

The Tess Adams Team with Keller Williams Empower is comprised of industry-leading Realtors® as well as a full-time support staff. We place the highest importance on client communication & whole experience satisfaction. We strive to build lifelong relationships long after a home is purchased. We pride ourselves on being experts in the marketplace & are passionate about creating a positive & enjoyable experience for home buyers. We are your agents even after the transaction and your real estate team for life.

1. Consultation

When we meet with you, we will ask questions to narrow down the specific housing criteria that you desire. During this consultation your dedicated Tess Adams Team agent will go over the property buying process as well as determine what your financial situation and needs are. Additionally, you will be asked to review and complete the following Federal and State required documents necessary to begin your property purchasing process:

- PA Consumer Notice & Buyer's Agency Agreement
- Affiliated Business Arrangement Notice
- PA Buyers Financial Information
- Home Inspection Disclosure

2. Getting Pre-Approved

It's important to know how much property you can afford, what type of down payment to budget for, monthly mortgage payment as well as what type of loan program you'll use to finance the new property. A personal consultation with a trusted mortgage professional should address all your initial loan approval questions, as well as uncover any potential challenges that may complicate the transaction. We have long-standing relationships with mortgage lenders that will provide you with the same level of service that you expect from our team.

Preferred Lender:

Loan Officer:

Phone Number:

Email:

3. House Hunting

Once you know your budget and are preapproved for your mortgage, now your dedicated real estate agent will assist you with property search and take you to showings and open houses. Your agent will help you vet properties, negotiate offers, and recommend other professionals you may need during the process. Some important criteria to disclose to your agent includes:

- Geographical Area (State, Town, School District)
- Property Square Footage
- Lot Size (small yard, farm, acreage)
- Bedrooms, Bathrooms, Living Spaces, Levels
- Style (Colonial, Modern, Townhome, Condo)
- Amenities (HOA, No HOA, Pool, Garage, Lake, Beach Front)

- Property Condition (Move-In Ready, Willing to Renovate)

4. Offer & Acceptance

Once you find the perfect property, you and your agent will submit your purchase offer to a listing agent or seller. Once you receive an accepted offer, the due-diligence period starts a series of timelines for final mortgage approval, appraisal, inspections, and other requirements which would be stated in the terms of the contract. You will be asked to review, provide, and complete the following Federal and State required documents necessary to submit your offer:

- Pennsylvania Agreement of Sale (The Offer)
- Provide your Proof of Funds or Mortgage Pre-Approval Letter
- Sign/Acknowledge the Lead Based Paint Disclosure
- Buyer's Estimated Costs & Deposit Money Notice
- Sign/Acknowledge the Pennsylvania Seller's Disclosure
- Escrow Deposit Check (upon offer acceptance)

5. Settlement

The contract is executed, all of the conditions have been met, the final walkthrough of your property was completed, and it is time for you and the sellers to go to the settlement table. The closing is the scheduled meeting where home ownership is officially transferred from the seller to the buyer. A closing agent, usually representing a Title Abstract Company or a Real Estate attorney can conduct the closing. As the buyer, you typically choose the closing agent who is responsible for the signing of all the documents and once all the closing documents are signed and approved the closing agent disburses funds. Your dedicated real estate agent will attend closing with you to make sure that your questions are answered and that you are represented throughout the entirety of the transaction.

Transaction Management

Our team prides ourselves on our consistency and communication throughout your transaction. Having a team of dedicated directors, agents, transaction coordinators, conveyancers and agents allows us to have an "all hands-on deck approach" to transaction management. We know that transaction management is more than simply helping you with paperwork. It's helping you to always understand what's next and what to expect, guiding you through complicated documents with ease, helping you understand various terminology and options. We want you to feel confident and in-the-know about the entire buying process. At any point during your transaction, you can reach out to our team leader, Tess Adams, and/or your dedicated real estate agent.

Your Dedicated Agent: Justice Wallace

Phone Number: 215.600.4988

Email Address: paagentjustice@gmail.com

Real Estate Attorney/Settlement Office:

Phone Number:

Email Address:

Follow us on Facebook & Instagram [@yourREteam](#)
www.tessadamsteam.com



The Tess Adams Team | **Keller Williams Empower** | 215.627.3500 | 1619 Walnut Street, 4th Floor, Philadelphia PA 19103

*Each Keller Williams Office is Independently Owned & Operated.