



**GREENPRINT**  
REAL ESTATE GROUP



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**BUYER'S GUIDE**  
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# {*the* BUYING PROCESS}



## STEP 1: CONSULTATION

Initial consultation to discuss your needs and educate you on the current market.



## STEP 2: COMMUNICATION

Stay in frequent communication to ensure you don't miss an opportunity.



## STEP 3: CLOSING

Once your home is under contract, we will be right beside you throughout the rest of the process, all the way until closing.



ALICE AND ERLE NYE

*“GreenPrint was tremendously helpful in assisting us to find the right home for us. They handled all the negotiations, managed some necessary upgrades, and made the closing very easy. We are very pleased with our purchase and GreenPrint was the critical element in making it a reality.”*

*top*

**THREE REASONS  
to hire an agent  
when buying**

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Agents have an in-depth understanding of the market and buying process.

Agents represent the buyer throughout every phase of the process.

Agents ensure you can focus on your day-to-day life without worrying about missing an opportunity.

# {the BIDDING PROCESS}

When you have found a property of interest, work closely with your real estate agent in order to make an offer.

The bidding process is an exciting time for a buyer. Here are some things to expect in the bidding process:



Your agent will represent you in the preparation and submission of a **PURCHASE OFFER** to the seller's real estate agent, which can be completed either orally or in writing. Written submissions are recommended, as they increase your leverage as a Buyer, and make the offer more "real" to the Seller. Documents demonstrating your qualifications as a buyer will be sent along with the offer.



The seller will respond with either an **ACCEPTANCE** of your offer **OR A COUNTER** to your offer with a price negotiation. If multiple bids have been placed on your desired property, you and your agent will devise a "best and final" offer that you are comfortable with submitting.



An **AGREEMENT** on price, terms and conditions, and closing date will conclude the bidding process. Following the acceptance of your offer, you and your Agent will enter the contract phase.

## {steps to CLOSING}



The Buyer's and Seller's agents will arrange and finalize the **PURCHASE CONTRACT**. Depending upon what the Buyer requests in the purchase contract, we will request documents to be compiled by the Seller, including: Homeowners' Association Information, Existing Survey, T-47 Property, Affidavit, and any other necessary documents.



Upon review and approval of all specifics, the Buyer **SIGNS THE PURCHASE CONTRACT**. An average earnest money deposit of 1% to 5% of the sale price is due at signing. We will strongly recommend that you request a Termination Option Period as the Buyer (typically 10 to 14 days in length), and you will submit a separate Option check in addition to the Earnest Money check.



The contract will be forwarded from the Buyers Agent to your Sellers Agent in order to **OBTAIN THEIR SIGNATURES**. Your Earnest Money deposit is held in the Title Company's escrow account until the closing date. The option check is either held by the Seller's Agent and returned to the Buyer at closing, or presented to the Seller in cash.

# {other THINGS TO NOTE}

## INSPECTIONS

- Your Agent will coordinate with you to schedule any inspections of the property (i.e. Structural/Mechanical, Wood Destroying Insect, HVAC, engineering, etc.), which occur during the 10 to 14 Day Option Period.
- At this time all fixtures and appliances that are included in the purchase of the property are to be in working order.
- Depending on the outcome of any and all inspections ordered, your Agent will review repairs with you and prepare an amendment to the Purchase Contract, requesting that the Seller address specific repairs, or requesting an allowance or concession from the Seller on your behalf.
- Once the Option Period has expired or the remainder of the period is waived by the Buyer, the transaction is ready to move toward closing.



## tips for buying in the BRYAN/COLLEGE STATION AREA



Trust your Agent's knowledge of the market in determining your initial offer. Coming in too low could lock up negotiations before they've even started!



There is nearly always a second wave of negotiations right after inspections. This is another opportunity to reduce the sales price and/or have the seller take care of some repairs.



Inspections are well worth the investment. Trust your agent's input and recommendation on which inspections would be prudent based on the home's age and condition.

## CLOSING

- At this point, the lender, underwriter, homeowners insurance agent, governmental entities, and any other pertinent parties interact closely with the pre-closer and closer at the Title Company to prepare and finalize all documentation for the closing.
- This is generally the point at which the Buyer's Agent and Seller's Agent will schedule a closing date and time for their Buyers and Sellers.
- The Buyer's Agent and Seller's Agent will continue to stay in touch with each other and the title company to communicate regular progress updates to their respective Principals (Buyers and Sellers).
- When all documentation has been prepared, and all pieces of the transaction invoiced and/or accounted for, the Title Company will prepare a preliminary Settlement Statement (also known as a HUD statement), which is reviewed by all parties.
- Once approved by all involved parties, the Buyer and Seller will know the amount of monies they will either need to obtain in the form of a Cashier's Check or Wire Transfer, which they will be receiving as proceeds upon funding of the transaction.
- Once the Buyers and Sellers come to the Title Company to sign their documentation specific to the transaction, the paperwork will be reviewed by the Title Company's Attorneys, and once approved, funds will be released and the file officially "funded."

*Buy your new home with ease.  
We would love to work with you!*

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To start the process, email us at  
[hello@greenprintrealestate.com](mailto:hello@greenprintrealestate.com).

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