



THE
905 REAL
ESTATE
Guys

Home Buyer **GUIDE**



www.905RealEstateGuys.com

CENTURY 21

Miller Real Estate Ltd.

BROKERAGE

We are an independently owned and operated franchise — Our office has been in business since 1976 serving all the communities in the western GTA — We offer both residential and commercial real estate services as well as Fine Homes & Estates exclusive marketing for the luxury home market — We have an excellent reputation and provide guaranteed, first class, personalized services to our clients.

Top 10 Office for CENTURY 21 Canada

3 of the Top 21 Teams by production for all of CENTURY 21 Canada are from CENTURY 21 Miller Real Estate Ltd., Brokerage

Grand CENTURION Office for CENTURY 21 since 1986

Outstanding Achievement Award winner annually

Member of the prestigious CENTURY 21 Canada Chairman's Circle since 1986

CENTURY 21 Canada Franchisee of the Year Award Winner 2006

Award winning Easter Seals Fundraising Office



Team Accomplishments

Over \$50,000,000 in Real Estate Sales

Over 110 Transactions in the Past 2 Years

Only 1 Listing Did Not Sell

2014, 2016, 2017, 2018 Centurion Producers

Top 10 Office Production

Top 10 Office in Web Traffic

Rookies of the Year (2009, 2013)



Testimonials



“Sean provided us exceptional care.” We wouldn’t have found our dream home if it wasn’t for Sean’s knowledge and expertise.

My husband and I just purchased our first home back in November. Sean was recommended to us by close friends who had Sean as their realtor in the past. Right from day one Sean provided us exceptional care. Sean always ensured we understood all the ins and outs of purchasing our first home. He gave us the reassurance that we were in the best care possible. Sean always made himself available when we needed him whether it was by phone, email or in person we always could reach him. We wouldn’t have found our dream home if it wasn’t for Sean’s knowledge and expertise and for that we are thankful.

—The Blagdon’s

“The value-add that I very much appreciated from Leo was not only his knowledge of the real estate local market, his excellent negotiation skills with the vendor, but his contact base which was readily available to me was extremely beneficial,”

Leo is very professional, always making himself available and it is very obvious that he cares for his clients. Over time he has not only become my real estate agent but a friend that I know I can count on. Leo has earned the right to be my real estate agent of choice for many years to come and I would confidently recommend Leo to any future home buyer or seller.

— Ron Panetta

“Leo answered all of my questions and put me at ease instantly.”

I have been in my present home for 35 years and buying a new home as a single woman was a bit daunting

I appreciated the professionalism Leo demonstrated throughout the home-buying process. He was easy to talk to; he was readily available, and very patient. He offered me excellent advice which helped me purchase the home I wanted.

Leo continued to be of assistance by recommending trades’ people and offering suggestions. He willingly worked with me during the several months before I moved in to my new home to make buying a home a smooth process.

—Lorrie Ann W.

“Buying and Selling a home can be one of the most stressful transactions you can experience ...”

Leo made it easy for our family. This wasn’t our first home so we’ve had some experience dealing with other real estate agents but Leo tops the list. His understanding of the market place and ability to bridge gaps during the negotiation stages allowed us to have our perfect home when I truly believe other agents wouldn’t have delivered. Time isn’t a factor with Leo as he makes himself readily available at all hours of the day to get your deal done. A true professional in all sense of the meaning so Thank You Leo for finding us a house we can call home.

— Jason, Selena & Lily Stey

Building lasting relationships and exceeding expectations.



Knowledge is Power

We provide unparalleled service, duty and care to all of our clients. We are diligent, dedicated and have an efficient work ethic. We are professionals with years of knowledge and experience as it relates to real estate, marketing homes and market conditions. Our goal is always to build lasting relationships and exceed our client's expectations.

We have unlimited resources to help you with your real estate journey and are willing to pass these on to you. Market reports, Buyer/Seller checklists, tips for staging your home, and our preferred vendor directory are just a few of the resources we would love to share with you.



Sean Kavanagh

Sales Representative

A leader in online and social media marketing, Sean has over 10 years experience in the real estate industry. A dedication to client service and an attention to detail is what drives his success. Sean is the recipient of numerous awards, Centurion Award (2016, 2017), Century 21 Miller Rookie of the Year (2009), Top 10 in Office Production and Top 10 in Website Traffic. Born and raised in West Toronto, Sean currently resides in Burlington with his wife and two sons.



Leo Manchisi

Sales Representative

With over 5 years of real estate experience Leo has an outstanding record of professionalism, client relations and has an enthusiastic approach to every aspect of the business. Leo is an avid supporter of Easter Seals. His awards include, Centurion Award Winner (2014, 2016, 2017), Century 21 Miller Rookie of the Year (2013), Top 10 in Office Production and is the Clare Maclean Award Recipient (2014). Born in Montreal and raised in Oakville, Leo lives in Burlington with his wife and three children.



Mairi Hourigan

Client Care Representative

Mairi has a proven track record of client service in both the private and not for profit sectors. She has extensive experience and training in all aspects of design. A graduate of Sheridan College's Graphic Design program, Mairi brings a creative touch to the team, along with professionalism and organizational skills that keeps the office running smoothly. Raised in Burlington, Mairi now resides in Waterdown with her husband, two children and their yellow Lab, Paisley.

Get a Mortgage Pre-Approval

It's a very good idea to get a pre-approved mortgage before you start shopping. Many realtors will ask if you've been approved. A lender will look at your finances and figure the amount of mortgage you can afford. Then the lender will give you a written confirmation, or certificate, for a fixed interest rate. This confirmation will be good for a specific period of time. A pre-approved mortgage is not a guarantee of being approved for the mortgage loan.

Even if you haven't found the home you want to buy, having a pre-approved mortgage amount will help keep a good price range in mind.

Bring these with you the first time you meet with a lender:

- ✓ Your personal information, including identification such as your driver's license
- ✓ Details on your job, including confirmation of salary in the form of a letter from your employer
- ✓ All your sources of income
- ✓ Information and details on all bank accounts, loans and other debts
- ✓ Proof of financial assets
- ✓ Source and amount of down payment and deposit



PRO TIP

Many people don't utilize bridge financing as an option because they do not know how much it will actually cost. Talk to your lender and have them detail the costs of a bridge loan as they can offer huge benefits without much expense. Bridge loans can often take the stress out of purchasing as you will feel comfortable buying your dream home before closing on your current home and it will also take the stress out of the moving process if you are buying a home that needs renovations or repairs. Time around moving is extremely valuable to get painters and contractors into a new house and fix it up without children or furniture. It also allows you to move your belongings into the new home at a slower, less stressful pace.

Roughly speaking, a bridge loan will cost \$150/week per \$100,000 of loan amount. You can also take the purchase price of the new house, then subtract the value of the mortgage and the initial deposit. The leftover amount is the sum that will need to be financed until a sale is complete.



Moving Checklist

Two Months Prior to Moving Day:

- ☐ If you are using a mover, get a few estimates from moving companies
- ☐ If you are moving yourself, get costs from at least two truck rental companies
- ☐ Create a floor plan of your new home for furniture and appliance placement
- ☐ Make an inventory of your household goods and begin to remove clutter (start with basement, attic, garage, and other storage areas)
- ☐ Start a file for all of your moving paperwork (estimates, receipts, etc.)
- ☐ Arrange to transfer school records
- ☐ Get your new home ready: contact painters, carpenters, plumbers, roofers, etc., so your home is ready when you arrive. Remember to change the locks on all the doors in your new home

Six Weeks Prior to Moving Day:

- ☐ Obtain and fill out post office change-of-address cards
- ☐ Make arrangements for storage if necessary
- ☐ Ask your doctor or health plan provider for referrals, and obtain all medical records
- ☐ Clean all closets and drawers
- ☐ Start using foods and cleaning supplies that won't be moved

Four Weeks Prior to Moving Day:

- ☐ Schedule disconnection of all utility services at your old home, and connection of services at your new home. Be sure to disconnect the day after you leave and connect the day before you arrive. If you have "last month" deposits with services, such as the telephone company, request your refund
- ☐ If you are moving yourself, reserve a rental truck
- ☐ If you are packing yourself, obtain packing materials and start packing items you won't need after you arrive at your new house
- ☐ Arrange for cleaning and repair of furniture, drapes and carpeting
- ☐ Check with your insurance company to see how your possessions are covered during transit
- ☐ Collect your important records: gather personal and family records (including medical and dental), veterinary and school records, legal and financial documents, birth certificates, passports and insurance documents



PRO TIP

If possible, do not make moving day the last Friday of the month. Not only will you run into availability issues with moving companies, but lawyers will be busy closing several deals that day delaying your closing. By closing mid-month or on a weekday other than a Friday, you will have more choice with moving companies and lawyers will be able to close your deals sooner in the day. Closing your deal earlier in the day not only means you get the keys to your new home sooner, but it will ensure you aren't still unpacking boxes at 2:00 in the morning!

Moving Checklist ... continued

Three Weeks Prior to Moving Day:

- ☐ Properly dispose of items that cannot be moved, such as flammable liquids
- ☐ Prepare auto registration for transfer (if moving to another state)
- ☐ Make child-care arrangements for moving day
- ☐ Hold your moving sale

Two Weeks Prior to Moving Day:

- ☐ Arrange for disposal of anything not sold at your moving sale
- ☐ Return any borrowed items (including library books) and retrieve any loaned items
- ☐ Cancel newspaper delivery
- ☐ Notify any creditors of your move
- ☐ Transfer prescriptions and be sure you have an adequate supply of medications on hand
- ☐ Assemble a file folder of information to leave for the new owner of your home
- ☐ Change your address – One week before your move, send change-of-address cards to everyone who will need to contact you
- ☐ Pick up laundry
- ☐ Pack a travel kit: Put aside critical items like a cheque book, credit cards, personal phone book, ID, flashlight, keys, toiletries, tools, paper plates, cups, towels, travel alarm clock, aspirin, bandages and games for the kids. Also, pack a suitcase with clothing and other personal items

One Day Prior to Moving Day:

- ☐ Disconnect and prepare major appliances for the move
- ☐ Set aside anything that will travel in your car so it will not be loaded on the truck
- ☐ Pack a box of items that will be needed first at the new house. Clearly mark this box “Load Last”
- ☐ Obtain cash, credit card or certified cheque for the trip and to pay the movers
- ☐ Confirm arrival time of your moving van/truck
- ☐ If moving yourself, dismantle beds and other large furniture

Moving Day:

- ☐ If using a mover, be sure someone is at the old house to answer questions
- ☐ Note all utility meter readings
- ☐ Read your bill of lading and inventory carefully before signing. Keep this paperwork in a safe place

Delivery Day:

- ☐ Check your belongings carefully and note on the inventory paperwork any damaged items
- ☐ On an interstate move, be prepared to pay the driver before your possessions are unloaded
- ☐ Supervise unloading and unpacking
- ☐ Be prepared to pay your mover with cash, credit card or certified cheque, unless other arrangements have been made in advance

Post-Closing Costs

Please be aware that the cost of moving does not end on moving day. Be sure to set aside some funds for the improvement costs you will incur after moving day.

Changing the Locks

When you move into your new home you'll want to change the exterior door locks for security. After all, you want only the people you choose to have the key to your new home. You can change the locks yourself or call a locksmith to do the job.

Cleaning

Both your old home and your new home should be given a thorough cleaning at moving time. Whether you're buying cleaning supplies and doing it yourself, or hiring someone to clean for you, the costs can really add up. Plan for this expense.

Decorating

You might want to re-paint, replace some light fixtures, refinish the floor, re-carpet, or do any number of other decorating tasks. Plan your budget and consider postponing some projects for a period of time.

Appliances

If your offer to purchase didn't include appliances, and if you don't have your own, you will have to buy them when you move into your new home. Some appliances might have installation charges.



PRO TIP

It is a good idea to have carpets steam cleaned, ducts cleaned and the furnace serviced when moving into a new home.



Tools and Equipment

When you own your own home, you can no longer call the landlord to do repairs. You'll need to own some basic hand tools and possibly some gardening and snow clearing equipment.

Finding your dream home

Once you have a good idea about your finances, you'll need to think clearly about the home you would like to buy.

Your Needs - Now and in the Future

Try to buy a home that meets most of your needs for the next 5 to 10 years, or find a home that can grow and change with your needs. Here are some things to consider:

Size

How many bedrooms do you need?
How many bathrooms do you need?
Do you need space for a home office?
What kind of parking facilities do you need? For how many cars?

Special Features

Do you want air conditioning? If so, what type?
Do you want storage or hobby space?
Is a fireplace or a swimming pool high on your list?
Do you have family members with special needs?
Do you want special features to save energy, enhance indoor air quality, and reduce environmental impact?

Lifestyles and Stages

No matter what type of housing you choose, you must have a clear idea of your needs today as well as your possible future needs. These are some examples of questions home buyers might ask:

Do I need a home office?
Do I plan to have children?
Do I have teenagers who will be moving away soon?
Am I close to retirement?
Will I need a home that can accommodate different stages of life?
Do I have an older relative who might come to live with me?



HOME FEATURES CHECKLIST

Location (Check all that apply)

- ☐ Burlington
 ☐ Toronto
 ☐ Oakville
 ☐ Mississauga
 ☐ Hamilton
 ☐ Milton
 ☐ Waterdown
 ☐ Georgetown
 ☐ Stoney Creek
 ☐ Niagara Region
 ☐ Grimsby
 ☐ Other _____
 ☐ Brantford _____

Specific areas within selected locations:

Type of Home

- ☐ Detached
 ☐ Semi-detached
 ☐ Townhouse
 ☐ Condo/Apartment

Style of Home

- ☐ 2- Storey
 ☐ Bungalow
 ☐ Side Split
 ☐ Back Split
 ☐ Other _____

Type of Ownership

- ☐ Freehold
 ☐ Condominium

Lot Size ☐ Small ☐ Medium ☐ Large

Quiet Street ☐ Yes ☐ No

NOTES

Bedrooms ☐ 1 ☐ 2 ☐ 3 ☐ 4

Bathrooms ☐ 1 ☐ 2 ☐ 3

Master Bedroom Ensuite ☐ Yes ☐ No

Walk-In Closet ☐ Yes ☐ No

Main Floor Bathroom ☐ Yes ☐ No

Eat-In Kitchen ☐ Yes ☐ No

Separate Dining Room ☐ Yes ☐ No

Separate Family Room ☐ Yes ☐ No

Fireplace ☐ Yes ☐ No

Finished Basement ☐ Yes ☐ No

Spare Room for Den or Home Office ☐ Yes ☐ No

Basement for Storage or Workshop ☐ Yes ☐ No

Apartment for Rental Income ☐ Yes ☐ No

Deck or Patio ☐ Yes ☐ No

Private Driveway ☐ Yes ☐ No

Garage ☐ Yes ☐ No

In-Law Suite ☐ Yes ☐ No

Pool ☐ Yes ☐ No

Close to (approximate km)

Work _____ Spouses Work _____

Public Transportation _____ Schools _____

Parks/Playgrounds _____ Shopping _____

Recreation Facilities _____ Restaurants _____

Highways _____ Doctor/Dentist _____

Hospital _____ Veterinarian _____

Police Station _____ Fire Station _____



PROPERTY TOUR CHECKLIST

EXTERIOR

Finish ☐ Brick ☐ Siding ☐ Wood

Condition ☐ Fair ☐ Good ☐ Excellent

Roofing ☐ Fair ☐ Good ☐ Excellent

Windows

☐ Wood ☐ Vinyl ☐ Aluminium

Condition ☐ Fair ☐ Good ☐ Excellent

Driveway ☐ Paved ☐ Gravel ☐ Other

Garage ☐ Yes ☐ No

☐ Heated ☐ Not Heated

Garage Door Condition

☐ New ☐ Good ☐ Not Important

Landscaping

☐ Fair ☐ Good ☐ Excellent

Fencing ☐ Wood ☐ Chain ☐ Other

Patio or Deck ☐ Yes ☐ No

Special features: (e.g. pool, barbecue)

INTERIOR

Entrance Area

Closet ☐ Yes ☐ No

Flooring ☐ Fair ☐ Good ☐ Excellent

Lighting Fixtures ☐ Yes ☐ No

Special features: _____

Living Room

Flooring ☐ Fair ☐ Good ☐ Excellent

Lighting Fixtures ☐ Yes ☐ No

Windows ☐ Fair ☐ Good ☐ Excellent

Special features: _____

☐ Den ☐ Study ☐ Family Room

Flooring ☐ Fair ☐ Good ☐ Excellent

Lighting Fixtures ☐ Yes ☐ No

Windows ☐ Fair ☐ Good ☐ Excellent

Special features: _____

Kitchen

Flooring ☐ Fair ☐ Good ☐ Excellent

Lighting Fixtures ☐ Yes ☐ No

Windows ☐ Fair ☐ Good ☐ Excellent

Cupboards and Storage

☐ Fair ☐ Good ☐ Excellent

Appliances Type

☐ Stainless Steel ☐ Black ☐ White

☐ Not Important

Special features: _____

Master Bedroom

Ensuite ☐ Yes ☐ No

Number of Closets _____

Flooring ☐ Fair ☐ Good ☐ Excellent

Lighting Fixtures ☐ Yes ☐ No

Windows ☐ Fair ☐ Good ☐ Excellent

Special features: _____

Dining Room

Flooring ☐ Fair ☐ Good ☐ Excellent

Lighting Fixtures ☐ Yes ☐ No

Windows ☐ Fair ☐ Good ☐ Excellent

Special features: _____

Bathrooms

#1 ☐ Bath/Shower ☐ Sink ☐ Toilet

#2 ☐ Bath/Shower ☐ Sink ☐ Toilet

#3 ☐ Bath/Shower ☐ Sink ☐ Toilet

Special features: _____

☐ Double Vanity

☐ Walk-In Shower

☐ Soaker Tub

☐ Jacuzzi

☐ Other _____

Basement

Flooring ☐ Fair ☐ Good ☐ Excellent

Lighting Fixtures ☐ Yes ☐ No

Windows ☐ Fair ☐ Good ☐ Excellent

Separate Entrance ☐ Yes ☐ No

Special features: _____

Utility Room

Flooring ☐ Fair ☐ Good ☐ Excellent

Lighting Fixtures ☐ Yes ☐ No

Windows ☐ Fair ☐ Good ☐ Excellent

Furnace Age _____

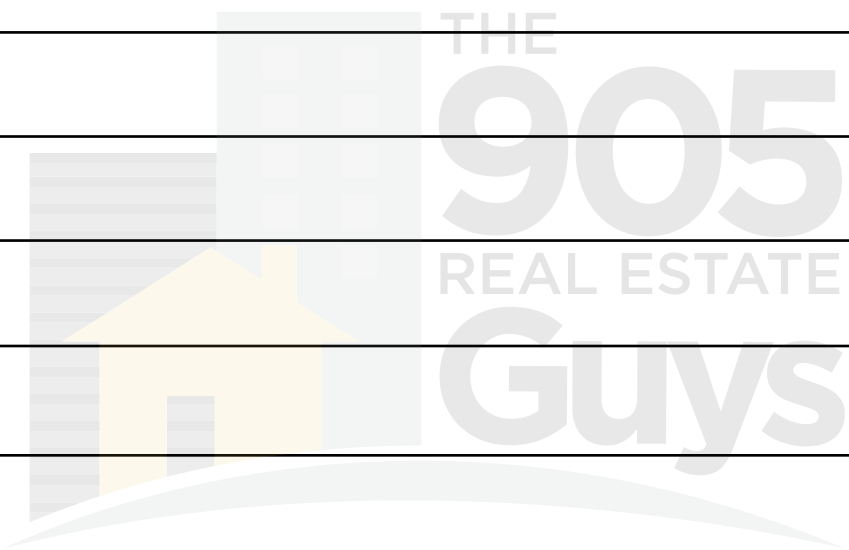
Condition ☐ Fair ☐ Good ☐ Excellent

Hot Water Tank Age _____

Condition ☐ Fair ☐ Good ☐ Excellent

Special features: _____

PROPERTY TOUR CHECKLIST <i>... continued</i>		
Bedroom #1 Flooring <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent Lighting Fixtures <input type="checkbox"/> Yes <input type="checkbox"/> No Windows <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent Special features: _____ _____	Bedroom #2 Flooring <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent Lighting Fixtures <input type="checkbox"/> Yes <input type="checkbox"/> No Windows <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent Special features: _____ _____	Bedroom #3 Flooring <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent Lighting Fixtures <input type="checkbox"/> Yes <input type="checkbox"/> No Windows <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent Special features: _____ _____
Bedroom #4 Flooring <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent Lighting Fixtures <input type="checkbox"/> Yes <input type="checkbox"/> No Windows <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent Special features: _____ _____ _____	Condominiums Parking <input type="checkbox"/> Underground <input type="checkbox"/> Above ground Number of parking spaces: _____ <input type="checkbox"/> Balcony size _____ <input type="checkbox"/> Storage <input type="checkbox"/> Recreation Room <input type="checkbox"/> Exercise Room Pool <input type="checkbox"/> Yes <input type="checkbox"/> No Lobby <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	Special features: _____ _____ _____ _____ _____ _____
NOTES		



Making an Offer to Purchase

The next step in the buying process is to submit an offer on your chosen property in the form of an Agreement of Purchase and Sale. Once, accepted, your Realtor will assist getting all documentation to your lawyer to start processing the transaction.



Offer to Purchase:

A written contract setting out the terms under which the buyer agrees to buy the home. If the Offer to Purchase is accepted by the seller, it forms a legally binding contract that binds the people who signed to certain terms and conditions.

Certificate of Location (or Land

Survey): *A document that shows property boundaries and measurements, specifies the location of buildings on the property and states easements or encroachments.*

Status Certificate: *Outlines a condominium corporation's financial and legal state. Fees may vary and may be capped by law.*

Lien: *A claim against a property for money owing. A lien may be led by a supplier or a subcontractor who has provided labour or materials but has not been paid.*

Assumption Agreement: *A legal document signed by a homebuyer that requires the buyer to assume responsibility for the obligations of a mortgage by the builder or the previous owner.*

These items are typically included:

Names

Your legal name, the name of the vendor and the legal civic address of the property.

Price

The price you are offering to pay.

Things Included

Any items in or around the home that you think are included in the sale should be specifically stated in your offer. Some examples might be window coverings, light fixtures and appliances, if there is a pool on the property, be sure to ask for all equipment and accessories and ask that they be in good working condition on closing.

Deposits

Deposit amounts may vary, however a deposit of 5% of the purchase price is not uncommon. You will need to deliver your deposit cheque or bank draft to the listing brokerage within 24 hours of an accepted Agreement of Purchase and Sale or the offer becomes null and void. Your deposit will be held in the listing brokerage's trust account and will serve as a portion of your down payment on closing.

The Closing Day

The closing day is the date you take possession of the home. It is usually 30 to 60 days after the date of agreement. But, it can be 90 days, or even longer.

Date the Offer Expires

After this date the offer becomes null and void — that means it's no longer valid.

Other Conditions

Other conditions may include a satisfactory home inspection report, a property appraisal, and lender approval of mortgage financing. This means that the contract will become final only when the conditions are met.

What Happens Once Your Offer Has Been Accepted?

- ◆ Send agreement documents to Brokerage to send to lawyer
- ◆ Send agreement documents to lender along with copy of MLS listing of the property to begin the final financing approval process. This must be done immediately if the offer is conditional on mortgage approval
- ◆ Call and arrange a home inspection of the property if your offer is conditional on a satisfactory home inspection. Good home inspectors are often busy so you should start calling inspectors as soon as your offer is accepted. Try to arrange the inspection early in the conditional period as you don't want to wait until time expires on the condition to negotiate remedies or repairs with the Seller.
- ◆ Satisfy any other conditions relating to firming up the transaction e.g. pool inspection, septic/well inspections, zoning verification, etc...
- ◆ Call your insurance broker to arrange fire insurance on your new home. Your lender will not finalize your mortgage or release the money on closing if proof of insurance is not provided
- ◆ Call all utility companies and give them your names and move in date to avoid any disruption in service



PRO TIP

Agreements of Purchase and Sale ask for you to specify what Chattels are included and what Fixtures are excluded from the transaction. If an item in the house is affixed to the property, it is considered a Fixture and must be excluded in writing if the seller wants to keep it or if the buyer does not want it to remain. A Chattel is any item not affixed to the property. The Buyer must also specify, in writing, which Chattels they wish to remain with the home such as appliances or furniture. Be sure to have your realtor include any item you wish to remain with the home on closing so there is no confusion as to what will stay with the home and what will be leaving with the Seller.



What Professionals Should You Call On?

Even if this isn't your first home buying experience, you'll want to get help from a team of professionals, starting with your Realtor. Ask the 905 Real Estate Guys for a copy of their Business Directory for access to these professionals.

- ◆ Realtor
- ◆ Lender or mortgage broker
- ◆ Lawyer
- ◆ Insurance broker
- ◆ Home inspector
- ◆ Appraiser
- ◆ Land Surveyor
- ◆ Builder or contractor

You will be doing a lot of interviewing to establish your team. Use the worksheet on the next page to help you keep track of the people you interview and the ones you finally choose.

The Lender or Mortgage Broker

Many different institutions lend money for mortgages — banks, trust companies, credit unions, pension funds, insurance companies, and finance companies. Different institutions offer different terms and options — shop around!

Mortgage brokers don't work for any specific lending institution. Their role is to find the lender with the terms and rates that are best for the buyer.

Finding a Lender or Mortgage Broker

- ◆ Ask around. Your realtor, other professionals, family members, or friends may give you helpful suggestions
- ◆ Search local banks and lenders online for other lending options
- ◆ Contact the Canadian Association of Accredited Mortgage Professionals at 1-888-442-4625, or visit the Association's website at <http://www.caamp.org>

The Lawyer

Having a lawyer involved in the process will help ensure that things go as smoothly as possible. You need a lawyer to perform these tasks:

Protect your legal interests by making sure the property you want to buy does not have any building or liens, charges, or work or clean-up orders

- ◆ Review all contracts, especially the Offer (or Agreement) to Purchase

Remember that a lawyer should:

- ◆ Be a licensed full-time lawyer
- ◆ Understand real estate laws, regulations and restrictions
- ◆ Have realistic and acceptable fees
- ◆ Be able and willing to explain things in language you can easily understand
- ◆ Be experienced with condominiums, if that's what you are buying

Lawyer fees depend on the complexity of the transaction and the lawyer's expertise.

Shop around for rates when choosing your lawyer. Use the worksheet below to guide you:

CHECKLIST FOR SELECTING A LAWYER		PREMIUM % OF LOAN AMOUNT
Name of Lawyer:		
Contact:		
Question	Answer	
Are you a full-time lawyer licensed to practice in Ontario?		
Do you specialize in real estate law?		
How much do you charge?		
What services will you provide?		
Can you give me the names and telephone numbers of three of your recent clients who have purchased homes?		
Do you have experience working with first-time buyers? (only relevant if you are a first-time home buyer)		
Is there anything I haven't asked about you or your firm that you think I should know?		

The Insurance Broker

An insurance broker can help you with your property insurance and mortgage life insurance.

Lenders insist on property insurance because your property is their security for your loan. Property insurance covers the replacement cost of your home, so the size of your premium depends on the value of the property.



Your lender may also suggest that you buy mortgage life insurance. Mortgage life insurance gives coverage for your family if you die before your mortgage is paid off. Your lender may offer this type of insurance. In this case, the lender adds the premium to your regular mortgage payments. However, you may want to compare rates offered by an insurance broker and by your lender.

Don't confuse property insurance, or mortgage life insurance, with mortgage loan insurance.

The Home Inspector

Rely on your Realtor for referrals of a home inspector. Whether you are buying a resale home, or a new home, consider having it inspected by a knowledgeable and professional home inspector.

The home inspector's role is to inform you about the property's condition observed at the time of the inspection. The home inspector will tell you if something is not working properly, needs to be changed, or is unsafe. He or she will also tell you if repairs are needed, and maybe even identify where there were problems in the past.

A home inspection is a visual inspection. It should include a visual assessment of at least the following:

- ◆ Foundation
- ◆ Doors and windows
- ◆ Roof and exterior walls (except winter)
- ◆ Attics
- ◆ Plumbing and electrical systems (where visible)
- ◆ Heating and air conditioning systems
- ◆ Ceilings, walls and floors
- ◆ Insulation (where visible)
- ◆ Ventilation
- ◆ The lot, including drainage away from buildings, slopes and natural vegetation
- ◆ Overall opinion of structural integrity of the buildings
- ◆ Common areas (in the case of a condominium/strata or co-operative)



Finding a Home Inspector

It's important to hire a knowledgeable, experienced and competent home inspector. In most areas of Canada, there are no licensing or certification requirements for home inspectors. Anyone can say that they are a home inspector without having taken any courses, passed tests or even inspected houses. So look for a home inspector who belongs to a provincial or industry association, holds an accreditation that demonstrates training and experience, provides inspection reports, carries insurance, provides references and has strong experience with the type of home to be inspected.

Home inspector fees range, depending on the size and condition of the home.

YOUR TEAM OF PROFESSIONALS	
Role	
Name	
Company Name	
Address	Telephone
Strengths	
Weaknesses	
Referral	Fees
Role	
Name	
Company Name	
Address	Telephone
Strengths	
Weaknesses	
Referral	Fees
Role	
Name	
Company Name	
Address	Telephone
Strengths	
Weaknesses	
Referral	Fees
Role	
Name	
Company Name	
Address	Telephone
Strengths	
Weaknesses	
Referral	Fees

YOUR TEAM OF PROFESSIONALS	
Role	
Name	
Company Name	
Address	Telephone
Strengths	
Weaknesses	
Referral	Fees
Role	
Name	
Company Name	
Address	Telephone
Strengths	
Weaknesses	
Referral	Fees
Role	
Name	
Company Name	
Address	Telephone
Strengths	
Weaknesses	
Referral	Fees
Role	
Name	
Company Name	
Address	Telephone
Strengths	
Weaknesses	
Referral	Fees

Welcome to home ownership

Your Financial Responsibility

Make Your Mortgage Payments on Time

You can make your mortgage payments monthly, biweekly or weekly. But, whichever timetable you've chosen, it's important to always make payments on time. Making late payments is called delinquency. Delinquency may result in late charges and negatively affect your credit rating. Failing to make payments can even lead to very serious consequences, like foreclosure.

A good way to prevent late payments is to have the amount automatically deducted from your account every month. **It's also recommended that you keep at least three months' worth of mortgage payments in savings for emergency situations.** If you are having trouble making payments, discuss the situation with your lender.



Plan for the Costs of Operating a Home

Besides your mortgage, property taxes and insurance, operating a home has many other ongoing costs. Maintenance and repair costs are at the top of the list. There may be other costs as well, for example a security alarm monitoring system, snow removal, or gardening. If you have a condominium or strata, some of these expenses may be included as part of your monthly maintenance fee.

Save for Emergencies

Even when you can do repairs yourself, there are costs. When you have to pay for repairs, the costs are higher. As your home ages, it will need major repairs or replacement — this happens to every building. For example, when you bought your home, you might already have known that the roof would need to be replaced in a few years because of its age. These are expected repairs and can be planned for. However, many repairs are unexpected, and can sometimes be costly.

Set aside an emergency fund to deal with unexpected problems ranging from major repairs to illness and job loss. A good guideline is to save 5% of your take-home pay, and to keep the money in a special account.

Live Within Your Budget

Prepare a monthly budget and stick to it. Take a few minutes every month to check your spending and see if you are meeting your financial goals. If you spend more than you earn, you must find new ways to save. If you are having trouble sticking to your budget, ask a professional money manager for help.



Is Your Home Safe?

Fire Evacuation Plan

Do you have a fire evacuation plan? A plan means that you make sure everyone in your home knows how to get out from each room, in case of a fire. If your home has a second floor, you need a special escape plan to get to the ground. Check to see that windows have not been painted shut. Although doors and windows should always be securely locked, you have to be able to open them in an emergency.

Fire Extinguishers

Fire extinguishers must always be easy to reach. If you have a two storey home, there should be a fire extinguisher on each floor. Remember to check your fire extinguishers at least once a year. To help you remember, make a habit of doing it when you set your clocks to Daylight Saving Time. Replace a fire extinguisher that is 10 years or older.

Smoke Alarms

In some areas, it is a legal requirement to have smoke alarms in your home. Whether or not it is a legal requirement, having smoke alarms is an excellent precaution. Check smoke alarm batteries at least once a year.

Carbon Monoxide Detectors

Carbon monoxide is an invisible, odourless, poisonous gas. Carbon monoxide detectors are important to have. They will let you know if there are high levels of carbon monoxide in your home. This can save you from illness, or even death. Check them at least once a year. Make a habit of checking your fire extinguishers, smoke and carbon monoxide detectors all at the same time.

Fire Hazards

Paper, paint, chemicals and other clutter can be a fire hazard. Make sure these are stored in a safe place. When you no longer need the hazardous materials, you must dispose of them at a community toxic waste centre. Never put hazardous materials into the garbage.

Valuables

Collect your papers and store them in a safe place — for example, a fireproof box, or a safety deposit box.

Emergency Numbers

Keep a list of emergency phone numbers (including 911, poison prevention line, doctors, relatives, neighbours and friends) close to the phone. Make sure your children are aware of the list.



Home Improvements

Besides doing regular maintenance and repairing your home, you might also want to consider renovating or making improvements. These changes will not only make the home more pleasant for you to live in, they may also increase its value.

How Much is Just Right?

When planning renovations, be careful not to go overboard unless you plan to stay in your home for many years. If you are planning to sell your house, make sure that your changes won't make your home worth a lot more than the other homes around you. The value of your home is closely related to the other homes in your area.

Over time, some renovations can practically pay for themselves, especially if they result in savings on utility bills, a higher selling price or years of greater comfort and enjoyment in your home.

Some Things to Keep in Mind

Here are some things to keep in mind when planning a change or renovation:

- ◆ Ask yourself, "How appealing will this change be to someone buying my home in the future?" You can make very personalized changes with paint. Paint is inexpensive and can easily be changed. But, flooring, cabinets and countertops have a longer life — make choices that will also appeal to others.
- ◆ Think about getting your home energy-rated. This will tell you how energy efficient your home is and what improvements are possible. Visit Natural Resources Canada at www.oeenrncan.gc.ca to find information on current energy programs.
- ◆ Updating the bathrooms and kitchen in an older home can increase its resale value.
- ◆ Landscaping is important. The right planting can improve the appearance and value of your home.
- ◆ Updating your exterior paint, installing new roofing, resurfacing your walkways and driveway, and adding attractive mailboxes can help make your home more appealing.



MOVING TO YOUR NEW HOME - CHANGE OF ADDRESS NOTIFICATION

Telephone	Telephone
Relatives and friends	Old Age Security:
◆	Driver's License:
◆	Car Ownership:
◆	
◆	Credit Cards:
◆	◆
◆	◆
◆	◆
◆	Clubs, Associations and Charities:
◆	◆
◆	◆
Landlord (if necessary)	◆
Insurance Broker(s):	Subscriptions:
Schools:	Newspapers
Post Office:	◆
Phone Company:	Magazines
Electricity/Hydro:	◆
Natural Gas:	◆
Heating Fuel Company: (Ask if you receive a deposit refund)	
Cable Television:	
Doctor:	
Dentist:	
Lawyer:	Other:
Veterinarian:	◆
Bank:	◆
Employer:	◆
Income Tax:	◆
Family Allowance:	◆
CPP/QPP:	◆

NOTES



Testimonials



"You may remember recently selling our house in which we had lived for 50 years!"

You guided us through this very difficult process with great understanding of our ages. Doing your utmost to make it as easy as possible, boosting our spirits with your jokes and physically helping with so many things. You make a great team together, working so seamlessly and bringing a wealth of experience and personal warmth to a sometimes frustrating profession.

Thank you so much for the efforts you put forward on our behalf and your constant encouragement.

Best wishes to you both and your families in all your future endeavours.

— Arthur and Shirley

"We thank you very much for all you've done."

I would hope to hear that all the families involved in the buying and selling of their homes are as happy as we are. I am certainly sharing stories of our moving experience with family and friends.

—Sandra Schipper

"His compassion for your needs and dreams shows."

Sean Kavanagh ... a must have name if you are looking to buy or sell your home. This man possesses everything you will need in a realtor. His compassion for your needs and dreams shows by how he listens to and cares for his clients like no other. When we had to sell my father's condo in the heart of Toronto I wasn't sure how far Sean would be willing to travel for the business as he was located in Burlington. Through word of mouth Sean was recommended as the man for the job regardless of his or our location. Not only has he sold Dad's condo but has helped both my sister and myself sell and find our dream homes.

Sean is a definite go getter and most certainly goes above and beyond his call of duty. His excellent contacts also enabled us to use him to look after our real estate needs in Costa Rica. Sean stops at nothing to please his clients to the utmost best of his ability. Sean Kavanagh comes highly recommended from our family and I guarantee you will not be disappointed.

— Margaret Ochendoski



"We're so happy Sean was our realtor ..."

Paul and I chose Sean as our realtor for two real estate transactions and we couldn't be more impressed. While purchasing a property, Sean was extremely knowledgeable about the area and negotiated a price we were comfortable paying. While selling our property, Sean pointed out ways we could stage our home to increase buyer interest and promoted our property through all social media outlets. At the end, we sold our property at 99% of asking to multiple offers. Sean is always there to answer any questions we had, and trust me — we had many! His high level of quality service is enough alone for me to recommend him to anyone looking to buy / sell property; however his great personality and funny nature make it also enjoyable to deal with him.

— Paul Dobson and Sara Cromwell

Testimonials

"He knew what he was doing, and he is damn good at his job!"

We loved his personality, his work ethic, his listing strategies and his sense of humour. Sean was so great from the start. His introduction, constant follow up and dedication to us as clients was exceptional.

We would recommend Sean to anyone looking to buy or sell a home. When he says he takes care of his clients, he means it. We were and still are so happy with our decision to list with Sean. We have not only developed a professional relationship with Sean, but also a lasting friendship.

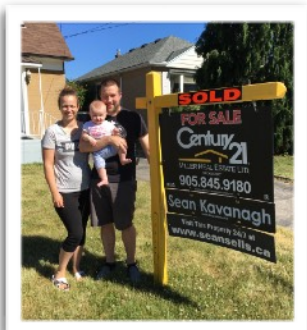
—The Byron Family



"We got the most money we could get for our home because of his strategy and hard work."

He respected us from the moment he stepped into our home. He had a plan of action and knew what he was talking about. Best decision we made.

—The Zanella Family



"We couldn't have asked for anyone better!"

Sean exceeded all expectations on every level and sold our home in two days, well beyond asking, with more than a handful of offers.

We would highly recommend Sean to anyone looking for a realtor who will listen to your needs and put you first.

On top of it all, he's a really great guy!

—Tina Gregg

"If you entrust Leo and Sean with all your real estate needs, then you will be in excellent hands."

Listing and selling our home with Leo Manchisi and Sean Kavanagh of Century 21 Miller Real Estate proved to be an effortless, stress-free process from start to finish. At the initial introductory meeting, they were very friendly and re-assuring as they explained their marketing strategy, which included both their commitment to us, and what we had to do to prepare our house for optimum "show-ability". This included deciding which furnishings should remain, which should go into storage, and any overall decor improvements that would present potential buyers with positive "first-view" impressions. Their entire presentation was both logical and thorough, and we signed the listing contract the following week. The house went on the market 5 days later, and sold that same evening for \$50,000 over the asking price (but only after the offer had been fully explained, and all questions answered to our satisfaction).

EVERYTHING went VERY smoothly, from the initial meeting, to signing the final contract for the sale of our home. During both the pre- and post-sale process, Leo and Sean were cheerful and upbeat, and always kept us informed re the progress; also, if we had any concerns, they were always available to answer our questions in a timely fashion via a return phone call or an SMS text. Our intent after the house sale was to

rent for at least a year while we assessed our future requirements, and Leo and Sean gave up 2 afternoons to drive us around Burlington to view the available leasing accommodations that would suit our needs. A service that was much appreciated.

In conclusion, we highly recommend the Manchisi/Kavanagh team, and suggest that, if you entrust Leo and Sean with all your real estate needs, then you will be in excellent "hands."

— The Scutt Family





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*Building lasting relationships and
exceeding expectations.*

The 905 Real Estate Guys are
service oriented professionals taking care of your
Burlington, Oakville and Hamilton real estate needs.



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