



zac williams realty

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**BUYER PACKET**

## A NEW STANDARD

One of my top goals is always to provide value through the home buying process.

Also, I would like to develop a relationship. I hope you will see me as a local expert in the Real Estate business, and feel comfortable reaching out to me when you have questions or concerns. I believe in selflessness and giving.

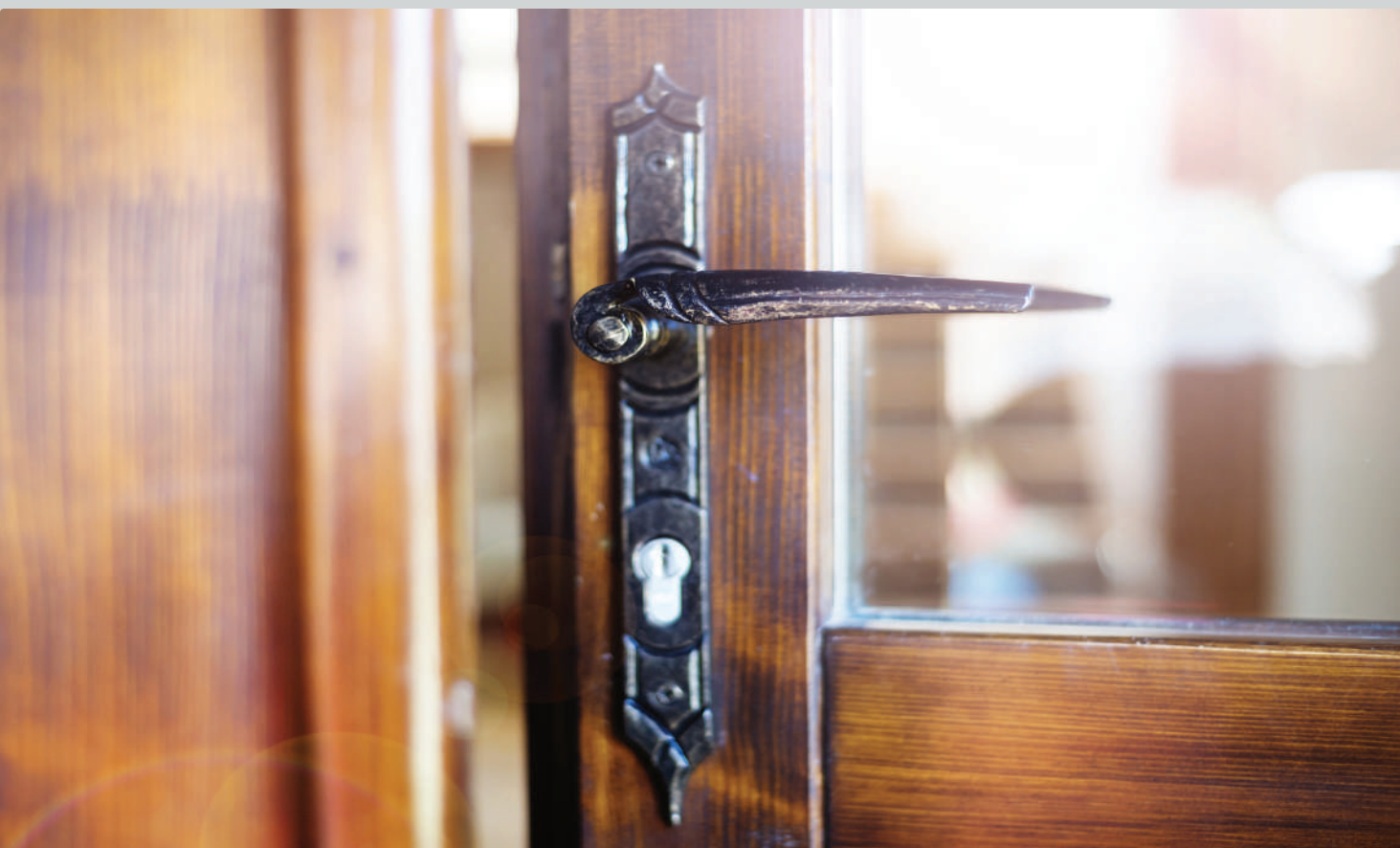
I have been involved in Real Estate in one way or another for the last eight years. I love my profession and enjoy working with others. Often I hear other people say they don't really enjoy what they do for work. I'm glad to report that I have found my passion and calling in helping others achieve their goals through Real Estate. I want you to know I'm committed to becoming the best and making sure my clients truly have the best Real Estate experience ever.

Part of my goal is absolute professionalism. I achieve professionalism by being a source of knowledge and wisdom, being prompt, working hard and being honest. It means staying in touch and being there when you need me. I like to make sure everything goes smoothly and ensure that you have any and all resources you need in regards to your Real Estate needs.

I never take anything for granted, and I believe that to develop a great relationship based on trust it takes time and commitment. I'm asking for the opportunity to assist you and your family through the process of realizing your RE goals.

For more information and video testimonials, please visit my website

# REVITALIZING REAL ESTATE: SHARING OUR WISDOM ALLOWS YOU TO ENJOY THE EXPERIENCE



## WELCOME HOME



We are about to embark on the exciting journey of assisting you to buy your home. Whether it is your first home or your tenth home, a retirement home, or an investment property, I commit to making your home buying experience fun, exciting, and of course, rewarding. I have absolute confidence that I can assist you to buy your home within the least amount of time for the most money; in working together, I will use my expertise and all the resources necessary to help you reach your goals.

Zac Williams  
Founder of Zac Williams Realty

Teamed With Exit







## MY TEAM

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"United we stand divided we fall" There are many aspects to a Real Estate deal. To be successful, you need to build a team of talented people to work alongside. Have you ever thought about how many different people are involved in a Real Estate Transaction? These professionals include appraiser, home Inspector, home Insurer, home Stager, Mortgage Lender, movers, title person (escrow officer). etc. Additionally, it's nice to have connections to contractors.

As for my personal team, I have an excellent broker who has been in the business for more than 20 yrs. I also have assistants as well, who oversee and ensure all the paperwork is handled correctly, and there are no errors. I'm part of one of the most successful offices in Salt Lake based on volume per agent. I share this with you because even though I would like to think I know it all, I'm always learning. I'm fortunate to be learning from some of the best in the industry to ensure my clients have the best experience possible.

I'm not able to do it all by myself; therefore, I feel it is my responsibility to surround myself with great individuals. I find people I can count on to make sure the process is as smooth as possible, and things work to my clients' advantage. The specialists (lender, title company, appraiser, etc.) I recommend, are thoroughly investigated by me to ensure their competency and integrity. I look for professionals who are as interested as I am in providing an exceptional real estate experience.

**"GREAT THINGS IN BUSINESS ARE NEVER DONE BY ONE PERSON. THEY'RE DONE BY A TEAM OF PEOPLE"**

— Steve Jobs

## THE ADVANTAGES OF A BUYERS AGENCY AGREEMENT

### YOUR INTERESTS ARE PROFESSIONALLY REPRESENTED

Enlisting the services of a professional Buyer's Agent is similar to using an accountant to help you with your taxes, a doctor to assist you with your health care, or a mechanic to help you with your car. If you had the time to devote to learning everything about accounting, medicine, and automotive mechanics, you could do these services yourself. But who has the time? That's why you allow other professionals to help you in their particular areas of expertise. We take care of the hassles of everyday real estate transactions for you. We let you concentrate on your full-time job, while we do our job. We guide you through the home-buying process and exclusively represent your interests as we help you find a home, present your contract offer, negotiate the best deal, and close on your home!

### YOU GET A PERSONAL SPECIALIST WHO KNOWS YOUR NEEDS

Just as your accountant, doctor, and mechanic understand your specific needs, your Buyer's Agent gets to know your real estate needs and concerns. This type of relationship is built through open communication at all times. Your Buyer's Agent will save you a lot of time by providing you all the details about any home before you see it. Also, your Buyer's Agent will listen to your feedback and concerns about each home.

### YOU WILL QUICKLY AND CONVENIENTLY GET A GREAT HOME

The advantage to signing a Buyer's Agency Agreement with me is that you will have a professional agent working to find and secure the ideal home for you. It is nearly impossible to find a home that meets your needs, get a negotiated contract, and close the transaction without an experienced agent. You won't need to spend endless evenings and weekends driving around looking for homes or trying to search computer networks by yourself. When you tour homes with your professional Buyer's Agent, you will already know that the homes meet your criteria and are within your price range.



### WHAT IS THE BUYER'S AGENCY AGREEMENT

Entering into a Buyer's Agency Agreement has countless advantages. When you sign the agreement, you are simply agreeing to "hire" a personal representative who, by law, must represent your best interests to the best of his/her ability. All of this personal service is available at absolutely NO COST TO YOU! The Seller's Agent is responsible for paying your Buyer's Agent fee. With me, you get a professional agent devoted to protecting your needs and helping you make one of the most important decisions of your life - and you don't even have to pay the fee.



# AGENCY



## SELLER'S AGENT

### Duties to Seller:

- 1 Honest, fair dealing
- 2 Undivided Loyalty
- 3 Full disclosure
- 4 Confidentiality
- 5 Care and diligence
- 6 Accountability of entrusted money or property

### Duties to Buyer:

- 1 Honest, fair dealing
- 2 Disclose all facts known materially affecting the value of the property, which are not known to, or readily observable by, third parties

Agent may not withhold any known fact concerning a defect in the property or the Seller's ability to perform.

## DESIGNATED AGENT

### Duties to Seller:

- 1 Honest, fair dealing
- 2 Undivided Loyalty
- 3 Full disclosure
- 4 Confidentiality
- 5 Care and diligence
- 6 Accountability of entrusted money or property

### Duties to Buyer:

- 1 Honest, fair dealing
- 2 Undivided Loyalty
- 3 Full disclosure
- 4 Confidentiality
- 5 Care and diligence
- 6 Accountability of entrusted money or property

## BUYER'S AGENT

### Duties to Seller:

- 1 Honest, fair dealing

### Duties to Buyer:

- 1 Honest, fair dealing
- 2 Undivided Loyalty
- 3 Full disclosure
- 4 Confidentiality
- 5 Care and diligence
- 6 Accountability of entrusted money or property

Agent may not misrepresent affirmatively or by omission, the Buyer's financial condition or ability to perform.

## LIMITED AGENT

### Duties to Seller:

- 1 Honest, fair dealing
- 2 Confidentiality
- 3 Care and diligence
- 4 Accountability of entrusted money or property

### Duties to Seller:

- 1 Honest, fair dealing
- 2 Confidentiality
- 3 Care and diligence
- 4 Accountability of entrusted money or property

### Utah Code: 6.11.11 Failure To Have Written Agency Agreement

To avoid representing more than one party without the informed consent of all parties, principal brokers and licenses acting on their behalf shall have written agency agreements with their principals. The failure to define an agency relationship in writing will be considered unprofessional conduct and grounds for disciplinary action by the Division.

## WHAT EVERY BUYER SHOULD KNOW BEFORE PURCHASING

1. Property taxes and qualified interest are deductible on an individual federal tax return.
2. Often, a home is the largest asset an individual has and is considered one of the most valuable investments available.
3. A portion of each amortized mortgage payment goes into principal which is an investment.
4. A home is one of the few investments that you can enjoy while living in it.
5. A Realtor can usually show you any home whether it is listed with a company, a builder, or even a For Sale By Owner home.
6. Working with a Realtor to purchase a For Sale By Owner home can be very advantageous because the Realtor is looking out for your best interest.
7. Your Real Estate professional will provide you with a list of items you'll need to complete your loan application, so you are prepared.







8. A homeowner can exclude up to \$500,000 of capital gain tax if married and filing jointly or up to \$250,000 if single or filing separately. The home must have been the taxpayer's principal residence for the previous two years.

9. Beginning with May 07, 1997, there is no longer a requirement to purchase another home more expensive than the sold one. Homeowners are free to buy up or down with no tax consequences, assuming their gain is less than the allowable amounts. Your lender can share these with you.

10. Ask the Real Estate professional if they are familiar with the neighborhoods where you want to live.

11. Ask the Real Estate professional whom he/she is representing in the transaction, the buyer or the seller.

12. Ask the Real Estate professional what he/she will do to keep you informed. Take notes.

13. Your Real Estate professional should provide you with the highest level of service and advice.



# WHY YOU NEED A REALTOR

As a licensed real estate professional, a Realtor provides much more than the service of only helping you find your ideal home. Realtors are expert negotiators with other agents, seasoned financial advisors with clients, and superb navigators around the local neighborhoods. They are members of the National Association of Realtors (NAR) and must abide by a Code of Ethics and Standards of Practice enforced by the NAR. A professional Realtor is your best resource when buying a home.



## MONEY

I can save you endless amounts of time, money, and frustration. I know the housing market inside and out and can help you avoid the "wild goose chase."

## ANY HOME

I can help you with any home, even if it's listed elsewhere, or if it's being sold directly by the owner.




## LENDING

I know the best lenders in the area and can help you understand the importance of being pre-qualified for a mortgage. I can also discuss down payments, closing costs, and monthly payment options that suit you.

## KNOWLEDGE

I am an excellent source for specific information about the community; schools, churches, shopping, plus details on home inspections and pricing. As a knowledgeable Realtor, I am experienced at presenting your offer to the homeowner. I can help you through the process of negotiating the best price. We bring objectivity to the buying transaction. We can point out the advantages and the disadvantages of a particular property.





Qualified

## BEFORE WE BEGIN, PRE-QUALIFICATION

### PRE-QUALIFICATION WILL HELP YOU IN THE FOLLOWING WAYS:

1. Interest rates are locked in for a set period of time. You will know in advance exactly what your payments will be on offers you choose to make.
2. You won't waste time considering homes you cannot afford.
3. A seller may choose to make concessions if he/she knows that your financing is secured. As if you're a cash buyer, and this may make your offer more competitive.
4. You can select the best loan package without being under pressure.

### HOW MUCH HOME CAN YOU AFFORD?

There are three factors to consider:

1. The down payment
2. Your ability to qualify for a mortgage
3. The closing costs associated with your transaction

### DOWN PAYMENT REQUIREMENTS:

Most loans today require a down payment between

3.5% and 5.0% depending on the type and terms of the loan. If you can come up with a 20-25% down payment, you may be eligible to take advantage of special fast-track programs and possibly eliminate mortgage insurance.

### CLOSING COSTS:

You will be required to pay fees for loan processing and other closing costs. These fees must be paid in full at the final settlement unless you can include them in your financing. Typically, total closing costs will range between 2-5% of your mortgage loan.

### QUALIFYING FOR THE MORTGAGE:

Most lenders require that your monthly payment range between 25-28% of your gross monthly income. Your mortgage payment to the lender includes the following items:

The principal on the loan (P)

The interest on the loan (I)

Property taxes (T)

The homeowner's insurance (I)

Your total monthly PITI and all debts (from installments to revolving charge accounts) should range between 33-38% of your gross monthly income. These key factors determine your ability to secure a home loan: Credit Report, Assets, Income, and Property Value.



# FOLLOW THE GUIDELINES

## THE TEN COMMANDMENTS: When Applying for a Real Estate Loan

1. Thou shalt not change jobs, become self-employed or quit your job.
2. Thou shalt not buy a car, truck or van (or you may be living in it).
3. Thou shalt not use charge cards excessively or let your accounts fall behind.
4. Thou shalt not spend money you have set aside for closing.
5. Thou shalt not omit debts or liabilities from your loan application.
6. Thou shalt not buy furniture (not yet anyway).
7. Thou shalt not originate any inquiries into your credit.
8. Thou shalt not make large deposits without checking with your loan officer.
9. Thou shalt not change bank accounts.
10. Thou shalt not co-sign a loan for anyone.

# LET US GUIDE YOU WHEN WORKING WITH HOME BUILDERS

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The advantages of having an agent help you purchase a new home are the same as those for purchasing a resale home

1. Knowledge of the market
2. Help in finding the perfect home and neighborhood quickly
3. Assist in identifying a builder you can trust
4. Expertise in writing and understanding the contract
5. Assistance in negotiating terms unique to you
6. Closing assistance
7. The builder has a professional representative watching out for his/her needs, and you deserve the same expert representation.
8. Buying a new home is a little more time-consuming than the purchase of a resale. I can professionally guide you through this process.
9. It is critical that our interests be professionally represented when you are entering into a contract for a semi-custom or built-to-suit home.
10. These transactions are involved, and the contract details must be exact to protect you and to ensure you get exactly the home you want.

\*REMEMBER - the builder requires that your Agent accompany you on your first visit to the Builder's sales office, or they will not recognize that you have representation or pay your representative's fee.

## WHAT HAPPENS NEXT?

Now that you have decided to buy a home, what happens between now and the time you legally own the home? A Title Company may handle the following items listed below. In Utah, your title company will handle all of these articles. In other parts of the country attorneys, lenders, escrow companies and other persons who are independent of, title companies perform some or all of these functions. I will be in constant communication with the title company to ensure that we are on schedule for the entire transaction.

**Tax Check** - What taxes are owed on the property? The Title Company contacts the various assessor-collectors.

**Title Search** - Copies of documents are gathered from various public records: deeds of trust, various assessments, and matters of probate, heirship, divorce, and bankruptcy are addressed

**Examination** - Verification of the legal owner and debts owed.

**Settlement** - An Escrow Officer oversees the closing of the transaction: seller signs the deed, you sign a new mortgage, the old loan is paid off, and the new loan is established. Seller, realtors, attorneys, surveyors, title company and other service providers for the buyer are paid. Title insurance policies will then be issued to you and your lender.

**Title Insurance** - There are two types of title insurance:

1. Coverage that protects the lender for the amount of the mortgage
2. Coverage that protects the buyer's equity in the property

Title agents search public records to determine who has owned any piece of property, but these files may not reflect irregularities that are almost impossible to find. Here are some examples: an unauthorized seller forges the deed to the property; an unknown, but rightful heir to the property shows up after the sale to claim ownership; conflicts arise over a will from a deceased owner, or a land survey showing boundaries of your property is incorrect.

For a one-time charge at closing, title insurance will safeguard you against problems including those events an exhaustive search will not reveal.

”THE FUTURE DEPENDS ON WHAT YOU DO TODAY.“

— GANDHI



# THE HOME INSPECTION

Buying a home could be the largest single investment you will ever make. To minimize unpleasant surprises and unexpected difficulties, you'll want to learn as much as you can about the newly constructed or existing house before you buy it. A home inspection may identify the need for major repairs or builder oversights, as well as educate you on areas of maintenance to keep it in good shape. One or more professional inspectors should look for defects or malfunctions in the building's structure, such as the roof and attic, plumbing, electrical, air conditioning and heat, ventilation, appliances, general structure, foundation, and pest infestation or dry rot and similar damage. After the inspection, you will know more about the house, which will allow you to make decisions with confidence.

Your home inspection is not designed to criticize every minor problem or defect in the home. It is intended to report on significant damage or serious problems that require repair. If the inspector finds any potentially serious problems, he may recommend that you have a professional from that specified field inspect the situation.

Your home cannot "pass or fail" an inspection, and it is not the inspector's role

to indicate whether he/she thinks the home is worth the money you are offering. The inspector's job is to make you aware of repairs that are recommended or are necessary.

The seller may be willing to negotiate completion of repairs or a credit for completion of repairs, or you may decide that the home takes too much time and money. With a professional inspection, you will have the information that you need to make that decision.

In choosing a home inspector, consider one that has been certified and qualified as an experienced member of a trade association.

I recommend being present at the inspection. You will be able to understand the inspection report clearly and know which areas need attention. Plus, you can get answers to any questions, tips for maintenance, and general information that will help you once you move into your new home. Most important, this is an opportunity for you to see the home through the eyes of an objective third party.



## EXPECTED COST WHEN BUYING

One Major concern people have when purchasing a home with a mortgage is how much money they will need to fork out up front. While we cannot give you an exact number we thought a breakdown of average cost(s) would help you visualize your financial outcome after the sale.

Closing Cost is the money the bank requires you to put down up front to ensure you are a proper client with good standings. As previously stated some loans allow for 0% down. If you do not qualify for these loans, do not despair. Sometimes buyers will ask the sellers to pay for their closing cost. Remember, though, if you do not have the cash to pay for the closing cost you may need to offer more on the house for the sellers to agree to pay for your closing expenses.

Outgoing Funds	Price
Earnest Money Deposit	\$1,000–2,000
Closing Cost	3% of Purchase Price (\$200K = \$6,000)
Home Inspection	\$250–350
Appraisal	\$400–600
Home Warranty	\$350–600



## NEGOTIATING (pages 17–21)

Negotiating the transaction is usually the most complex aspect of buying a home. It's also the stage requiring the most creativity. That's why it's important to have an experienced and savvy real estate professional there with you – someone who has successfully worked through many different transaction scenarios.

The following are basic strategies for negotiating a good deal in today's market. All of which involve: presenting yourself as a serious buyer while, keeping your emotions in check; trying to understand and respect the priorities of the seller; being creative and, where necessary, willing to compromise to get the deal done.



”KNOW WHAT YOU WANT IN THE NEGOTIATION SESSION, AND WHAT YOU CAN LIVE WITHOUT.”

—RICHARD BAYER



## UNDERSTAND AND RESPECT THE SELLER'S PRIORITIES

If, through the negotiations, you can find out more about the seller's situation and priorities you'll improve your position, and be able to resolve any obstacles more creatively and sensitively.

To illustrate, if a seller is adamant about the sale price they might be more flexible about taking care of a few repairs or part of the transaction costs. Or if they need a certain closing date, you might be able to get them to concede some other terms. There is no "one size fits all" approach to negotiating. In general, the more you know about the seller's priorities, the more you'll be able to work with them to achieve your own.

## LOOK BEYOND THE PRICE

While a home's sale price is typically the focus of negotiations, often sellers will have needs such that the terms of purchase can significantly influence the final deal. Additionally, it is about the terms – which can represent thousands of dollars in value – where you can get most creative when it comes to resolving the obstacles to transacting.

## SOME ELEMENTS IN THE PURCHASE AGREEMENT THAT YOU MIGHT PUT ON THE TABLE FOR DISCUSSION INCLUDE:

1. Work your financing so you don't have to ask the seller for sellers' concessions (known as closing cost) which will help a lot because of appraisal issues.

2. Write a letter to the seller explaining how much you love their house.

3. Have your realtor take the time to talk with the listing agent, to find out what's important to have in the offer. Making sure your Realtor is communicating professionally with the listing agent shows willingness. Also if the listing agent likes the buyer's agent, then there's a better chance they will want to work with that particular agent and agents buyer.

4. Create short deadlines for due diligence and financing and appraisal deadlines.

5. If you have the option, put a higher earnest money down.

6. Completely fill out the financial part of the offer that shows how you're doing your financing and how much you're putting down. Sellers feel more confident if you're showing you have money to put down.

7. How you finance in descending order from more desirable to less desirable. Cash, Conventional, FHA/VA.

8. Use an escalation clause. What an escalation clause will do is allow you as a buyer to bid up your offer price to a certain point without overbidding. For example, you say I'm willing to pay \$1,000 above your next best offer up to a cap amount.

9. Make your earnest money non-refundable from the get go. What that means is regardless of inspections and appraisal reports if you back out at any point, you will lose your earnest money. As a seller that gives added confidence that you're fully committed.

10. Have an excellent pre-approval letter, and it should come from a loan officer. It should include language from the loan officer indicating they have checked tax returns, pay stubs, bank statements, and W-2's. It's also nice if it mentions that it has a DU/LP approval.

11. Flexibility in closing and possession dates.

12. Pay for things instead of asking the seller to pay for them like repairs required by your lender, home warranty, inspections, and any other miscellaneous fee's that might come up.

The key is to get all terms of purchase in writing within the agreement. These terms should then be carefully reviewed and clearly understood by both you and the seller so that the negotiations move forward.

## IS IT THE ONE? IF SO, MAKE IT SO.

If you're interested in buying the home you're negotiating over – if it really is THE ONE – you may be willing to make some compromises to make the deal happen. If that's not the case, then you should listen to your heart and consider looking for another home – it just might be out there waiting for you.

There are a few core principles of successful negotiation to consider if you're committed to completing your purchase:

Remember your priorities and respect the seller's – don't let small things get in the way of your better judgment

If necessary, defer until later – if small issues do get in the way in the midst of big ones, focus on and consolidate your agreement on the big problems and come back to the small things later.

Remember the big picture - if there are disagreements about relatively small expenses, split the difference and smile

The reality is that most negotiations proceed without too much difficulty. If there are problems, but you're still committed to buying the home, remember - Where there's a will there's a way.







I will be providing you with a Pending to Closing calendar once we have mutual acceptance on your home. In this calendar, you will see tasks that will be shown in either red or black. The black will represent all the tasks that I will be completing for you and the red will show you any tasks you need to be concerned about. (For example Your closing date) This calendar is provided as a visual display of the important dates of your contract.

Additionally, the following items are all part of the pending to closing process:

### The Offer and Contract

1. When the offer has mutual acceptance, I deliver copies of the fully-signed contract to all parties, including the closing agent. If not part of the contract, I'll return a signed copy of Seller Disclosure Form to listing agent.
2. I'll record and promptly deposit your earnest money.
3. I'll provide copies of the signed contract for the office file.
4. I'll track all dates in the contract, making sure that you are meeting all agreed-to deadlines.

### Tracking the Loan Process

5. I'll touch base with you weekly to ensure your loan is processing on track.

6. I'll relay final approval of your loan application to seller's agent. What happens once you make an offer on your house?

### Home Inspection

7. I'll coordinate your professional home inspection.
8. I'll review your home inspector's report and discuss issues with you.
9. I'll draft an inspection response to sellers based on your requests; then negotiate work items with seller's agent and seller.
10. I'll recommend contractors to perform any negotiated or required repairs.

11. I'll oversee the completion of all required repairs on your behalf if needed.

## The Appraisal

12. I'll confirm with your lender that appraisal is scheduled.

13. I'll follow up with you and your lender on the status of the appraisal.

14. I'll alert the seller's agent when the appraisal has been completed.

## Closing Preparations and Duties

15. I'll confirm you have received the title insurance commitment.

16. I'll coordinate the closing process with you, the seller's agent and escrow company.

17. I'll Update closing forms and files.

18. I'll ensure all parties have all forms and information needed to close the sale.

19. I'll coordinate the closing location with you and the closing agent.

20. I'll assist you in finding a moving company and track

possession date to confirm move-in date.

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21. I'll work with the seller's agent in scheduling and conducting your final walk-thru prior to closing.

22. I'll Request final closing figures from the closing agent.

23. I'll receive and carefully review closing figures to ensure the accuracy of preparation.

24. I'll request a copy of closing documents from closing agent.

25. If a Home Warranty was purchased, I'll make sure you have the Home Warranty company information.

26. I'll review all closing documents carefully for errors.

27. If you're buying and selling, I'll Coordinate this closing with your sale (if necessary) and resolve any timing problems.

You will experience a "no surprises" closing with me carefully tracking all the details along the way.





## WHAT OUR CLIENTS ARE SAYING



"We hired Zac because we knew of his work ethic and we knew that he would put in an 110% into selling our home!" — Groves

"I liked that Zac was able to help us with everything that we needed. If I text him he was right there; he always answered the same day within a couple of hours, we never had to wait for anything. It was easy to get things done because of him." — Marvins

"Zac was dedicated to me and my desire to find a home he didn't stop and quit until we had achieved that. Even when it was something that I wanted to give up on, and that meant a lot to me." — Halacy



