**Date**

<input type="checkbox"/>	_____	_____
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**Notes:**

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# GLOSSARY

**Adjustable Rate Mortgage (ARM):** A mortgage that provides for periodic changes in the interest rate, based on changing market conditions.

**Amortize:** To liquidate or extinguish (a mortgage, debt, or other obligation), especially by periodic payments to the creditor or to a sinking fund, to write off a cost of (an asset) gradually.

**Annual Percentage Rate (APR):** Annual percentage rate: the annual rate of interest; the total interest to be paid in a year divided by the balance due.

**Appraisal:** The act of estimating or judging the nature or value of something or someone. An estimate of value, as for sale, assessment, or taxation; valuation.

**Closing:** The final step in property purchase where the title is transferred from the seller to the buyer. At closing the seller receives payment for the property. Also known as settlement.

**Closing Costs:** Fees charged to a purchaser by a bank, lawyer, etc. For services related to a sale, a title search, an appraisal, etc. Any expenses over the purchase price of a house, land, etc., that is paid by the purchaser or seller at the completion of the sale.

**Closing Disclosure:** A Closing Disclosure is a five-page form that provides final details about the mortgage loan you have selected. It will be sent prior to closing and the initial document must be signed 72 business hours before closing. It includes the loan terms, your projected monthly payments, and how much you will pay in fees and other costs to get your mortgage (closing costs).

**Contingency:** A clause in a purchase contract outlining conditions that must be fulfilled before the contract is executed. Both buyer and/or seller may include contingencies in a contract, but both parties must accept the contingency.

**Conventional Loan:** A private sector loan, one that is not guaranteed or insured by the U.S. Government.

**Deed:** A writing or document executed under seal and delivered to effect a conveyance, especially of real estate.

**Disclosures:** The release of relevant information about a property that may influence the final sale, especially if it represents defects or problems. "Full disclosure" usually refers to the responsibility of the seller to voluntarily provide all known information about the property. A seller found to have knowingly lied about a defect may face legal penalties.

**Earnest Money:** Money given by a buyer to a seller to bind a contract.

**Easement:** A right held by one property owner to make use of the land of another for a limited purpose, as right of passage.

**Escrow:** A contract, deed, bond, or other written agreement deposited with a third person, by whom it is to be delivered to the grantee or promisee on the fulfillment of some condition.

**Fannie Mae (FNMA):** A federally-chartered enterprise owned by private stockholders that purchases residential mortgages and converts them into securities for sale to investors; by purchasing mortgages, Fannie Mae supplies funds that lenders may loan to potential home buyers.

**Federal Housing Administration (FHA):** Provides mortgage insurance on loans made by FHA-approved lenders throughout the United States and its territories. FHA insures mortgages on single family and multifamily homes including manufactured homes and hospitals.

**Fixed-Rate Mortgage:** A home mortgage for which equal monthly payments of interest and principal are paid over the life of the loan, usually for a term of 30 years.

**Freddie Mac:** Federal Home Loan Mortgage Corporation (FHLM); a federally chartered corporation that purchases residential mortgages, secures them, and sells them to investors; this provides lenders with funds for new home buyers.

**Lien:** The legal claim of one person upon the property of another person to secure the payment of a debt or the satisfaction of an obligation.

**Origination Fee:** A fee charged by a lender for evaluating and processing a loan application, usually a percentage of the face value of the loan.

**PITI:** Principal, interest, taxes, and insurance.

**Promissory Note:** A written promise to pay a specified sum of money to a designated person or to his or her order, or to the bearer of the note, at a fixed time or on demand.

**Rate Lock:** A commitment by a lender to a borrower guaranteeing a specific interest rate over a period of time at a set cost.

**Title:** In property law, a title is a bundle of rights in a piece of property in which a party may own either a legal interest or equitable interest. The rights in the bundle may be separated and held by different parties. It may also refer to a formal document, such as a deed, that serves as evidence of ownership.

**Title insurance:** Insurance protecting the owner or mortgagee of real estate from lawsuits or claims arising from a defective title.

**Underwriting:** The process of analyzing a loan application to determine the amount of risk involved in making the loan; it includes a review of the potential borrower's credit history and a judgment of the property value.



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