

A modern, multi-story house with large glass windows and a balcony. In the foreground, there is a swimming pool with a glass railing. A dog is standing on the patio area next to a round, light-colored lounge chair. The house has a contemporary design with a mix of glass, concrete, and wood.

# INTERO

## HOME BUYERS

## GUIDE

(510) 517-3943 | [www.bonitajacobs.com](http://www.bonitajacobs.com)



# INTERO

## MEET

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# Bonita Jacobs

Bonita Jacobs was born in San Francisco, CA. Bonita is a native bay area resident who has extensive experience in Northern California. Bonita is a people person and has been known for her problem solving and obtaining results. Her passion for success and helping others to succeed and accomplish their goals is one of her top characteristics.

Bonita embodies an extensive dedication to the real estate community. She has owned her own real estate and performed property management for over 20 years. If you are looking to invest into real estate Bonita is the one you want on your side. Her knowledge and expertise in this area gives her clients an advantage. Bonita has deep knowledge of San Francisco and Oakland, and prides herself on understanding the real estate dynamics, neighborhoods and important information needed when assisting her buyers and sellers.

Within the first meeting of Bonita you will feel comfortable with her, as she will relate to your situation on a personal basis and tap into what your wants and needs are. You will experience her confidence, knowledge and compassion. Bonita is known for her negotiation skills, is tenacious and dependable. She has always been disciplined, professional and of high integrity.

Bonita loves reading, traveling, dancing and learning new areas. On her free time, she participates in fund raising, holiday toy drives, misc. charity associations and will donate to colleges in need. Bonita holds a BS in Health Science...

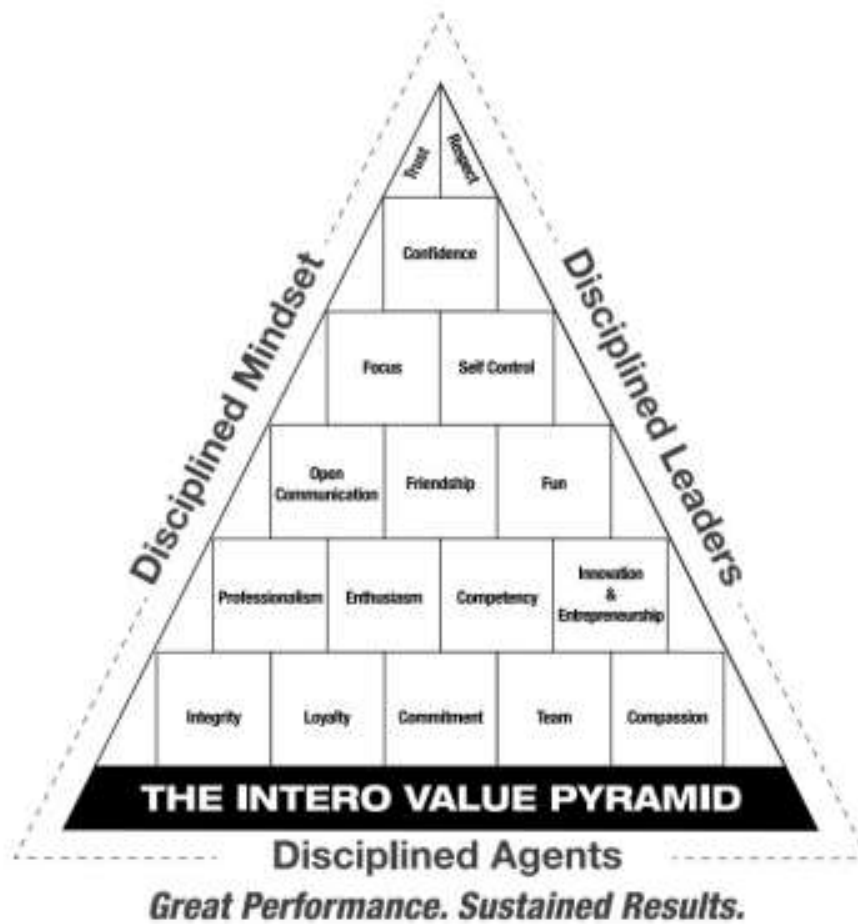


# NEGOTIATING

We're on your side.

Intero is a company you can rely on and trust to remain totally focused on representing you and your best interests when it comes time to negotiate the sale of your home. Our agents are trained and coached by some of real estate's most well known negotiators.





# VISION & VALUES

- Integrity
- Compassion
- Loyalty
- Commitment
- Team
- Professionalism
- Enthusiasm
- Competency
- Innovation & Entrepreneurship
- Open Communication
- Friendship
- Fun
- Focus
- Self-Control
- Confidence

## INTERO



A modern house with a steep, gabled roof covered in solar panels. The house has light-colored horizontal siding and a balcony with a metal railing. The foreground shows a paved area and some greenery with red flowers.

# 5

STEPS



# TO BUYING YOUR DREAM HOME

## 1 CONSULTATION

We'll sit down together and help you determine your needs, wants, and goals, while offering my personal industry expertise and strategies for bringing your vision to life.

## 2 PROPERTY

Through vetting every possible home option for you — even exclusive and off-market opportunities — I determine your best options and accompany you in viewing them to make sure everything is above board.

## 3 PRODUCE OFFER

Once we find the home of your dreams, we'll submit an official offer — including but not limited to sale price, inspection contingencies, and closing costs. The seller then has time to accept, reject, or counter your offer.

## 4 ESCROW

With your offer accepted, we enter a 30-day Escrow period. This involves a neutral third party company that holds funds while conducting a thorough underwriting process to ensure all aspects of the contract are upheld properly.

## 5 CLOSING

Before you know it, your home-buying adventure is complete! I'll be there to hand over the keys to your new home and make sure everything is in order not only now, but in the months and years to come.

# THE ESCROW PROCESS

## WHAT IS AN ESCROW?

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Buying, selling, or refinancing real property usually involves the transfer of large sums of money. It is imperative that a natural third party, known as the Escrow Holder handles the transfer of these funds and related documents from one party to another. When opening an escrow for a refinance transaction, the borrower and lender establish the terms and conditions of the loan - it is the responsibility of the Escrow Officer to see that these terms are carried out.

The Escrow Holder impartially carries out all written instructions given by the principals (borrowers). As a natural third party, a Title Company oversees the escrow process to ensure that all conditions are met.

## THE ESCROW HOLDER'S DUTIES INCLUDE:

- Serves as the neutral third party and the liaison between all parties involved
- Request a Preliminary Report to determine the status of the title to the property
- Prepares the escrow instructions
- Complies with lender's conditions and prepares necessary documentation
- Request payoff demands for anything to be paid through escrow
- Request the Deed and other related documents
- Receives closing instructions, documents, borrower's funds and reviews file to determine that all conditions have been met
- Closes the escrow
- Disburses funds as authorized by instructions, including changes for title insurance, recording fees, lender fees, and loan payoff
- Issues the Title Insurance Policy for the borrower and the lender

## WHAT DO I NEED TO PROVIDE?

You may be asked to complete a Statement of Identity as part of the paperwork. Because many people have similar names, the Statement of Identity is used to identify the specific person in the transaction through such information as date of birth, social security number, etc. This information is considered highly confidential.

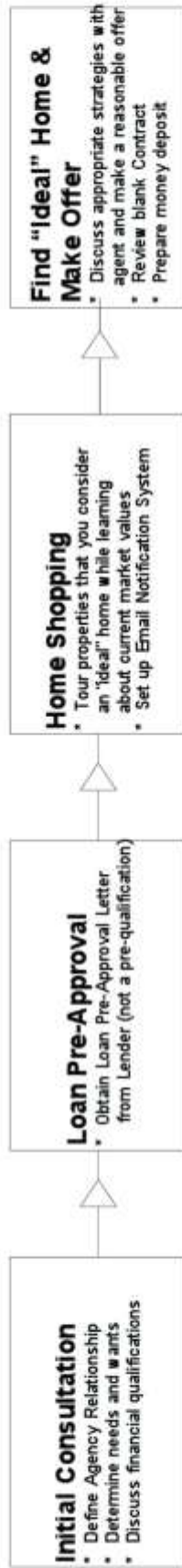
## WHEN DO I SIGN ESCROW INSTRUCTIONS?

Approximately 4-6 days before closing, the Title Company will contact you or your lender to schedule a signing appointment.

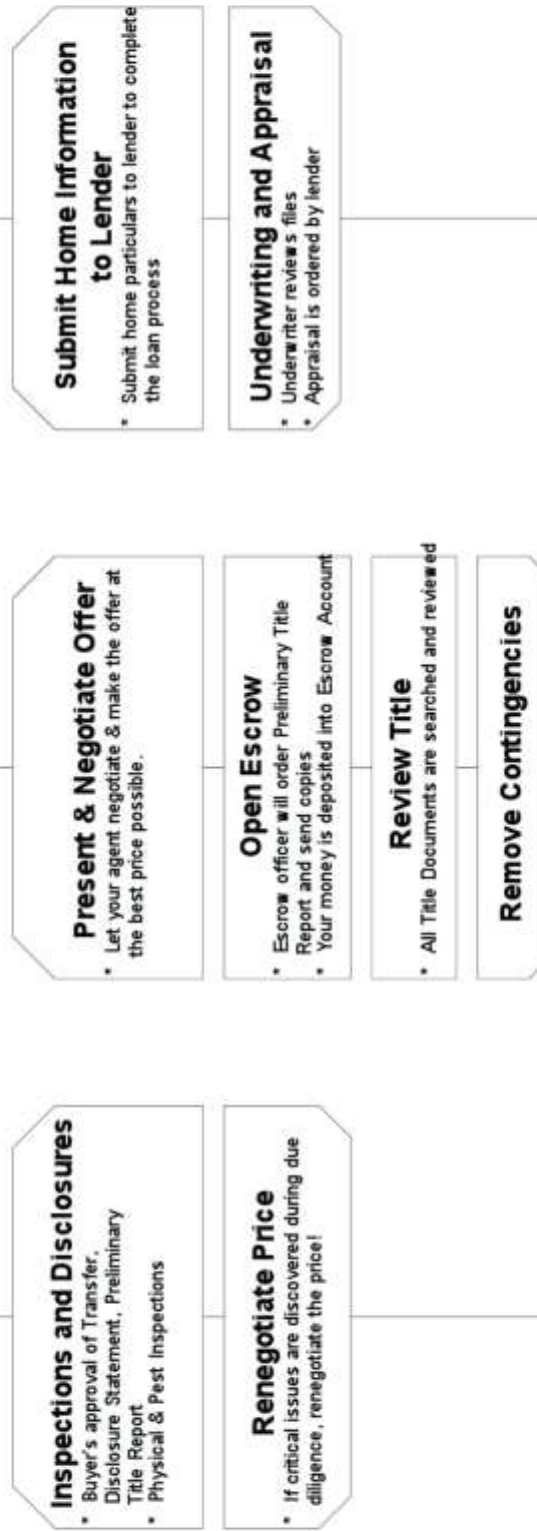


# The Buying Process

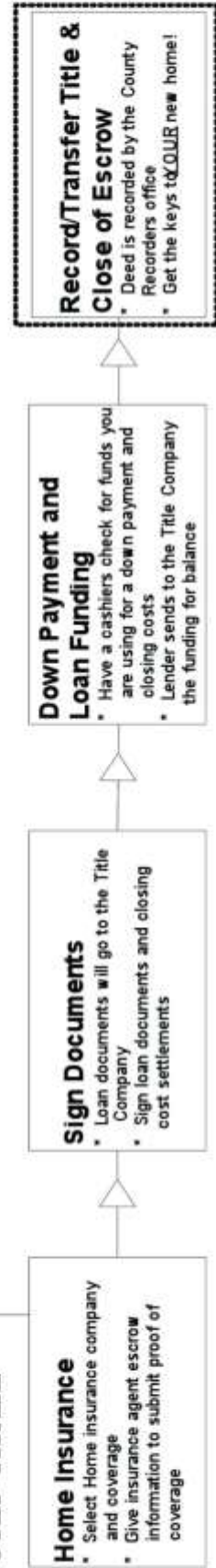
## STEP ONE



## STEP TWO



## STEP THREE







# UNDERWRITER REQUIREMENTS

- ☐ List of addresses where you have lived for the last 2 years
- ☐ List of employers for last 2 years including job title, address, phone number, and dates of employment
- ☐ Pay stubs for most recent 30 days
- ☐ W2's for 2021 and 2020
- ☐ Federal Tax Returns for 2020 and 2019 with all pages and schedules. If you own a corporation or partnership, we'll need all corporate / partnership returns and k - 1's for the past 2 years.
- ☐ Asset account statements covering most recent 2 months with all pages ( even if they are blank pages - not and internet summary page. Full PDF statements ok ).
  - Checking / Savings / CD
  - Stock / Bonds / Investment Accounts / Retirement, 401k Account
  - Any other liquid assets
- ☐ Driver's License
- ☐ If not US citizen, copy of your green card ( front and back ) or applicable residency docs, work visa, and passport ( photo page )
- ☐ If you currently own other Real Estate property, ( second homes or rentals ) we need the following for all properties:
  - Hazard insurance declaration page
  - HOA payments coupon ( if applicable )
  - Most recent mortgage statement
  - Most recent tax bill
- ☐ Current credit report to be obtained by lender
- ☐ Divorce Decree / Bankruptcy Documentation if applicable

# THE LOAN PROCESS

Unless you are paying cash for your property, you will need to apply for a mortgage loan. Your lender can explain current financing options and help you select the right type of loan for your situation.

## THE FOLLOWING DETAILS THE STEPS TO SECURING A LOAN:

### 1

#### Pre-Qualification / Interview

- Application Interview
- Lender obtains all pertinent documents to avoid delays
- The lender opens the transaction with a Title Company

### 2

#### Order Documents

Within 24 hours of the application, the lender will request:

- Credit report, appraisal of property, verification of employment, mortgage or landlord ratings, funds to close
- Preliminary Report and a Preliminary Good Faith Estimate of your cost and loan details from Placer Title Company
- Picture ID, W2's (2 years), A certificate of Eligibility, DD214 (VA only), and any other necessary supporting documentation

### 3

#### Loan Submission

- Loan package is assembled by the Loan Officer and submitted to the underwriter for approval

### 4

#### Loan Approval

- Generally takes 24-72 hours
- Parties are notified of approval and conditions to the loan

### 5

#### Documents Prepared by the Lender Within 1-3 days after loan approval

- Loan documents are completed and sent to the Title Company
- Borrower is notified of how much money is necessary to close the loan
- Borrower will come to the Title Company to sign all final documents

### 6

#### Funding

- Lender reviews the loan package
- Funds are wired to the Title Company

### 7

#### Recording Documents

- Title Company records the Deed of Trust at the County Recorder's Office securing the lien against the property
- Funds are disbursed to the appropriate parties
- Escrow is officially closed



A photograph of a modern two-story house at dusk. The house features a grey shingled roof, white trim, and a large multi-paned window on the second floor. The first floor has a white brick section with a grey door and a large white garage door with a grid pattern. A black text box is overlaid on the left side of the image.

# CLOSING COST

In the next page are some typical closing cost you may incur during the home buying process.



## **Title Insurance Premium**

- Fee paid by an individual to insure a marketable title or, in the case of a lender, to insure the lien position.

## **Transfer and Assumption Charges**

- Fees charged by a lender to allow a new purchaser to assume the seller's existing loan.

## **Inspection Fees**

- The cost for inspections performed. Example: pest, home, roof, etc.

## **Recording Fees**

- Fees assessed by a County Recorder's Office for recording legal documents of a real estate transaction.

## **Loan Fees**

- Fees charged by a lender in connection with the processing of a new loan. These may include points, origination fee and credit report.

## **Prepaid Interest**

- Depending upon the time of month a loan closes, the per diem charge may vary from a full month's interest to a few day's interest.

## **Escrow Fees**

- Fees charged by a title and/or escrow company for services rendered in coordinating the closing and preparing documents necessary to close a real estate transaction.

## **Taxes**

- The buyer may be required to reimburse the seller for property taxes, depending upon the month in which the transaction closes.

## **Homeowner's Insurance**

- Lenders typically require the first year of fire and hazard insurance be paid by escrowing funds.

# OUR VALUES

## INTEGRITY

We believe in honoring our word.

## HONESTY

We see our clients as partners and approach every transaction by solely promoting their best interest.

## COMMUNITY

Our community is part of our identity. We are always involved either through charities or other initiatives to make our neighborhoods a better place.

## AUTHENTICITY

Genuine relationships are the foundation upon which we have built our success.

## EQUALITY

Every client deserves and receives the same great service.

## TECHNOLOGY

We stay at the forefront of the industry by educating and providing cutting-edge tools to our agents.





# THANK YOU

In everything I do, I am driven to help others, because behind every transaction there is a vision, a goal, a dream waiting to come to life.

In doing so, I bring my expertise, my instincts from years of experience, and my complete dedication to you.

This is only the beginning of an exciting journey to a bright and shining new future. And it's only the beginning of my commitment to servicing your every real estate need.

Thank you for the opportunity to help you find your perfect home!



# INTERO



**FIRST LAST**  
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