



# SELLER'S

G U I D E

P R E S E N T E D B Y

Windermere Real Estate

Bellevue Commons Inc.

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# CHECKLIST TO PREPARE FOR YOUR OPEN HOUSE

- A-Boards
- Yard Sign
- Property Profile Flyers
- Turn on Soft Music
- Turn On All Inside Lights
- At Night Turn On All Outside Lights
- Open All Doors Inside the Home Except Closets
- Put Money and Other Valuables Away and Out of Sight
- Portfolio of Blank Purchase and Sale Agreements
- Calculator
- Guest Register



# ADVISORY LIST OF RESALE VALUES

## CONFUSED??

What is that deck worth??

What about the wonderful kitchen??

Just how much did those improvements increase the value of your home??

The National Association of Remodelers has prepared this advisory list for homeowners and other interested parties to use when trying to determine the value of the improvements that have been made to a home.

### AVERAGE PROJECT COST VS. RESALE VALUE

PROJECT	AVERAGE REMODELING COST	AVERAGE RESALE VALUE	% OF COST
Add a Full Bath	\$ 9,130	\$ 8,761	96%
Add a Fireplace	3,513	3,321	94%
Kitchen (Minor)	7,266	5,701	79%
Kitchen (Major)	20,527	14,460	70%
Remodel Bathroom	6,370	4,358	69%
Add Skylight	3,335	2,280	68%
New Siding	6,538	4,453	67%
Add Insulation	1,535	983	65%
Room Addition	29,786	18,403	62%
Reroofing	3,964	2,432	61%
Add Wood Deck	5,531	3,261	60%
Greenhouse Addition	15,290	8,476	56%
Replace Windows & Doors	10,556	5,832	55%
Add Swimming Pool	20,692	7,776	39%

When you need assistance establishing the current market value of your home, call us. We will provide you with a **free market appraisal**.



# WHAT TO LOOK FOR BEFORE THE APPRAISER ARRIVES

- Roofs** ..... Should be clean and free from moss and debris. Should be able to be checked and certified to be in good condition with at least five years remaining life if called for by appraiser.
- Gutters** ..... Replace any rotted gutters and make sure firmly attached. All downspouts should be attached and in working order. Splash blocks or some type of drainage system is required to direct gutter drainoff away from foundation.
- Attic Spaces** ..... Must be accessible – if it is beyond reach of a 5 foot ladder, it is the responsibility of seller to provide an extension ladder or other access. There must be adequate cross flow ventilation. Any vents should be screened or louvered.
- Crawl Spaces** ..... Check entrance to crawl space – must be accessible to appraiser. Make sure there is no earth-to-wood contact on door or dry rot. Need vapor barrier in place (plastic visquine). No debris under house. There should be foundation vents at four corners to provide cross ventilation – porches must also have vents. All vents should be screened or louvered to prohibit entrance by animals.
- Exterior of House** ..... Check perimeter of house and attached decks and porches for any earth-to-wood contact, earth to be no closer to wood than 6 inches. Check for any chipped or peeling paint up to five foot height and repair (FHA is sensitive to possible lawsuit involving Lead Paint). This also pertains to inside paint. It's best to sand down and repaint any questionable areas before the appraiser arrives.
- Hot Water Heaters** ..... Must have a pipe for the pressure relief valve within 6 inches of a concrete floor or must be vented outside. Venting to crawl space is unacceptable.
- Plumbing** ..... Should be in good working order – check for leaks.
- Bathrooms** ..... Check for softness at base of tubs, showers and at base of toilet. Check soundness of wall surrounding tub and shower for softness, loose tiles and adequate caulking.
- Heat Source** ..... Heating system should be adequate to heat all rooms to 70 degrees. (Space heaters are not acceptable for more than 750 square feet).
- Electrical Systems** ..... 60 AMP service is acceptable. 200 AMP service may be necessary with full electric heat – less may be acceptable for small houses. If service is not adequate, installation of a new electric service adequate to carry the existing load is required and a copy of the signed-off electrical permit from the local authority having jurisdiction must be obtained. **Kicker Boxes**—one kicker panel in addition to main service is acceptable. Two or more are unacceptable and a new service must be installed.
- Septic Tanks** ..... Must have Country Health Department report which will require proof of recent pumping or must be pumped to closing. If there are any problems noted on the report or there have been failures in the neighborhood, an inspection will be required by a licensed sanitary engineer.

We have the knowledge & experience  
to help you with your real estate needs.  
Call us.

## DEFINITION OF TERMS

- Prepayment Penalty** ..... Additional amount you must pay your lender when you pay your loan in full before it is due.
- Interest Adjustment**..... Amount of interest due on your existing loan at the time of closing.
- Total Costs to Seller** ..... Total charges to the seller at the time of closing including all commissions, fees, settlement costs, and loan payoffs.
- Estimated Net to Seller** ..... Amount of money the seller will have left after closing of escrow. This is how much of the purchase price the seller actually gets, after paying off the loans and covering all costs.
- Title Policy** ..... A one-time premium that you pay to the title insurance company for protection against loss or damage in the event of an incorrect search of public records and/or misinterpretation of title. In addition to serving as an insured statement of ownership, the TITLE INSURANCE policy also shows what the title on your property is subject to in terms of liens, taxes, encumbrances, deed restrictions, and easements. TITLE INSURANCE protection continues until the insured's interest in the property is conveyed.
- Escrow Fee** ..... Estimated amount you pay the escrow holder for preparing papers, accounting for all funds and coordinating all parties involved in the sale transaction.
- Termite Inspection** ..... Charge for termite inspection of all structures included in the sale. This fee varies with the size and number of structures on the property.
- Reconveyance Fee** ..... Amount you pay to transfer the title of your property to the next owner.
- Discount Points** ..... A one-time charge used to adjust the yield on the loan to what market conditions demand. Each "point" equals one percent of the mortgage amount.
- Document Fee** ..... Amount paid for document preparation.
- Yearly Real Estate Taxes  
Prorated to Close Date** ..... Total yearly real estate tax prorated to the closing date.

Please allow us to be of service  
for your real estate needs.

# LOAN PROCEDURES

