

A GUIDE TO HOME BUYING



kw PARTNERS^{INC}
KELLERWILLIAMS.



**THE LIVING IN
KANSAS CITY TEAM**

KELLER WILLIAMS REALTY PARTNERS

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WELCOME

ABOUT US



We believe that every home buyer deserves a partner who genuinely cares about their journey. We understand that buying a house is not just a financial decision but a deeply personal one, impacting your family and future. That's why we approach every client relationship with empathy and dedication, treating your goals and dreams as if they were our own.

Having been married since 1995, we've built our real estate business on the firm foundation of trust, honesty, and commitment that supports our family values. With three children and five grandchildren, we know firsthand the importance of finding the right house to create cherished memories. A house is more than just a structure—it's a place where families grow, traditions are made, and lives are built.

Our team's extensive experience and deep understanding of the Kansas City market allows us to provide expert advice and guide you through each step with confidence. But more importantly, we take the time to listen, understand your unique needs, and ensure that your home-buying experience is smooth and enjoyable. Your satisfaction is our top priority, and we are here to provide the personalized attention and care you deserve during this exciting time.

Sincerely,

NIKI & JIMMY EZZELL

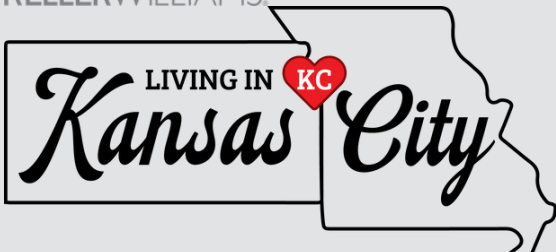
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BUYER AGENCY

THE BUYER AGENCY CONTRACT

The buyer agency contract outlines our duties and responsibilities to you, and explains the relationship between buyer and broker. Much like a listing contract when you sell your home, this document is meant to protect you, give clarification around the service you can expect, and offer transparency around buyer agent compensation.

OUR RESPONSIBILITIES TO YOU

As your real estate agent, our primary responsibility is to act in your best interest throughout the entire buying or selling process. This includes offering expert advice, ensuring transparent communication, and advocating for you during negotiations.

OUR PROMISE

We promise to provide dedicated and personalized service, ensuring your real estate experience is smooth and successful. Your satisfaction is our top priority, and we are committed to going above and beyond to meet your needs.

THE ROLE OF A BUYER'S AGENT

THE VALUE WE BRING TO OUR CLIENTS



Education

With continuous education and certifications, we stay updated on the latest industry trends and best practices. This allows us to offer you the highest level of expertise and service.

Advice, Insight, On-going consultation

We provide ongoing consultation, offering valuable insights and advice throughout the process. From market analysis to property evaluations, we ensure you have the information needed to make informed decisions.

Accessibility & Availability

We are committed to being accessible and available when you need us. Whether you have questions, need updates, or require immediate assistance, we are here to support you every step of the way.

Research

Thorough research is a cornerstone of our services. We analyze market conditions, evaluate comparable properties, and provide detailed reports to help you understand the real estate landscape and make strategic decisions.

Strategy, Offer Prep, Negotiation

We develop tailored strategies, prepare compelling offers, and negotiate effectively on your behalf. My goal is to secure the best possible terms and ensure a favorable outcome for your transaction.

Managing the transaction

We oversee and manage the entire transaction process, from initial offers to closing. This includes coordinating with all parties involved, handling paperwork, and ensuring all legal and regulatory requirements are met.



HOME BUYER ROADMAP

1. BUYER CONSULT

This is where we meet to discuss your options, get your questions answered, and put your list together of must-haves and deal-breakers for your house search.

Time frame: about an hour, give or take

2. PRE-APPROVAL

A pre-approval is a letter from a mortgage company that states they've reviewed your preliminary documents and have approved you for a loan of up to X amount (contingent on collecting more documents & a full review from underwriters).

Time frame: 1-2 days (depending on how fast you can provide docs.)

3. HOME SEARCH

Once you have your pre-approval letter, we can start the fun part- looking at homes! We'll put together your criteria list: must-haves & deal breakers. Then we'll schedule showings to see homes that match your criteria.

Time frame: varies

4. SHOWINGS

As soon as a house hits the market that matches your criteria, we'll schedule a time to meet at the house and walk through it. If a house pops up that you want to see, we should schedule a showing for as soon as possible.

Time frame: 1 showing typically lasts around 20 min, but we have up to an hour to view a home.

5. SUBMIT OFFER

If we are at a showing and you feel like it's "the one", we'll want to put together a purchase agreement and submit an offer as soon as possible!

Time frame: it will only take 10 min or so to go over the offer, I'll type it up, and have you sign it electronically. We'll want to submit the offer asap

6. NEGOTIATIONS

We typically give the seller a deadline of 24 hours to respond to our offer. The seller may send a counter offer. Counter offers can be sent back and forth until both parties are satisfied.

Time frame: varies

7. ACCEPTED OFFER

Once both parties are satisfied, and a signed accepted offer or counter offer is in hand, we can move forward with the loan application, inspections, & appraisal. Deadlines to get all of those things done will be outlined in the offer.

Time frame: varies

8. FINANCING

Now that you have an accepted offer, you'll need to officially apply for the loan. The underwriting will begin, and you may be asked to submit more documents, until the lender is satisfied and they give final approval.

Time frame: 30-45 days

9. INSPECTIONS

In the meantime, we'll order any inspections you'd like to have done at the home. We'll review the reports together, and decide if there are any items you'd like to request the seller have done prior to closing.

Time frame: order inspections asap. 10-12 days to respond

10. APPRAISALS

Your lender will order an appraisal on the home. They will require payment from you prior to ordering this. This needs to be done as soon as possible after you received an accepted offer.

Time frame: this can take up to 10 days or so to receive the appraisal report

11. FINAL THINGS

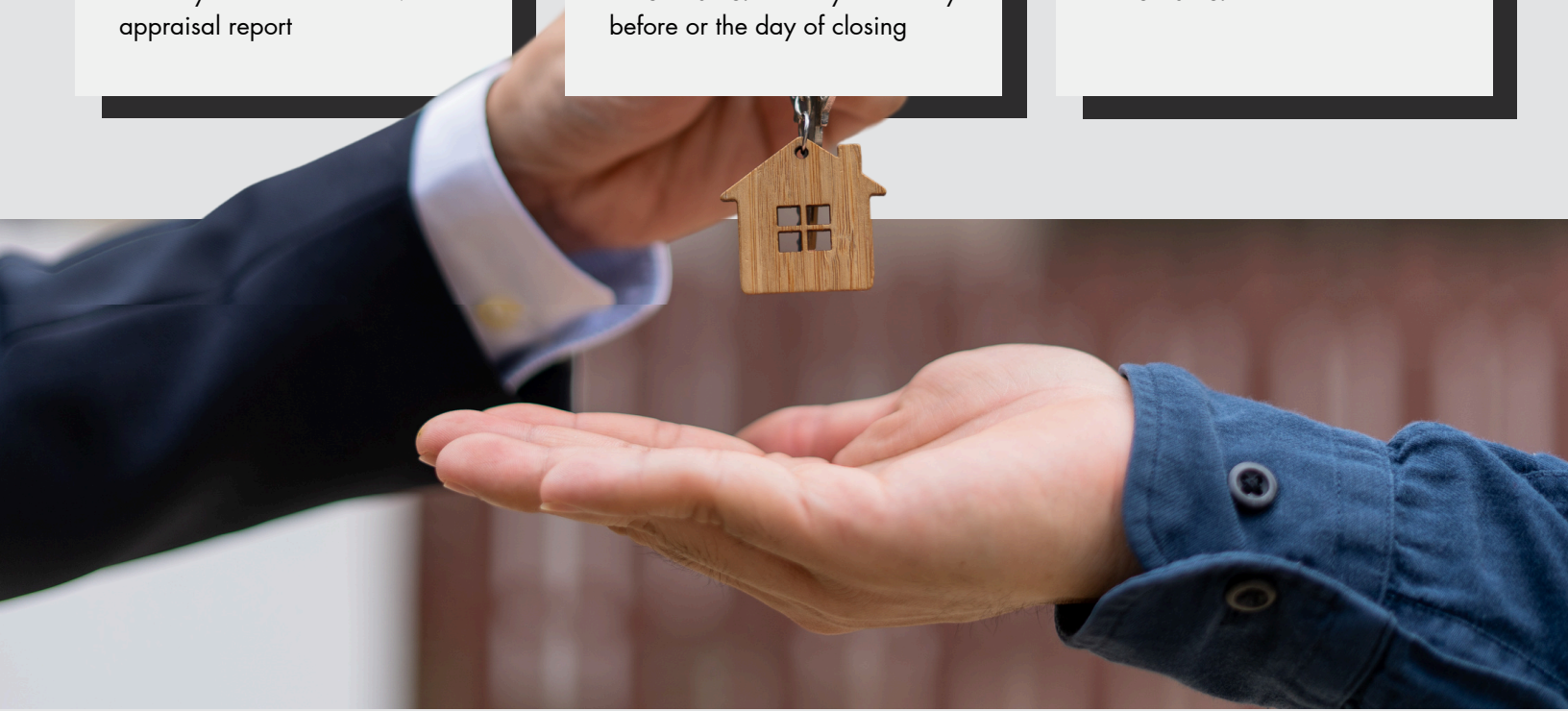
As we get closer to closing, we'll remind you to get utilities scheduled at your new home. We'll also have you wire your funds for closing to the title company, and we'll do one final walk-through at the home before signing closing docs!

Time frame: usually the day before or the day of closing

12. CLOSINGS

We will have a scheduled day and time to meet at the title company to sign closing docs with the sellers. You will be provided the keys to the home (unless a different possession date was negotiated). Yay! You bought a home!

Time frame: about an hour



BUYER EXPENSES

UPFRONT

EARNEST MONEY: typically around 1% of the purchase price. Will be turned in within 2 days of an accepted offer.

INSPECTIONS: a general inspection typically starts around \$500 (but depends on the size of the home). Add-ons will cost more: sewer line, termite, radon, well, septic, pool, etc). We would recommend budgeting for \$500-\$700.

APPRAISAL: usually around \$450. The lender will charge you for this before ordering the appraisal, which needs to be ordered as soon as you receive an accepted offer.

BUYER EXPENSES

AT CLOSING

DOWNPAYMENT: minimum down payment will be 3% of the purchase price, depending on the type of loan. You can put more down if you'd like, if you are willing and able!

LENDER & TITLE CO FEES: These are lumped in as part of your "closing costs," and they vary depending on the lender and title co you close with. Your lender can provide you with an estimate of what your closing costs will be.

PREPAID INSURANCE: a few months of your homeowner's insurance premium will be collected at closing. Contact your insurance carrier for a quote once you receive an accepted offer.

GETTING PRE-APPROVED

A pre-approval is needed to submit an offer. It gives the seller proof that a lender has reviewed your preliminary documents and has determined you are very likely going to be approved for a loan to buy their home.

SHOPPING FOR A LENDER

It is a good idea to speak to a couple different lenders before deciding who you'd like to work with. When interviewing loan officers, ask them the following:

- What is the best type of loan for me?
- Do we qualify for any special loan programs or discounts?
- Are your rates, terms, fees and closing costs negotiable? (and what are they?)
- When can you lock in my rate, and how long is it locked for?
- Will we have to pay for private mortgage insurance (PMI)? If so, how much will that cost?
- Can we buy down points for a lower interest rate?
- How much should we expect to pay in closing costs?

Initial docs needed for a pre-approval letter:

- Recent tax returns
- W-2 forms
- Paystubs
- Bank Statements
- List of monthly debt
- Credit report (you will give them permission to pull your credit. It will not drastically effect your score, but you want to limit the amount of pulls if you are shopping lenders).



FINANCING: WHAT NOT TO DO WHEN BUYING A HOME

You want to avoid doing any of the following during the process of buying a home, because they will affect your ability to get approved for the mortgage loan.



 **Change jobs**


 **Buy a vehicle**

 **Spend excess money**

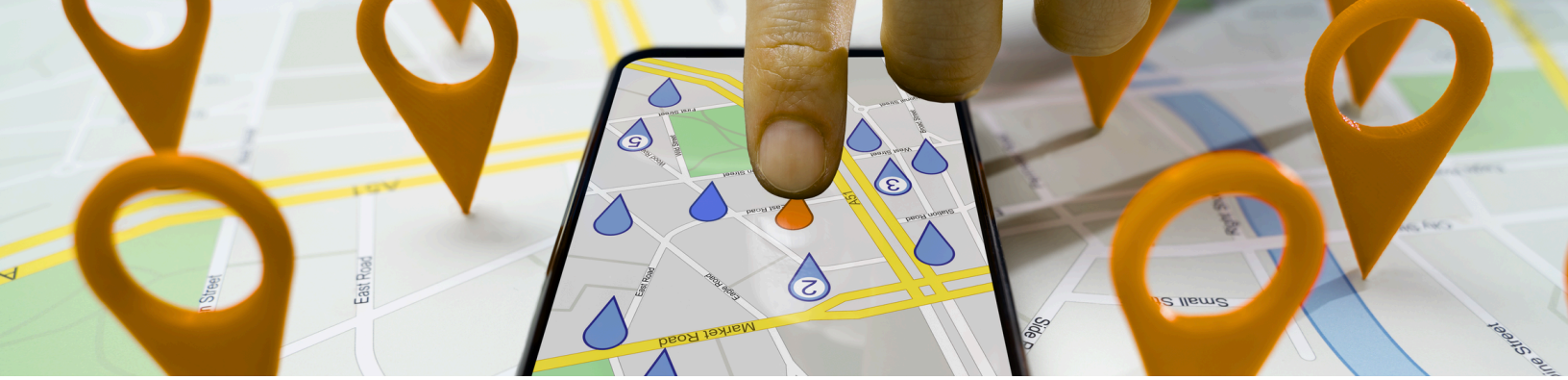
 **Make large deposits**

 **Co-sign another loan**

 **Change bank accounts**

 **Open new lines of credit**

 **Omit debt from loan application**



THE HOME SEARCH

HOW SHOWINGS WORK



The Who

When there is a house or homes you'd like to view, you'll contact us right away and we'll schedule a time to meet at the homes. The seller will not be there.



The How

We will take care of requesting showings to view homes. Once the seller and/or listing agent approves our request, We will be provided with the access info. Only licensed Realtors® are given this info to access the house for showings.



The When

We are only allowed in the house during the scheduled frame. Typically, we can schedule a 1 hour block of time at a home (although we don't HAVE to use up that whole hour if we don't need it). When a house you are interested in hits the market, we want to go view it as soon as possible.



VISITING OPEN HOUSES

If you are out and about, feel free to stop by open homes! Just let the hosting real estate agent know that you do have a Realtor representing you already.

INTERESTED IN NEW CONSTRUCTION?



WE CAN ASSIST YOU WITH NEW BUILD HOMES!

Buying a new build is easier and safer with agent representation, and best of all, it costs you nothing! Here's the process;

- 1** Check out www.livinginkansascityteam.com for available inventory
- 2** Let us know of any communities you like
- 3** We will set an appointment at your convenience to go see any homes of interest

BENEFITS OF AGENT REPRESENTATION:

- ✓ New build communities each have their own 20+ contract which is written in their favor and for their benefit. We will review and explain the contract
- ✓ We negotiate on your behalf to ensure you get the best possible price, incentives and terms.



SUBMITTING AN OFFER & NEGOTIATIONS

When you find the house you LOVE- it's ti to make an offer! We will go over the purchase agreement together, fill in our price and terms, and we will submit it to the listing agent.

The offer will include a deadline for the seller to respond to us (typically around 24 hours, sometimes shorter).

THEN, THE SELLER HAS 3 OPTIONS

ACCEPT

REJECT

If the seller is not satisfied with your offer in any way, or think you are too far apart in price, they may simply reject the offer.

COUNTER

They can choose to send a counter offer, asking to change the price, or any other terms from the original offer.

ACCEPT

If the seller is satisfied with the offer as it is written, they may accept the offer and we'd all move on with next steps!



How counter offers work

If the seller sends us a counter offer, they will **ONLY** counter the items they want **CHANGED** from the original Purchase Agreement. If an item is not mentioned in the counter offer, that means they are ok with it, and it carries over legally in the agreement.

You can then either: sign and accept their counter offer, **OR** send a counter offer back to them. This can go back and forth until both parties are satisfied.

TAKE NOTE: Nothing is officially "accepted" or "countered" until the signed document has been delivered from agent to agent via email. An offer or counter offer may be rescinded at any time prior to the delivery of the signed, accepted document.

THE PURCHASE AGREEMENT

CONTRACT DETAILS

1

PRICE

The price in a purchase agreement is the amount the buyer agrees to pay the seller for the property. This includes the initial offer price and any negotiated changes before the agreement is finalized.

2

TERMS

Terms in a purchase agreement refer to the conditions and requirements of the sale. This includes financing arrangements, payment schedules, and any other specific conditions agreed upon by both parties, such as the inclusion of certain fixtures or appliances.

3

CONTINGENCIES

Contingencies are conditions that must be met for the sale to proceed. Common contingencies include house inspection results, appraisal values, and the buyer securing financing. If these conditions are not met, either party can cancel the agreement without penalty.

4

CLOSING/POSSESSION

Closing refers to the final step in the real estate transaction where ownership of the property is officially transferred from the seller to the buyer. Possession details when the buyer can take physical ownership of the property, which is usually upon closing but can be negotiated to a different date.

WHAT IF THE SELLER HAS MULTIPLE OFFERS?

If the seller receives multiple offers, **they COULD choose to call for “highest and best.”** This means they will notify all buyers that they have received multiple offers, and will put out a deadline to revise your offer if you wish, and re-submit.

If your current offer is already the best offer you are willing to submit, you can simply re-submit the same offer by the given deadline.

The sellers do not HAVE to call for highest and best. If one offer stands out and they'd like to accept one, they have that right. They don't have to give you a chance to revise or counter.

That is why it is important to always put your best foot forward from the beginning! If you want the home, don't play games.



My best tips to win a multiple offer situation:

- Always submit a pre-approval letter
- Have your lender call the listing agent
- Offer above asking (based on my recommendation)
- Be flexible with the closing date
- Be flexible with possession date
- Appraisal gap coverage
- Escalation Clause
- Inspection repair limits
- Keep the offer as clean as possible with contingencies- if it's not a deal breaker, don't ask for it.



YOUR OFFER WAS ACCEPTED!

NOW WHAT?

As soon as you have an accepted offer, all the deadlines outlined in the contract will begin the day AFTER acceptance was received in writing.

NEXT STEPS

- Turn in earnest money: this will be given to the listing agent's company or sometimes the title company. It will be held in their account and will be applied to the purchase price at closing. Typical deadline: 2 business days.
- Apply for the mortgage loan: you have your pre-approval letter, but now that you have a contract, you'll need to sign the official loan application with your lender. Typical deadline: 7 days.
- Order inspections and respond to inspection report: you'll want to get an inspection ordered immediately so we have time to review it and put together a response. This happens during the "option period" which can be negotiable but is usually between 3-5 days. (Don't Worry, this is more than enough time to get things done right.)
- Pay for and have your lender order the appraisal: contract deadline says "immediately" after accepted offer.
- Get a commitment letter for homeowner's insurance: You'll call your insurance provider (or we can recommend one) to get a quote and commitment letter. The lender will require this before closing. Typical deadline: 10-20 days.

LET'S CHAT INSPECTIONS

CONTRACT DETAILS

The purchase agreement says exactly how many days you have to get all inspections done, and respond to those inspection via an "inspection response."

You may either: WAIVE or RESERVE the right to have independent inspections done within an agreed upon timeline.

Any and all inspections shall be at the **buyer's expense**.

Inspection Response is Required:

If a "defect" is revealed by an inspection, you must: provide the inspection report or relevant parts, and give the seller the opportunity to remedy the defects. The buyer's inspection response will outline/list out the defects you want addressed.

If the seller is unwilling or unable to remedy defect to your reasonable satisfaction, you can either: terminate the agreement (and get your earnest money back), or waive the defects and proceed towards closing.



DEFECT, defined:

A "Defect" means a condition that would have a significant adverse effect on the value of the Property, that would significantly impair the health or safety of future occupants of the property, or that if not repaired, removed, or replaced would significantly shorten or adversely affect the expected normal life of the premises.

TYPES OF INSPECTIONS

You may get the following types of inspections done on your house during the agreed upon inspection response period. Including but not limited to:

- **General inspection**
- **Radon Testing**
- **Termite inspection**
- **Sewer line scope**
- **HVAC/mechanical inspections**
- **Roof inspections**
- **Lead-based paint tests**
- **Mold tests**
- **Structural/Foundation**
- **Well water tests/inspections**
- **Septic System inspections**
- **Pool**





WHAT IS AN APPRAISAL?

An appraisal is the estimation of a home's current market value. A licensed appraiser completes this estimation, which is calculated by comparing recent nearby sold homes to the property that is being appraised.

WHAT IS IT FOR?

Appraisals are required by mortgage lenders to be sure that the money they are lending to a buyer is a fair amount for the home. The lenders want to be sure that the buyers are not overpaying for the property. This is to protect the lender. If the buyer stops making payments on the home, the lender wants to make sure they would be able to sell and re-coup the money that they loaned for the home.

HOW DOES IT WORK?

If you are financing the sale with a mortgage, the lender will require an appraisal to be done on the home. The lender hires a 3rd party appraisal company, who will send an appraiser to your home. They will evaluate your home, look at comparable sales, then send the lender a full appraisal report, which includes the "appraised value" of your home. The buyers typically pay for the appraisal.

TIMING

Appraisals can take a few minutes to a few hours to complete, depending on the details of the house and the appraiser's methods. It usually takes a week to 10 days to complete and send the appraisal report to the lender (or whomever ordered it).

WHAT HAPPENS IF THE APPRAISAL COMES IN LOW?

If the appraised value comes in and it's BELOW the agreed upon purchase price, a few things could happen:

OPTION 1: Either party, buyer or seller, could choose to terminate the contract (unless a different agreement was made in writing upfront, as part of the offer).

OPTION 2: Both parties re-negotiate the purchase price. The seller could agree to sell for the lower appraised value, the buyer (if able and willing) could come up with the difference in cash and move forward at the original agreed price, or a different price, somewhere in-between, could be negotiated.

OPTION 3: After reviewing the appraisal report, if you believe the appraiser to be wrong (maybe you disagree with the comps they used), you could go through an appeal process. But this doesn't guarantee that the appraiser will change the value. In this case, see if the lender will allow a second appraisal. Both parties will have to agree to this, and decide who is paying for the second appraisal.

The reason these are your options, is because the lender will only loan money for (up to) the appraised value. They can't simply add the discrepancy into the mortgage. You, as the buyer, would have to have the extra cash.





FINAL THINGS

A few things need to happen right before closing

Final clear to close - given by the lender, once their underwriters have cleared all conditions and give us the go-ahead to schedule closing with the title company.

Final paperwork - When we get the clear-to-close, the lender gives the final numbers and “closing package” to the title company.

The title company then prepares their closing documents based on what was provided by the lender. Those documents then go BACK to the lender for final approval, before final numbers are given to the agents and their clients.

Final walk through - The house needs to be delivered in the same or better condition as when they made the offer. The buyers will likely schedule a final showing at the house so they can walk through and verify this.

Utility Transfer - You'll want to make sure you call your utility companies to transfer the utilities out of your name. You'll simply tell them you are moving, and give them your closing date. Have them turned off in your name the day after closing.



CLOSING

Both parties will find a time they can meet at the title company (on the closing date agreed to in the contract) to sign all the documents necessary for closing.

The title company "closer" will go over all the documents with each party, will get all signatures needed & notarize, then they will get the deed recorded and transferred with the county.

WHAT TO BRING:

All you will need to bring to closing is a valid photo ID that is not expired.

SENDING THE WIRE

As soon as we get the clear to close from the lender, the title company will work up the "settlement statement", breaking down all the numbers, including the final amount you need for closing. You can choose whether you want to wire funds or bring a cashier's check to closing. If you are sending a wire, we will get the title company's wiring instructions, which your bank will need to send the money. Ideally, this is done the day prior to closing, to make sure the money gets transferred in time for closing.

KEYS AND POSSESSION

The buyer will get possession as outlined in the purchase agreement, at which point you'll give them the keys & garage openers. This may be at the closing table, or at a later date if you have agreed to give the seller post possession.



MEET YOUR TEAM



Niki Ezzell
Realtor
Team Co-Founder



Jimmy Ezzell
Realtor
Co-Founder & Team
Lead



Courtney Medlin
Realtor - Buyer &
Sellers Agent



Abby Chitty
Transaction Coordinator

TESTIMONIALS

FROM MY BUYER CLIENTS



What an amazing experience. Niki was called at one of our darkest moments. And in days we went from [potentially being] homeless to putting an offer on our forever home. May 1st was behind us which Niki Ezzell 9 days later changed our lives. The following month June 10th we closed and our family and her expertise has forever shaped our lives. Thank you does not seem like enough.

Valarie C. - Piper, KS



Niki made both buying and selling our homes super easy! She walked us thru each step personally and provided help with home improvements, painting and cleaning. I highly recommend Niki and her team. Thank you, Niki!

Debra C. - Blue Springs, MO



When it came time to find a Realtor, I knew that the one to pick would be Niki Ezzell. I was not mistaken. Within 3 days, I had contracts on my home and a new home. It was seamless, easy for me, smooth as silk and quick. Thanks so much for all of your help and support during this transition.

Connie R. - Shawnee, KS

TESTIMONIALS

FROM MY BUYER CLIENTS



Niki was amazing from the beginning to end. She was so knowledgeable and helped us write up a very strong offer that led to us getting accepted on only the second house we put an offer on. That is super tough in today's market. She was so patient and answered every single one of our questions. I can't recommend her enough!

Ashli B. - Basehor, KS



We really enjoyed working with you! The best Realtor in Kansas City as far as I'm concerned!

Jacque E. - Olathe, KS



Niki was very dedicated to getting top dollar for the home we were selling and help us find the home we dreamed of in a very competitive market. We put Niki to the challenge looking for our dream home on an acreage, with a pond. She did everything in power to research and find the information needed exceeding our expectations.

Amy A. - Olathe, KS



NEXT STEPS



If all your questions have been answered, and we decide to work together, we'll go over the buyer agency contract, get you pre-approved (if you aren't already!), and then we can start looking at homes! (The fun part!)

Sincerely,
NIKI & JIMMY EZZELL

NEW HOME WISH LIST

MUST HAVES & DEAL BREAKERS

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NOTE :

VIP BUYER AGENCY AGREEMENT

OUR EXCLUSIVE SERVICES



We will assist you in finding a lender to secure financing appropriate to your specific situation (you may use whomever you like).



We will update you regarding any properties that match your **particular buying criteria** to make sure you are always aware of each and every house that is available (**including access to our exclusive "secret seller" properties**).



We will arrange a private showing of any property, including new construction.



When you find a property you love, we will discuss a strategy with you regarding price, financing terms, possession date, and anything else you want to know.



We will prepare the offer with the terms, provisions, and addendums weighted in your best interest. We will present the offer on your behalf, and then negotiate in your best interest to help you secure the property at the best possible price and terms.



We will recommend affiliates with respect to your purchase: House inspector, termite inspector, title insurance, house owner insurance, etc. (**Subject to your approval**)

OUR GUARANTEES

BONUS: Our exclusive buyer satisfaction guarantee! We are so committed to finding the perfect house that if you're not 100% satisfied with the house you purchase with us representing you, we will sell it without charging you any commission for our listing agent services! All that is required for you to take advantage of this amazing guarantee is that you notify us within 3 months of the purchase of your house and that you use Niki or Jimmy Ezzell to represent you on the purchase of your next local home.

BONUS: Our Cancellation Guarantee! This contract may be canceled at any time for any reason by either party with 10 days written notice.

In return for these service, you agree to:

You understand our fee of 3% of the purchase price will be paid to EXP Realty from the proceeds of the sale. Please notify us of any property you wish to view and inform other agents, sellers and builders that we are working with you as your agent. This agreement automatically expires one year from today's date unless cancelled earlier by either party in writing with 10 days notice

Printed name _____ Date _____ Buyer Signature _____

Printed name _____ Date _____ Buyer Signature _____

Agent Printed name _____ Date _____ Agent Signature _____



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