

# Buyer's Book



FITKOVA  
realty group

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# Commonwealth of Massachusetts

## MASSACHUSETTS MANDATORY REAL ESTATE LICENSEE-CONSUMER RELATIONSHIP DISCLOSURE BOARD OF REGISTRATION OF REAL ESTATE BROKERS AND SALESPERSONS

[www.mass.gov/dpl/boards/re](http://www.mass.gov/dpl/boards/re)

**THIS IS NOT A CONTRACT**

This disclosure is provided to you, the consumer, by the real estate licensee listed in this disclosure.

All real estate licensees must present this form to you at the first personal meeting with you to discuss a specific property. In the event this relationship changes, an additional disclosure must be provided and completed at that time.

### CONSUMER INFORMATION AND RESPONSIBILITY:

If you are a buyer or seller, you can engage a real estate licensee to provide advice, assistance and representation to you as your agent. The real estate licensee can represent you as the seller (Seller's Agent) or represent you as the buyer (Buyer's Agent), or can assist you as a Facilitator.

All real estate licensees, regardless of the working relationship with a consumer must, by law, present properties honestly and accurately, and disclose known material defects in the real estate.

The duties of a real estate licensee do not relieve consumers of the responsibility to protect their own interests. If you need advice for legal, tax, insurance, zoning, permitted use, or land survey matters, it is your responsibility to consult a professional in those areas. Real estate licensees do not and cannot perform home, lead paint, or insect inspections, nor do they perform septic system, wetlands or environmental evaluations.

Do not assume that a real estate licensee works solely for you unless you have an agreement for that relationship.

For more detailed definitions and descriptions about real estate relationships, request to see page 2 of this disclosure.

**THE SELLER OR BUYER RECEIVING THIS DISCLOSURE IS HEREBY ADVISED THAT THE REAL ESTATE LICENSEE NAMED BELOW IS WORKING AS A:**

Check one:  Seller 's Agent  Buyer's Agent  Facilitator

*If seller's or buyer's agent is checked above, the real estate licensee must complete the following section:*

Check one:  **Non-Designated Agency**

The real estate firm or business listed below, and all other affiliated agents are also working as the agent of the:

Seller  Buyer

**Designated Agency**

Only the licensee named herein represents the

Seller  Buyer (designated seller agency or designated buyer agency). In this situation any other agents affiliated with the firm or business listed below do not represent you and may represent another party in your real estate transaction.

By signing below, I, the real estate licensee, acknowledge that this disclosure has been provided to the consumer named herein:

\_\_\_\_\_  
Signature of Real Estate Licensee

\_\_\_\_\_  
Printed Name of Real Estate Licensee

\_\_\_\_\_  
License #

Broker

Salesperson

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Name of Real Estate Brokerage Firm

\_\_\_\_\_  
Brokerage Firm Real Estate License #

\_\_\_\_\_  
Signature of Consumer

\_\_\_\_\_  
Printed Name of Consumer

Buyer

Seller

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature of Consumer

\_\_\_\_\_  
Printed Name of Consumer

Buyer

Seller

\_\_\_\_\_  
Today's Date

Check here if Consumer declines to sign this notice



# Why Choose a Buyer's Agent?

It is important that the agent you choose works for you. Working with a trusted expert and buyers advocate helps you achieve your dream of home ownership without unpleasant surprises.

Buyer's agents have a fiduciary responsibility to their clients—that's you! Whereas a listing agent has a fiduciary responsibility to the seller. This means the listing agent has the best interests of their client at heart while your dedicated buyers' agent is looking out for your best interests to get you the best deal possible. A buyers' agent will also help in cutting through all the hassles of setting up appointment after appointment. Our goal is to get you into as many properties as we can in efficient blocks of time in order to make the process easier on you the buyer.

## The Benefits

- We will provide unbiased expert knowledge and services saving you time & money.
- We will connect you with reputable attorneys, mortgage lenders, contractors, etc.
- We will sort through all of the properties and provide you with only the best options.
- We will negotiate on your behalf to get the best possible price.
- We will help manage the complete purchase process.
- We will provide you with post closing services assisting with your move and more

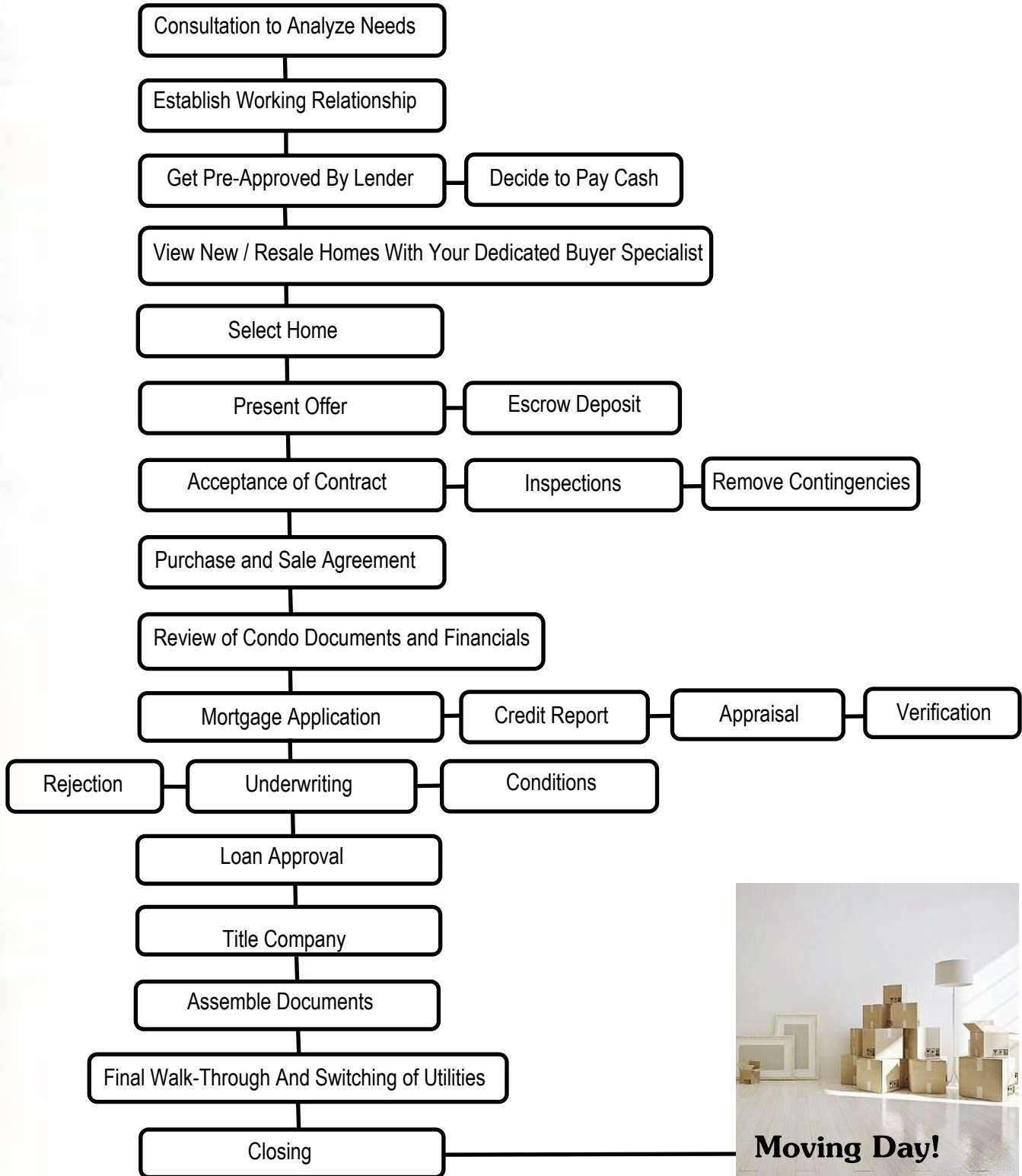
The latest [HUD Settlement Cost Booklet](#) recommends the use of an Exclusive Buyer's Agent.

*"If you want someone to represent only your interests, consider hiring an "exclusive buyer's agent" who will be working for you."*

Here at Fitkova, we have represented lots of satisfied buyers and made their home buying process a much easier process.

# The Home-Buying Process

Fitkova Realty Group designed this book to assist you with the purchase of your home. We understand the many questions and concerns of home buyers and how this information will be helpful throughout the transaction. We assure you that it is our goal to provide the most professional and informative service available. Always call us whenever you have a question. We are here to help!



# Getting Pre-Approved

## *Items needed at Loan Application*

- Most recent pay stubs (1 month)
- Copies of last two years W-2's (Federal Tax Returns for self-employed or commissioned clients)
- Names and addresses of employers (past 2 years)
- Last 2 months bank statements
- Copy of real estate sales contract
- Copy of Divorce decree, separation or child support papers (if applicable)
- All bankruptcy and discharge of bankruptcy papers (if applicable)
- Bring checkbook/money for appraisal and credit report fees

# Buyer Needs & Wants

<p>This tool will help you to logically choose the home that is the best suited for you and your family. Please list the needs, wants, and bonus features you are looking for in a home. As your consultant shows you properties, check off the needs and wants contained in each house. Then, narrow down your search to those homes with the most check marks.</p>		House #1		House #2		House #3		House #4		House #5
Needs / Must Haves										
1.										
2.										
3.										
4.										
5.										
Wants / Would Like to Have										
1.										
2.										
3.										
4.										
5.										
Unexpected / Bonus to Have										
1.										
2.										
3.										
4.										
5.										

# Buyer Notification System

- Searching for properties that match your criteria
- Notification by email
- A separate buyer division to save your time
- A team of trained professionals work for and with you
- The option to delete listings and request showings directly from your Daily updates

Once we have your criteria, we search the Multiple Listing Service to find properties that match your criteria. Once a match is found, we send the data sheets for that property to you by email. This allows you to look at properties on your time and to review all of the details of that property. We are available by Internet so you can easily send us an email if you have any questions or would like to make an appointment to see a property with Fitkova Realty Group.



# Home Buying Process

- The first step is to get preapproved. On page 28, I have included contact information for a few Lenders I recommend that could assist you with the preapproval process.
- Then, we start looking at houses!
- Once you find something you like, I will send you recent sales to determine fair price.
- To submit an offer, you will need to provide me with the preapproval and a deposit check for \$1,000 to secure the offer. In multiple offer situations, I would suggest writing a personalized letter to the Sellers.
- After the acceptance of your offer, you will have about a week to preform home inspection and review condominium documents and financials. I recommend hiring a lawyer after the acceptance of your offer to help you review these documents. On page 28, I have also included contact information for a few Attorneys I recommend to assist you with the process.
- 10 days from acceptance of your offer, you will sign the Purchase and Sale Agreement which your lawyer will prepare. At this time, I will need the 5% deposit minus the original \$1,000 deposit amount. This amount will sit in an escrow account until you close and it will go towards your down payment.
- After Purchase and Sale Agreement is signed, the bank will preform the appraisal and process the loan. The entire process takes about 45-60 days after acceptance of offer. I will be giving you step by step instructions as we go.
- Please discuss closing costs with your lender.

Let me know if you have any other questions!

# Let's adhere to this plan to secure your dream home quickly!

A successful real estate transaction hinges on numerous details involving deadlines that must be met so that you can move into your dream home as soon as possible.

Set inspection date and time by: \_\_\_\_\_

Written notice due - all major items from inspection that you wish to have fixed: \_\_\_\_\_

Negotiation of inspection complete: \_\_\_\_\_

Review of condo docs and financials by: \_\_\_\_\_

Purchase and Sales Agreement: \_\_\_\_\_

Loan application by: \_\_\_\_\_

Loan approval: \_\_\_\_\_

Closing date: \_\_\_\_\_

Please note: During the loan and home-buying process you will be asked to supply documentation, respond to phone calls requesting information, schedule dates into your calendar, etc.

Please respond quickly to these requests so that your transaction does not encounter any problems.



# Estimated Closing Costs in Massachusetts

EXAMPLE: Purchase Price of \$1,000,000.00 with 20% financing {estimated}

## BUYER:

Appraisal	Up to \$520.00 for a single family and \$600 for a multi-family
Credit Report	\$ 20.00-50.00
Tax Service Fees	Up to \$70.00
Flood Certification	\$ 20.00-30.00
Municipal Lien Certificate	Up to \$60.00
Plot Plan	\$ 125.00-175.00
Recording Fees	\$ 365.00-550.00
Bank Attorney Fees	\$ 500.00-800.00
Underwriting	\$500.00-600.00
Processing	\$200.00-300.00
Title insurance ( lenders portion)	\$2.50/thousand
Title insurance ( owners portion – NOT MANDATORY TO PURCHASE)	\$4.00/thousand – <i>cost of lender's title insurance</i>
Title Search	\$150.00
Service Fees	Approximately \$200.00
Courier/Overnight Mail Fees	\$ 25.00- 50.00

\*Lenders also charge miscellaneous underwriting, loan processing, document preparation and funding fees which may add several hundred dollars to the estimate. When shopping Lenders compare these discretionary fees as the items listed above are more standardized in the industry.

\*\*Buyers may also opt to “buy down” their interest rates by paying points to the Lender. A point = 1% of the loan amount. In this example one point = \$4,500.00

\*\*\*Personal representation by an attorney is paid separately by the Buyer at closing. When interviewing a personal attorney a Buyer will be quoted a fee for negotiation of the Purchase & Sale Agreement which includes counsel throughout the process and attendance at closing. If a condominium is involved, a Buyer's attorney will also review the condominium documents and financial statements with the Buyer during the Purchase & Sale stage. In many cases the Buyer's Lender will allow the Buyer's attorney to be appointed as Bank counsel as well which often results in reduced fees to the Buyer. Buyers should never presume that the Bank attorney represents their personal interests unless he or she is specifically hired separately for that purpose.

# Estimated Mortgage Chart

<u>Purchase Price</u>	<u>% Down</u>	<u>Loan Size</u>	<u>Interest rate</u>	<u>Monthly payment</u>
\$500,000	20%	\$400,000	3.50%	\$1,796
\$600,000	20%	\$480,000	3.50%	\$2,155
\$700,000	20%	\$560,000	3.50%	\$2,515
\$800,000	20%	\$640,000	3.50%	\$2,874
\$900,000	20%	\$720,000	3.50%	\$3,233
\$1,000,000	20%	\$800,000	3.50%	\$3,592
\$1,100,000	20%	\$880,000	3.50%	\$3,952
\$1,200,000	20%	\$960,000	3.50%	\$4,311
\$1,300,000	20%	\$1,040,000	3.50%	\$4,670
\$1,400,000	20%	\$1,120,000	3.50%	\$5,029
\$1,500,000	20%	\$1,200,000	3.50%	\$5,389
\$1,600,000	20%	\$1,280,000	3.50%	\$5,748
\$1,700,000	20%	\$1,360,000	3.50%	\$6,107
\$1,800,000	20%	\$1,440,000	3.50%	\$6,466
\$1,900,000	20%	\$1,520,000	3.50%	\$6,825
\$2,000,000	20%	\$1,600,000	3.50%	\$7,185
\$500,000	20%	\$400,000	3.75%	\$1,852
\$600,000	20%	\$480,000	3.75%	\$2,223
\$700,000	20%	\$560,000	3.75%	\$2,593
\$800,000	20%	\$640,000	3.75%	\$2,964
\$900,000	20%	\$720,000	3.75%	\$3,334
\$1,000,000	20%	\$800,000	3.75%	\$3,705
\$1,100,000	20%	\$880,000	3.75%	\$4,075
\$1,200,000	20%	\$960,000	3.75%	\$4,446
\$1,300,000	20%	\$1,040,000	3.75%	\$4,816
\$1,400,000	20%	\$1,120,000	3.75%	\$5,187
\$1,500,000	20%	\$1,200,000	3.75%	\$5,557
\$1,600,000	20%	\$1,280,000	3.75%	\$5,928
\$1,700,000	20%	\$1,360,000	3.75%	\$6,298
\$1,800,000	20%	\$1,440,000	3.75%	\$6,669
\$1,900,000	20%	\$1,520,000	3.75%	\$7,039
\$2,000,000	20%	\$1,600,000	3.75%	\$7,410
\$500,000	20%	\$400,000	4.00%	\$1,910
\$600,000	20%	\$480,000	4.00%	\$2,292
\$700,000	20%	\$560,000	4.00%	\$2,633
\$800,000	20%	\$640,000	4.00%	\$3,055
\$900,000	20%	\$720,000	4.00%	\$3,437
\$1,000,000	20%	\$800,000	4.00%	\$3,819
\$1,100,000	20%	\$880,000	4.00%	\$4,201
\$1,200,000	20%	\$960,000	4.00%	\$4,583
\$1,300,000	20%	\$1,040,000	4.00%	\$4,965
\$1,400,000	20%	\$1,120,000	4.00%	\$5,347
\$1,500,000	20%	\$1,200,000	4.00%	\$5,729
\$1,600,000	20%	\$1,280,000	4.00%	\$6,111
\$1,700,000	20%	\$1,360,000	4.00%	\$6,493
\$1,800,000	20%	\$1,440,000	4.00%	\$6,875
\$1,900,000	20%	\$1,520,000	4.00%	\$7,257
\$2,000,000	20%	\$1,600,000	4.00%	\$7,639

# For Your Information

## **Earnest Money Deposit**

The money that accompanies an offer to purchase, as evidence of good faith. You write a check to the listing agents trust account at the time of the offer.

## **Escrow**

The money collected by a lender each month to assure enough to pay for property taxes and property insurance when each comes due. This allows you to make one monthly payment for your houses principle, interest, taxes, and insurance.

## **Title**

The right to, or ownership of, something. Represented by evidence of ownership such as deed or bill of sale. It is the sellers responsibility to clear the title.

## **Mortgage Insurance**

Insurance policy required by the lender to protect the mortgage company in the event of default on the loan. The mortgage company wants insurance on the lack of equity in the property.

## **Transfer Taxes**

Fees charged by the State and County to transfer the deed from the seller to the buyer. There are fees that you see on your closing statements.

## **Survey**

A process of measurement by a licensed surveyor to determine the boundaries of land. We like sellers to mark lot corners prior to closing.

## **Discount points**

Charges made by the lenders to adjust the effective rate of interest on a loan. Each discount point equals one percent of the loan amount.

## **Origination Fee**

A lender's fee for origination of a loan. This is part of the Buyers closing costs. Origination fees are disclosed on the Good Faith Estimate from your lender.

## **Residential Exemption**

Since 1983, the City of Boston has offered a residential exemption to homeowners that occupy their property as the principal residence.

Taxpayers who own and occupy their home can save on their tax bill by having a portion of their tax bill exempted from taxation. To qualify for the residential exemption, homeowners must own and occupy their home on January 1 preceding the start of the fiscal year.

The value of the exemption is subtracted from the total full valuation. The fiscal year residential exemption is 30% of the average value of all residential property in the City.

Similar Residential Exemptions are offered in Brookline, Cambridge, Somerville, Waltham and Watertown.

# Buyers Questionnaire

Buyer Name: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Children? \_\_\_\_\_ How Many? \_\_\_\_\_ Names and Ages: \_\_\_\_\_

How long have you been looking? \_\_\_\_\_

Tell me about the home you will buy: \_\_\_\_\_

Have you found anything you liked? \_\_\_\_\_

What stopped you from buying it? \_\_\_\_\_

How many bedrooms and baths do you need? \_\_\_\_\_

What price range? \_\_\_\_\_

Where do you live right now? \_\_\_\_\_

# Sales Track Record 2004-2021

I have been helping people purchase Real Estate in the Greater Boston Area for over 17 years. It would be my pleasure to speak with you about your real estate needs. Please visit us at [www.Fitkova.com](http://www.Fitkova.com) or, if you have any questions, you can reach me directly at 617-921-9952 or at [Miro@Fitkova.com](mailto:Miro@Fitkova.com).

<u>Year</u>	<u>Total Volume</u>
2004	\$4,851,400
2005	\$4,648,000
2006	\$4,742,900
2007	\$7,417,000
2008	\$7,457,398
2009	\$5,745,500
2010	\$7,914,690
2011	\$11,510,188
2012	\$29,325,513
2013	\$32,052,580
2014	\$31,696,300
2015	\$35,233,775
2016	\$32,483,950
2017	\$31,127,259
2018	\$24,972,000
2019	\$21,801,108
2020	\$25,133,400
2021	\$1,425,000

# Testimonials

“Miro is a highly responsive professional. She does her homework and provides clients with detailed information about the market, values and comps. She is thorough and allows the client to have enough time to make an informed decision.”

“My experience with Fitkova Realty was first-class. I've had several real estate agents and I can honestly said that Miro Fitkova has been the best. She knows the market, she knows the area, she is a great negotiator, a trust worthy person, and a great advisor. The service provided by the Fitkova Realty team was beyond compare. Excellent accessibility, honesty, and communication. I really recommend anyone to have Miro as an agent.”

“We just bought our first house with Miro and were extremely happy with the experience. She was very responsive, took time to explain various parts of the process to us and made sure that everything that was time-sensitive or critical was made aware to us with plenty of time to spare. I have no hesitation in recommending Miro.”

“As a first time home buyer I did not know a lot about the process of purchasing a place and this is a large investment that I wanted to understand before taking the plunge. Miro helped me along the whole way, taking me step by step through the process and staying honest with everything we looked at. I would trust her again to go through the buying process and show me exactly what I am looking for.”

“Miro worked with me as a buyer for over 5 months while she educated me about the various neighborhoods and local condo associations. She guided me through several offers before my eventual purchase. Throughout the process she was extremely helpful, knowledgeable, and responsive. Her advice was always data driven and supported by thorough market analysis. She is a very pleasant person and a pleasure to work with. She has a high level of integrity and is motivated towards building a long term customer relationship. I highly recommend her to others.”

“Miro helped us buy our first condo. We were very pleased with her services, in particular her responsiveness and the way she carried us through the entire process. Miro would always send emails checking on the status of our process to make sure we were not missing deadlines and things were moving smoothly. I would also add that Miro did a great job negotiating the price of our new condo. She listened to our reasons and was able to fully articulate them with the seller's realtor, which helped us get the price we thought was fair. We would highly recommend Miro and certainly work with her in the future.”



# Fitkova Preferred Vendors

## Mortgage Brokers:

### Andrew Marquis

Senior Loan Officer  
465 Waverley Oaks Rd; Suite 202  
Waltham; MA 02452  
Cell: (617) 763-0103  
Office: (781) 897-5213  
Fax: (773) 357-4528  
Email: marquis@guaranteedrate.com  
Web: www.guaranteedrate.com

### Sherry Keenan Burke

Leader Bank N.A.  
864 Massachusetts Avenue  
Arlington, MA 02476  
Cell: (617) 293-5098  
Office: (781) 641-8814  
Direct Fax: 978-313-0390  
Email: sburke@leaderbank.com  
Web: www.sherryburke.com

## Attorney:

### Matthew D. Killeen, Esq.

Killeen Law Office, LLC  
27 Mica Lane  
Suite 102A  
Wellesley, MA 02481  
Office: (781) 431-8776  
Fax: (781) 465-6068  
Email: mkilleen@killeenlawoffice.com  
Web: www.killeenlawoffice.com

## Handyman:

### Nuhad Aleid

Aleid Home Improvement  
47 Blue Hill Drive  
Westwood MA, 02090  
Cell: (617) 447-1128  
Email: naleid2009@hotmail.com

## Home Inspectors:

### Inspections Plus

Stephen M. Gaspar  
Office: 508-293-1770  
Email: stephen@inspectionsplusma.com  
Web: www.inspectionsplusma.com

### BeaconLight Home Inspection

Phil Cucchi  
Office: 617-681-HOME  
Cell: 617-821-3661  
Email: phil@beaconlighthi.com  
Web: www.beaconlighthomeinspection.com

### JBS Home Inspections, Inc

Alex Steinberg  
Office: 617-924-1028  
Email: alex@jbsinspections.com  
Web: www.jbsinspections.com

# Buyer Move In Check List & Contact Info

## Utility Companies for the Greater Boston Area (Varies by city/town)

### Electric & Gas:

Eversource [www.eversource.com](http://www.eversource.com) 800.592.2000

National Grid [www.nationalgridus.com](http://www.nationalgridus.com) 617.469.2300

### Water & Sewer—Varies by city/town:

Boston Water & Sewer [www.bwsc.org](http://www.bwsc.org) 617.989.7000

Brookline Water & Sewer [www.brooklinema.gov](http://www.brooklinema.gov) 617.730.2170

Cambridge Water & Sewer [www2.cambridgema.gov/cwd/](http://www2.cambridgema.gov/cwd/) 617.349.4770

Watertown Public Works [www.watertown-ma.gov](http://www.watertown-ma.gov) 617.972-6420

Newton Utilities Dept. [www.newtonma.gov](http://www.newtonma.gov) 617.796.1040

### Internet/Cable/Phone:

Comcast [www.comcast.com](http://www.comcast.com) 1.800.COMCAST (266.2278)

Verizon [www.verizon.com](http://www.verizon.com) 1.800.VERIZON (837.4966)

RCN [www.rcn.com](http://www.rcn.com) 1.800.RING.RCN (746.4726)

### **Remember to:**

- Change locks on your doors. (If a condo, check with condo association if they need a copy )
- If you've purchased a condo, reach out to the management to have your name changed on the mailbox and bell and ask them where to mail your monthly condo fee
- If there is a telephone dial up system for the front door, management will need your phone number to complete setup
- Slip a note to your neighbors introducing yourself as their new neighbor
- If you have a mortgage on the property remember **DO NOT** pay the tax bill when you receive it as your lender will be paying this on your behalf
- If you require oil service, reach out to us so that we can find out who has been historically providing service to your new home so that you can reach out to them

### **Residential Exemption:**

Since 1983, the City of Boston has offered a residential exemption to homeowners that occupy their property as the principal residence.

Taxpayers who own and occupy their home can save on their tax bill by having a portion of their tax bill exempted from taxation. To qualify for the residential exemption, homeowners must own and occupy their home on January 1 preceding the start of the fiscal year.

The value of the exemption is subtracted from the total full valuation. The fiscal year residential exemption is 30% of the average value of all residential property in the City.

Similar Residential Exemptions are offered in 13 Massachusetts communities including Brookline, Cambridge, Chelsea, Malden, Marlborough, Somerville, Waltham, and Watertown.

**Please feel free to reach out to us with any questions you have on your move —  
We are happy to help!**



**Miro Fitkova**

Broker/Owner

Fitkova Realty Group

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