



THE AGENCY BUYER'S GUIDE

# LET'S GO SHOPPING



THE HOMEBUYING JOURNEY AT A GLANCE

# SO YOU'RE READY TO MAKE YOUR MOVE?

*We'll Roll Out the Red Carpet.*



The New York area offers some of the most exclusive real estate in the world, whether you're seeking a soaring skyscraper offering the height of luxury or a sprawling home with an easy commute. From the five boroughs of New York City, to the sweet slow pace of The Hamptons and the bucolic neighborhoods along the Hudson River, there is something for everyone.

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While the home buying process may seem daunting, here's what you need to know: Your agent and brokerage have your back. We will be with you every step of the way, providing invaluable support and guidance to make the transaction process as smooth and seamless as possible. And yes, that's entirely possible.



# BEFORE THE SEARCH BEGINS



## *Choose an agent.*

Well, hello. Selecting an agent is a highly personal decision. You trust them to advise you through one of the biggest decisions of your life. And it's not a responsibility we take lightly. Through personal and diligent work with our clients, we've come to understand what's important to them, establishing a sense of confidence and comfort.

## *The first consultation.*

Shall we begin? Now is the time we get to know you, your needs, hopes, and dreams for homeownership. From spearheading your search to providing crucial feedback along the way, your agent is your partner from start to finish, and then some.

## *Financing pre-approval.*

When it comes to real estate, money talks. Before you begin the search, you'll want financing pre-approval. Pre-approval is different from pre-qualifying, as it means a full loan approval, not just an opinion letter. Determining the loan amount you qualify for will help you set your price range. Unless you're paying in cash, of course.

We'll connect you with a mortgage broker, who'll determine how much a bank will lend you. This process will help you understand the variety of financing options, what your down payment will be, and places you in a better negotiating position in the seller's eyes.



# APPLYING FOR A HOME LOAN

STEP TWO  
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STEP TWO



## WHAT SHOULD I NOT DO WHEN APPLYING FOR A HOME LOAN?

A little self-control goes a long way. Applying for a home loan is a sensitive process. Here's what to avoid when seeking financing.

### *Don't buy or lease a car before you apply.*

Lenders look at your debt-to-income ratio. A large payment or other significant purchase can impact that ratio and prevent you from qualifying for a loan.

### *Hold off on buying furniture and appliances.*

You don't want to add big, new purchases to your debt or take from your available funds for closing costs. We repeat: put the credit card away.

### *Don't attempt to consolidate bills before speaking with your lender.*

It's not the time to go rogue with your finances. Talk with the experts first.

### *Don't move assets from one bank account to another.*

Transfers appear as new deposits, which can complicate the application process. You'd have to disclose the source of funds for each new account. So, just skip the headache.

### *Don't change jobs.*

A new job may require a probation period before income from the new job can be considered for qualifying purposes.

### *Don't run your own credit report.*

It will show up on your lender's credit report and need to be explained in writing.



# YOUR FINANCES AT A GLANCE



## WHAT DO LENDERS REVIEW WHEN CONSIDERING YOU FOR A LOAN?

### *Your Credit.*

Establishing good credit with a good payment history is imperative and helps boost your credit score.

### *Job Stability.*

A consistent job history with the same company is ideal, but a career advancement may also be acceptable. Schooling completed in preparation for a specific vocation is considered to be a part of your job history.

### *Debt-to-Income Ratio*

The lender looks at your full income, debt, down payment, loan principal taxes, interest, and insurance to come up with an income ratio.

### *Money, Money, Money.*

This is where the lender verifies your funds for your down payment and closing costs.

### *Property Security.*

The lender will require an appraisal by a certified fee appraiser to verify the property's marketability, condition, and value, ensuring sufficient collateral for the loan.

### *We're Here to Help.*

Don't worry if you don't meet all of the guidelines. Lenders work through a variety of circumstances.

## WHAT ARE MY FINANCIAL PARAMETERS?

A little bit more about that money. Once you have your price range, you need to take into account closing costs, moving costs, and other numbers that can quickly add up. We'll walk you through it.



# NOW ABOUT THAT HOME...

STEP THREE  
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STEP THREE



## *The fun begins. What kind of property are you looking for?*

A house, a condo, a townhome, co-op, a multi-family investment property—the possibilities are endless.

## *What are my needs, wants, and can't live without's?*

A doorman, skyline views, pre-war architecture, parking, private outdoor space. Don't hold back. We're dreamers ourselves.

## *What are your preferred neighborhoods?*

We'll check out a range of neighborhoods and share all of our local knowledge and insight to help determine your ideal location.

## *When do I need to close?*

Move into your downtown loft in time to start the new job. Your townhouse in time for summer. Your single-family home when you need more room. We got this.





# THE SEARCH IS ON



## *Home tours. We're in this together.*

Let's go hunting. We are always happy to preview properties so you don't have to waste a Sunday afternoon at the wrong home. As we shop around at showings and open houses, we'll further refine the search and adapt to your needs.



## *We've found it. Just like we knew we would.*

Once we've found the one for you, we prepare an offer.

## *Going co-op? We got you.*

We will compile your board package, which is a lengthy and complicated process. Most co-ops will invite prospective buyers to a board interview after reviewing their board package. The Agency can coach you beforehand to ensure you put your best foot forward for the entire process, from application to interview.



# MAKING THE OFFER



## THE PERFECT OFFER

*Not too high. Not too low.  
Just right.*

An offer, if accepted by the seller, creates a non-binding agreement for the purchase of the home. The seller will likely return with a “counteroffer,” which you can accept, reject or counter.

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## NEGOTIATIONS

*This happens to be our  
expertise. Our passion.  
Our time to shine.*

We'll represent you at the negotiating table to reach an agreement with the seller on the final price and contract terms. In multiple-offer situations, our experience, knowledge and strategic thinking are huge assets.

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## OFFER ACCEPTED & ATTORNEY DUE DILIGENCE

*Your offer was accepted!*

Now your agent and the seller's agent will prepare a deal sheet for the attorneys to develop a contract. Your attorney will review the history of the building to ensure that it is in sound condition both physically and financially.

## IN CONTRACT

*Here we go.*

Your deposit (usually 10%) is submitted to the seller's attorney and will be held in escrow until closing. Now, we'll help guide you to the closing table.

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## MORTGAGE APPROVAL & BOARD APPLICATION

*So what is it?*

The lender will begin underwriting your loan and may ask for more documents along the way. They will also order an appraisal on the property. As for the board package, this is where buyers are beyond thankful they have an agent! Your agent will compile your application for submission to the board.

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## FINAL WALKTHROUGH

*Closing time.*

Once your loan is approved and you have received board approval, on the closing day your agent will do a final inspection with you and the listing agent to ensure everything is in working order. And then it is time to sign on the dotted line!



# THE CLOSING

STEP  
6  
STEP



*Now, we're excited.*

We're there to button up those last details.

*Final approval from the lender.*

Big box, checked.

*The closing. Cue music: looks like we made it.*

The last documents are signed and you are closed.

*Delivery of keys and move-in.*

We did it! Drinks are on us.

*We've only just begun.*

This is only the beginning. We're here for anything you need.  
Contractors, designers, painters, plumbers, house-sitting.



BUYING WITH THE AGENCY

# SO, WHAT IS IT WE DO DIFFERENTLY?



## *We collaborate.*

The way we see it is this: no agent is an island, and no one should go it alone. The Agency's culture of collaboration means you benefit from our strength as a whole. You have an entire team of experts in everything from the legal process to negotiation at your disposal. And we share information like new listings before they hit the market, giving our clients a tangible edge in the marketplace.

## *We connect.*

At the forefront of our passion for collaboration is our ability to connect, in every sense of the word. We use our proprietary technology to seamlessly communicate. We hear about new listings before anyone else. If we have a buyer looking for a house in a particular neighborhood, we'll spread the word and hear back immediately.

## *We do this full-time.*

Weekend warriors need not apply. Unlike what you'll find at traditional brokerages, at The Agency it's quality over quantity. We are made up of a team of full-time, committed real estate professionals. We are highly selective about who we bring to the team because every single person is a vital part of the overall vision.

## *We do it all.*

It's all in our wheelhouse. The Agency offers the engine in-house to cater to all of your real estate needs, whether searching for a home, commercial space for your business, an investment property, a vacation home in Mexico, or a ski chalet for the holidays.

## *We know our markets inside and out.*

We don't just enter a market. We conquer it. In each location, we seek out the very best real estate professionals—the agents who understand the nuances of each neighborhood. Then we back them up with our vast global reach and resources.

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**WHEN ONE OF US WINS, WE ALL WIN.  
AND SO DO OUR CLIENTS.**



# ENOUGH ABOUT US, LET'S TALK ABOUT YOU.

To help you identify your own vision of home, we've created this interactive worksheet. It's a place to get your thoughts and ideas down as you start thinking about exactly what you want from your new home.

## *What's your ideal location?*

What would you like within moments from home, subway lines, driving distance, flying distance? Would you like to be near the water, park, restaurants, or your office? Let 'er rip.

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## *What kind of home are you looking for?*

One-bedroom, a classic six, pied-à-terre, luxury condo, gut renovation, new construction? You name it, we'll find it.

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## *What's your style?*

Pre-war, post-war, townhouse, traditional, contemporary—there's no wrong answer.

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## *What are my must-haves?*

What do you need in your home? How many bedrooms? An office? Outdoor space?

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## *What would you love to have?*

Park or skyline views, white-glove service, a pool, roof deck, the entire floor of a building? Dream big.

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## *What are your deal breakers?*

If we see these, we won't bother scheduling that showing.

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# READY TO FIND YOUR DREAM HOME?

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*We Can Take You There.*

[THEAGENCYRE.COM](https://THEAGENCYRE.COM)



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