

A GUIDE TO

Selling Your Home



Judy Martin
REAL ESTATE



JUDITH MARTIN, CBR

"We Go The Extra Miles"

CENTURY 21 Redwood Realty

Serving MD and Virginia

Cell: 301-379-1700

Judymartinsells@gmail.com

Judymartinsellshomes.com





European Granite
Design

FACTORY DIRECT KITCHEN COUNTERTOPS & ALL WOOD CABINETRY



Residential & Commercial Countertops, Flooring & Tiling • Granite, Quartz & Marble
Design & Layout Service • Quick Order to Delivery Time • 0% Financing for 18 months

ORIGINAL LOCATION SINCE 2003

7702 Old Alexandria Ferry Road | Clinton, MD 20735

301-579-3905

www.europeangranitedesign.com

Proudly serving the Military, DoD & Civilian employees around the DMV! Fully Bonded and Insured MHIC# 102070

FLAVELL HOME STAGING
Staging & Decorating To Get Your House Sold

IN THIS COMPETITIVE REAL ESTATE MARKET, YOUR HOUSE NEEDS TO STAND
OUT TO BE NOTICED BY BUYERS - *THAT'S WHY IT IS IMPORTANT TO STAGE.*

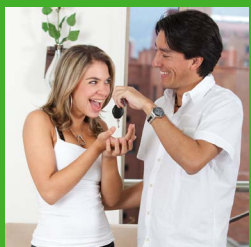
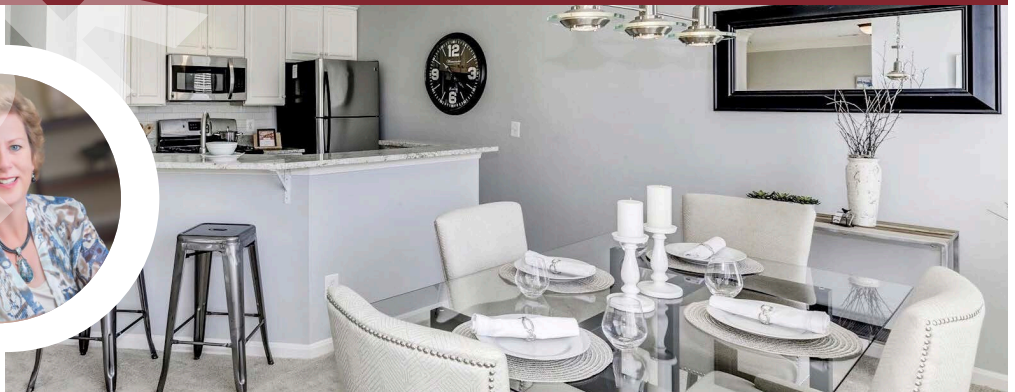
JESSICA FLAVELL

Flavell Home Staging

P: 301-802-8367

www.flavellstaging.com

**WE HELP SELLERS GIVE
THEIR PROPERTY THAT
WOW FACTOR!**



Let us make your homeownership
dreams come true!

THE JEFF STEMPLER TEAM

Mortgage Loans for DC, MD, and VA

PRE-QUALIFY NOW:

www.jeffstemplerteam.com

- ✓ First Time Home Mortgage Programs
- ✓ Clear, timely communication
- ✓ Top 1% of Mortgage Lenders in Country
- ✓ LOCAL, you will always speak directly with us

JEFF STEMPLER

Mortgage Loan Officer

NMLS 171047

(301) 674-3975

jstempler@firsthome.com



This is not a guarantee to extend consumer credit as defined by Section 1026.2 of Regulation Z. Programs, interest rates, terms and fees are subject to change without notice. All loans are subject to credit approval and property appraisal. First Home Mortgage Corporation NMLS ID #71603 (www.nmlsconsumeraccess.org)



Meet Judy!

In my 29+ years of experience I have helped hundreds of families buy and sell their homes. My business goal has always been to obtain the most money for my clients in the shortest possible time, with the least amount of hassle. I have created systems to stay in constant communication with my clients. More than 50% of my business today comes from past client referrals or repeat business; people referring someone they care about to someone they trust.

I am Certified and trained to assist USAA and Navy Federal members and corporate relocation anywhere in the world.

My clients are my top priority and always #1! My personal goal has always been to listen to my clients needs, time frames, and financial objectives to give them the most positive experience whether selling or buying a home. Exceptional, Personable representation, and fiduciary duty they expect and deserve.

When I am not doing Real Estate I enjoy running, biking, hiking, swimming, skiing and reading. One of the best past times is spending time with family and friends!

JUDITH MARTIN, CBR

"We Go the Extra Miles"

CENTURY 21 Redwood Realty

Serving MD and Virginia

📞 Cell: 301-379-1700

@ judy_a_martin@c21redwood.com

🌐 Judymartinsellshomes.com



What People Are Saying

"Judy was a great agent, and I would highly recommend her to my friends/family and anyone looking to buy a house in general. The process was smooth from start to finish and she was very accessible whether via phone calls, text or emails. She is patient, polite and professional and any new homebuyer should feel comfortable working with her. I chose her over 3 other agents, largely because of how candid, honest and forthcoming she was. The process was exceptional."

~ David Darby, Bowie MD

"My wife and I recently moved across the country from San Diego to Maryland and were lucky enough to find Judy. We were first time home buyers and my wife only had one afternoon to look at houses on her visit to Maryland before we moved. Judy accompanied my wife to look at a couple of houses and we initially decided on one, but found another we thought would be a better fit for our family after my wife had returned to California. Judy was kind enough to drive a good distance out of her way to look at the home for us, and upon seeing it told us she thought it was a great fit. She was spot on. Not only did we find our dream home based solely on pictures and her opinion, but we were able to close on it within a couple of weeks. The level of service and attentiveness she provides is truly unparalleled and you will be hard pressed to find a realtor better than Judy. Both she and her contacts made buying our first home an absolute pleasure. Call her and find out for yourself, she is amazing! Thanks, Judy!"

~ Dain H., Frederick, MD

"My husband and I were first time home buyers. Our bank recommended Century 21 Redwood Realty to help us with our home search. We were paired with Judy Martin at the Gaithersburg office. I have nothing but amazing things to say about Judy. As first time home buyers the whole process felt overwhelming until Judy stepped in. When we found the first house we were wanted to bid on, she had us come to the office in Gaithersburg in the evening (after hours) to sign the papers in person. She had us do this so that she could carefully explain each part of the contract/bid we were submitting and how to read and understand all of the disclosures. After this first time, I felt pretty confident with the contracts. Because of the strong market we put in 4 offers (!) over a 60 day period and we looked at over 40 houses. Judy was patient and understanding through the whole process. She made several recommendations for other professionals, such as title/settlement companies and inspectors. She helped us through the whole process and promised we would find the perfect home for us. She is truly a professional, an expert at her craft and just an easy person to work with. She made the whole process less daunting and did so with care and great sense of humor. She also made herself completely available as my husband and I work unusual hours. I highly recommend Judy."

~ Katelyn K., Silver Spring, MD

"Judy was very responsive and was accessible with regards to seeing properties. She coordinated multiple times with the seller's agent and was very friendly."

~ Josh Bauer, Gaithersburg



What People Are Saying

"Judy was great in every aspect. I had no issues with communication at all. She was available to me whenever I needed something. Great experience! I have worked with two previous realtors and was disappointed and weary of anyone else. Judy is amazing! I would recommend her to friends and family. She was patient and easy to talk to and willing to answer any question. I would 100% go to Judy again. No complaints, she was truly a blessing to my situation."

~ Laura, Germantown

"This is the 2nd home Judy Martin has helped me to purchase. As always, she was attentive, respectful, knowledgeable and a great guide through the entire process. I am extremely pleased with this purchase and I'm glad Judy was there for me again."

~ Jewell, Beltsville, MD

"Judy Martin went above and beyond for my family. She was understanding, patient, warm, and caring. She also was incredibly knowledgeable. She contacted us as soon as we requested information and was fantastic about sending us samples of the houses that were available within our budget and target area for when we made our way to Maryland to view houses (we were transferring from Washington state). She personally previewed the vast majority of houses we were interested in to see if they would fit our needs. When we decided on our new home, understanding our mentality of being aggressive buyers and our sense of urgency, she was incredibly fast with the paperwork. We viewed our home on Tuesday, and she managed to set up a home inspection for Friday while we still in Maryland."

"The paperwork was handled very efficiently, and Judy made sure to try to make it as stress free as possible. She kept in touch with us through out the entire process, and was at the house for every inspection and step of the way."

"Again, we can't express how amazing Judy was during all of this. It was very stressful selling our home in Washington and buying a home at the same time. Judy made what could have been a very frustrating experience a smooth and easy as possible. She went above and beyond for us. And when we finally arrived at our new home, there was a lovely personal house warming gift (two Starbucks destination mugs - we'd told Judy about our vast collection of all the places we'd been) waiting for us. I would recommend Judy to anyone, and when the time comes for us to transfer again, should we decide to sell our home, we'll be calling Judy."

Kate, Sopiak-Bowie, MD

"Judy Martin was great, easy to work with & knows her stuff. She made the whole buying experience so smooth. She also recommended local contractors that can help us fix up our house. I would highly recommend her to others."

~Bob Lyon, Olney, MD

"The best realtor I've ever dealt with! Looking forward to buying my next home with her."

~ Joshua, Laurel

Documentation Checklist

In general, the documentation you will need includes:

Property Information (if you already have a contract on a house)

- ☐ Purchase Agreement. (Signed by all applicable parties)
- ☐ If you are selling your current home, copy of listing contract.
- ☐ If your current home is under contract to sell, copy of net sheet showing expected proceeds.
- ☐ If you have sold your current home, copy of settlement statement (HUD-1).

Income

- ☐ Paycheck stubs for the last 30 days.
- ☐ Federal Tax Returns (all schedules) with W-2s (all) for last 2 years
- ☐ If your income is not traditional W-2 income, please include any that may apply:
 - ✓ Social Security Award Letter
 - ✓ Pension Award Letter
 - ✓ Child Support payment documentation
 - ✓ Business tax returns (all schedules) with K-1s if self employed
 - ✓ Year-to-date profit and loss statement if self employed

Assets

- ☐ Current Bank Statements for each account spanning 60 consecutive days
- ☐ For 401K, Stock, Annuity, IRA, etc., provide copy of most recent statement
- ☐ For retirement accounts (401k, IRA) provide terms of withdrawal

Debts

- ☐ Explanation of credit report anomalies, including:
 - ✓ Late payments, charge-offs, collections, judgments and/or liens.
 - ✓ Bankruptcy filed within last seven years (bring documentation).
 - ✓ Foreclosure within the last seven years (bring documentation)
- ☐ Copy of full bankruptcy file including discharge
- ☐ Copy of sheriff's deed for any foreclosures

Miscellaneous

- ☐ Photo ID(s)
- ☐ Residence address(es) for the past two years.
- ☐ Divorce decree, if applicable.
- ☐ If you are not a citizen, a copy of the front and back of your green card.
- ☐ Address(es), Current approximate value, and Current mortgage balance on any other properties that you own.

Formulating an Offer

You've found a home you'd like to buy. How much should you offer to pay?

To help answer this important question, your buyer's representative will prepare a detailed Comparative Market Analysis (CMA) that examines recently-sold properties, active listings, pending sales and expired listings. Through their Multiple Listing Service (MLS), your agent has access to the most current information on properties in your area.

From the CMA and your agent's personal knowledge, you'll gain insights on the market in general and the specific property you're considering — important details that should be factored into your offer. These include:

Market Facts

- Price of similar properties - both list and sales prices for similar properties in the area
- Price trends - current percentages of list price compared to sales price
- Supply and demand - in a high-demand, low-supply market your offer may be competing with others
- Absorption rate - number of month's supply of inventory. Small numbers (shorter time frames) indicate a more competitive market for buyers.
- Average time on market - because listings expire or homes may be re-listed to appear "new" cumulative market time is critical

Property Facts

- Property condition - is it in good condition or will you need to make substantial investments in repairs?
- Length of time on the market - a long time on the market may indicate a slow market, inappropriate pricing or some inherent problem with the property
- Seller's motivation - a seller under pressure to close a deal may be more receptive than one who can wait until the "right offer comes along."
- Terms- what terms and contingencies must be written into the offer? Terms that make your offer more attractive include an all-cash transaction, pre-approval for financing, quick closing, and few contingencies or seller concessions.
- Property history - previous sales and financing history

From Contract to Close

1. Write up Offer
2. Contract Negotiated
3. Contract Accepted
4. Contract sent to Lender & Escrow Company
5. Earnest Money Deposited
6. Buyer's Inspection period
7. Negotiation of Inspection
8. Appraisal Ordered
9. Receive Escrow Packet—Return ASAP (Possible ID affidavit requested)
10. Appraisal takes place-possible conditions
11. Document go to Lender for Underwriting
12. Lender may request additional verification of documentation
13. Final conditions from Underwriter i.e. bank statements, proof of employment
14. Final walk through/re-inspection
15. Final Approval from Underwriter/possible final conditions
16. Documents drawn by lender & sent to Escrow
17. Escrow works up your documents
18. Signing Appointment set by Escrow-expect a call

Avoid Common Homebuying Mistakes

Many homebuyers lose out on the best rates, financing terms, homes for sale and other conditions because they do NOT educate themselves about the home buying process. You should:

- Choose the right real estate specialist and lender.
- Become educated on market conditions and the home buying process.
- Familiarize yourself with the neighborhood where you are buying.
- Talk with a lender about your credit reports and fix credit errors if needed.
- Search for first-time home buyer programs.
- Get pre-approved for a loan before shopping for a home.
- Stay within your home buying budget.
- Shop around for the best rates and terms from mortgage companies.
- Plan for closing fees.
- Have enough cash on hand after settlement for moving expenses.
- Be reasonable and flexible when negotiating with the seller.
- Remain calm and unstressed.
- Make your offer to purchase attractive to the seller. Consider the resale value of the property you are interested in.
- Complete a budget to gain full knowledge of your finances.
- After you're under contract, make sure to get a home inspection.



Seller's Checklist

PRIOR TO CLOSING

- ☐ Provide current loan, separate payoff, HOA and company information (loan #, lender name and customer service #), so a payoff statement can be ordered from your lender. If your property is subject to dues by homeowners association provide name and phone number of the association or management company.
- ☐ Provide documentation of any change in marital status (divorce, marriage, death) from the time of purchase.
- ☐ If you will be unavailable to execute documents at closing and anticipate someone signing on your behalf by Power of Attorney, you must submit a copy of the proposed Power of Attorney to WFG prior to closing for our review and approval. The original executed Power of Attorney must be provided at closing.
- ☐ Survey with T-47.
- ☐ Forwarding address

REQUIRED AT CLOSING

- ☐ Valid Driver's license or other state or government photo identification.
- ☐ Social security number for 1099 and payoff request.

- ☐ Bring extra house keys, garage door openers, warranties or operational manuals for appliances (heating, AC, stove, etc.) so that your agent is able to transfer to the buyer.

AVOID CLOSING DELAYS

- ☐ The lenders and title insurers require single owners who have married during the course of ownership of the property, to have their spouse join in signing the documents at closing.
- ☐ Cancel your homeowners insurance with your insurance agent only after being notified the transfer has funded. If you are remaining at the property after closing, you should notify your title agent of this change prior to closing.

AFTER CLOSING

- ☐ If you have an electronic draft, you may call and cancel as well as provide your forwarding address. Your lender will refund all monies left in your escrow account approximately 15 to 30 business days after they receive the payoff funds. Typically, the lender will mail a package containing your original promissory note marked "PAID" and other loan file documents. Retain these for future reference. They may also include a release of lien document. This document needs to be recorded with the county clerk's office to remove the lien of record.

Reasons Why Home Buyers Should Use A Realtor

PROVIDE YOU WITH MARKET DATA

Real estate agents have access to market data that can help you make more informed decisions. They can compare purchase and listing prices and help you find the ideal selling price for your home.

KEEP YOU INFORMED

Selling homes is what realtors do! They'll keep you abreast of all the current expectations when listing your property. Plus, they'll make sure your listing is visible to as many prospective buyers as possible.

NEGOTIATE ON YOUR BEHALF

When you're negotiating prices, you'll be thankful to have an agent on your side. Their expert experience will help to ensure that you get the best deal possible.

CONNECT YOU WITH TRUSTED PARTIES If there are other professional services you need in order to get your property ready for sale, a realtor can refer you to trustworthy parties.

HOST YOUR OPEN HOUSES

Can't find time to fit open houses or showings into your busy schedule? With a real estate agent, you won't have to!

SUPPORT YOU AROUND THE CLOSING TABLE

Realtors know their way around the closing table. They'll be there with you to ensure that you fully understand every document before you sign.

HELP EASE ANY WORRIES

Selling your property can be hectic. A real estate agent will help you stay focused.

HELP COORDINATE REPAIRS

Sometimes buyers want repairs done before sealing the deal. Your agent can help coordinate the process.

ACCESS TO INFORMATION

Real estate agents have tools and contacts that can help you get information quickly and efficiently—sometimes before it appears on the Multiple Listing Service (MLS). According to the National Association of Realtors, 82% of all real estate sales are the result of realtors' contacts and referrals!

GET YOU THE BEST DEAL

Selling your home doesn't have to be a drawn-out process. A good agent will help you get the best deal in a timely manner.



What is Escrow?

Understanding the Escrow Process

An escrow is an arrangement in which a neutral third party (The escrow agent) assembles and processes many of the components of a real estate transaction, records the transaction, and ultimately, disburses and distributes funds according to the buyers', sellers' and lenders' instructions.

Your transaction is typically closed by an Escrow Officer. People buying and selling real estate usually open an es-crow for their protection and convenience. Both the buyer and seller rely on the escrow agent to carry out their writ-ten instructions relating to the transaction and to advise them if any of their instructions are not mutually consistent or cannot be carried out. If the instructions from all parties to an escrow are clearly drafted, the escrow officer can proceed on behalf of the buyer and seller without further consultation. This saves much time and facilitates the clos-ing of the transaction.

Typical Roles in the Closing Process

The Seller/Agent

- Delivers a fully executed Purchase Sale Agreement to the escrow agent.
- Executes the paperwork necessary to close the transaction.

The Buyer/Agent

- Deposits collected funds required to close (in with the escrow agent.
- Approves the commitment for title insurance, or other items as called for by the Purchase Sale Agreement.
- Executes the paperwork and loan documents neces-sary to close the transaction.

The Lender

- Deposits loan documents to be executed by the buyer.
- Deposits the loan proceeds.
- Directs the escrow agent of the conditions under which the loan funds may be used



- Obtains payoffs and release documents for underlying loans on the property
- Receives funds from the buyer and/or lender.
- Prepares vesting document affidavit on seller's behalf.
- Prorates insurance, taxes, rents, etc.
- Prepares a final statement (often referred to as the "HUD Statement" or "Settlement Statement") for each party, indicating amounts paid in conjunction with the closing of your transaction.
- Forwards deed to the county for recording.
- Once the proper documents have been recorded, the escrow agent will distribute funds to the proper parties.

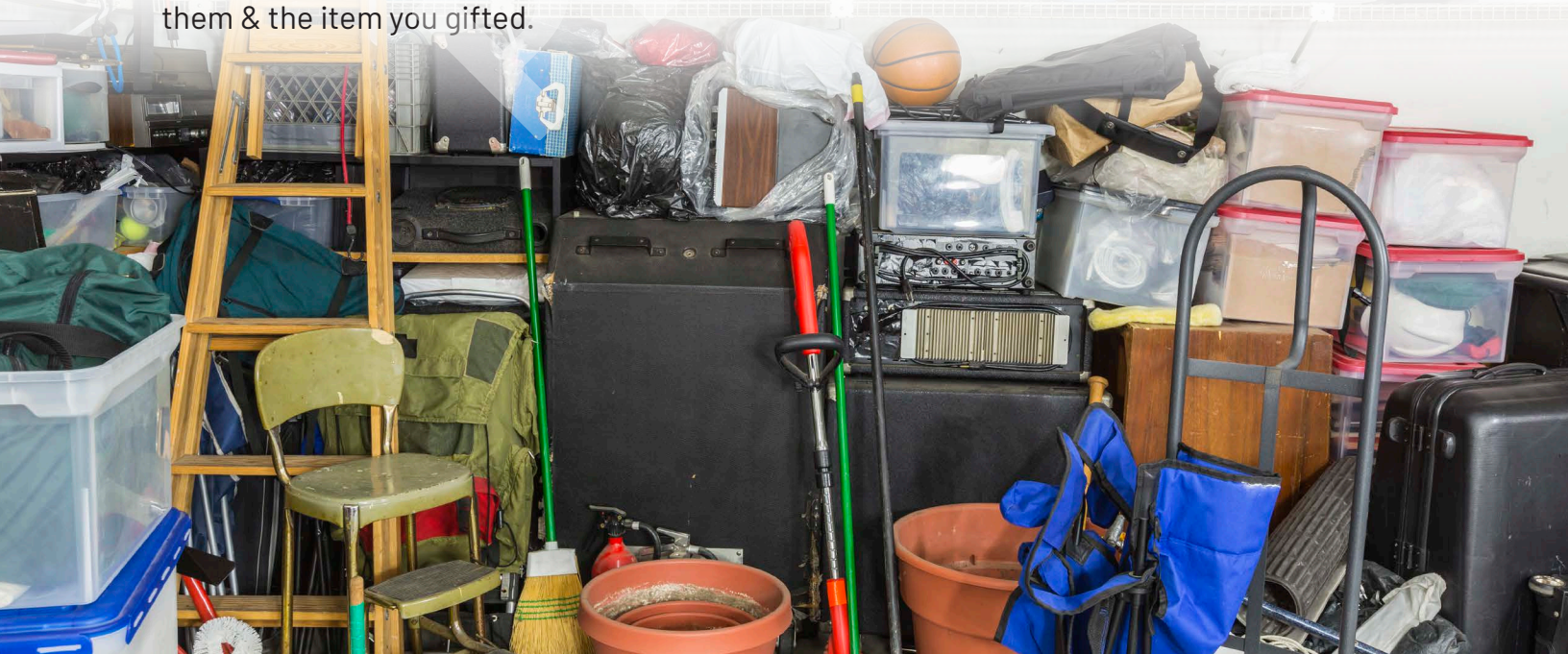
In Summary

Escrow is the process that assembles and processes many of the components of a real estate transaction. The sale is officially closed when the new deed is recorded and funds are available to the seller, thus transferring owner-ship from the seller to the buyer. The escrow agent is a neutral third party acting on behalf of the buyer and seller under the Escrow Law as set forth by the State of Oregon Real Estate Agency.



Easy Downsizing Tips

1. Start with the easy stuff. Eliminate anything broken, damaged or unused. Start with the crawlspace, garage, sheds, etc....
2. Ask yourself, "If this disappeared tomorrow would I run out and replace it?"
3. Eliminate storage accumulated by others
4. Ask for Help. Family members, a good friend, or professional organizer
5. Decide what's most important. If you were moving overseas, would you pay shipping charges?
6. Does this fit the lifestyle I no longer have or want?
7. Schedule a regular time to sort items, start with 2 hours twice a week
8. Value what you keep. The fewer things you keep, the more you will treasure.
9. Prevent new items from appearing. Ask loved ones for gifts of time, indulging in luxuries, spas, nail appointments, chocolates or wine
10. Use age to your advantage. Now is a good time to "gift" things to your family, take a photo of them & the item you gifted.



MOVING DAY PLANNER CHECKLIST

6 TO 8 WEEKS BEFORE

- ☐ Contact a moving company and tell them the dates you plan to move; Set up a time for them to come out and provide an estimate.
 - ☐ Decide if you will pack yourself or have the movers do it.
 - ☐ Organize personal records, i.e., insurance, dental, prescription, financial etc.
 - ☐ Start to use up things that can't be moved.
-

4 TO 6 WEEKS BEFORE

- ☐ Alert Post Office and subscriptions.
 - ☐ Plan to cancel/transfer phone and utilities.
 - ☐ Prepare a list of people to notify of your move and new address.
 - ☐ Consider a garage or yard sale for unwanted items.
-

2 TO 3 WEEKS BEFORE

- ☐ Consider helping your children host their own "going away" party.
- ☐ Assemble packing materials (boxes, tape, markers, knife).

3 DAYS BEFORE

- ☐ Defrost freezer so it can dry for at least 24 hours.
 - ☐ Set aside valuables and personal documents not to be packed on moving van.
 - ☐ Think about items to pack, but leave off the moving van... items that you will need upon arrival, such as: paper towels, toothpaste, tool kit, soap, toilet paper, bath towels, trash bags, snacks, pencil and paper and paper plates.
-

1 DAY BEFORE

- ☐ Mark any extra fragile items for the movers.
 - ☐ Leave mirrors and pictures on the walls for the movers to pack.
 - ☐ Take sheets and blankets off beds.
 - ☐ Unplug all TV sets 24 hours before move. Moving a set that has retained heat can cause damage.
-

MOVING DAY

- ☐ Save all documents that will be needed for tax returns.
- ☐ Remain with movers until all your goods are loaded.
- ☐ Be sure you discuss exact address and directions with driver.
- ☐ Leave a note with new address and telephone



Judy Martin
REAL ESTATE



JUDITH MARTIN, CBR

"We Go The Extra Miles"

CENTURY 21 Redwood Realty

Serving MD and Virginia

Cell: 301-379-1700

Judymartinsells@gmail.com

Judymartinsellshomes.com

438 North Frederick Avenue, #300
Gaithersburg, MD 20877

Bader Marketing & Design, Inc • 410-719-2954 • BaderMarketing.com