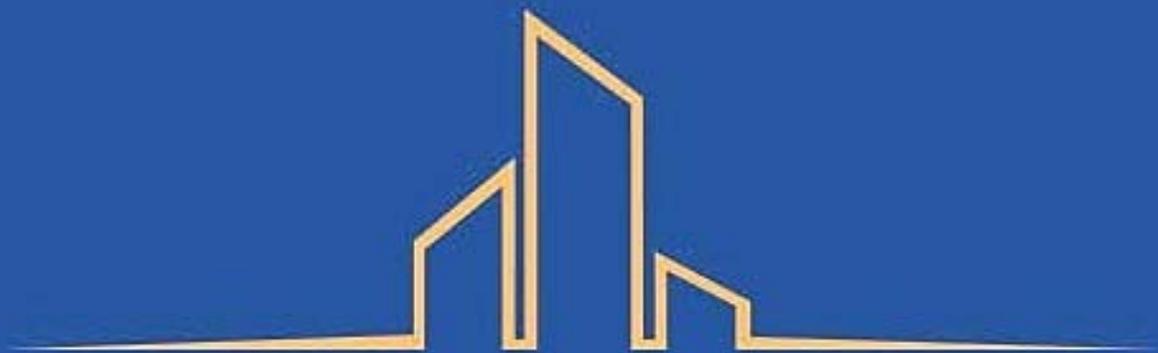


Buyer's Book



FITKOVA
realty group

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MASSACHUSETTS MANDATORY LICENSEE CONSUMER RELATIONSHIP DISCLOSURE

This disclosure is provided to you, the consumer, by the real estate agent listed on this form. Make sure you read both sides of this form. The reverse side contains a more detailed description of the different types of relationships available to you. This is not a contract.

THE TIME WHEN THE LICENSEE MUST PROVIDE THIS NOTICE TO THE CONSUMER:

All real estate licensees must present this form to you at the first personal meeting with you to discuss a specific property. The licensee can represent you as the seller (Seller's Agent) or represent you as the buyer (Buyer's Agent) and also can assist you as a facilitator.

CONSUMER INFORMATION AND RESPONSIBILITY:

Whether you are the buyer or seller you can choose to have the advice, assistance and representation of your own agent who works for you. **Do not assume that a real estate agent works solely for you unless you have an agreement for that relationship.** With your consent, licensees from the same firm may represent a buyer and seller in the same transaction. These agents are referred to as dual agents.

Also, a buyer and seller may be represented by agents in the same real estate firm as designated agents. The "designated seller or buyer agent" is your sole representative. However, where *both* the seller and buyer provide written consent to have a designated agent represent them, then the agent making such designation becomes a "dual agent" for the buyer and seller. All real estate agents must, by law, present properties honestly and accurately. They must also disclose known material defects in the real estate.

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

RELATIONSHIP OF REAL ESTATE LICENSEE WITH THE CONSUMER

(check one) Seller's agent Buyer's agent Facilitator

IF A SELLER'S OR BUYER'S AGENT IS CHECKED ABOVE COMPLETE THE SECTION BELOW:

Relationship with others affiliated with _____
(Print name of real estate firm or business and license number)

- (Check one)
- The real estate agent listed below, the real estate firm or business listed above and all other affiliated agents have the same relationship with the consumer named herein (seller or buyer agency, not designated agency).
 - Only the real estate agent listed below represents the consumer named in this form (designated seller or buyer agency). In this situation, any firm or business listed above, and other agents affiliated with the firm or business, 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 timely to the consumer named herein.

(Signature of real estate agent) (Printed name of real estate agent) (License Number/Type) (Today's Date)

By signing below I, the consumer, acknowledge that I have received and read the information in this disclosure.

(Signature of consumer) (Printed name of consumer) (Today's Date)

(Signature of consumer) (Printed name of consumer) (Today's Date)

Check here if the 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

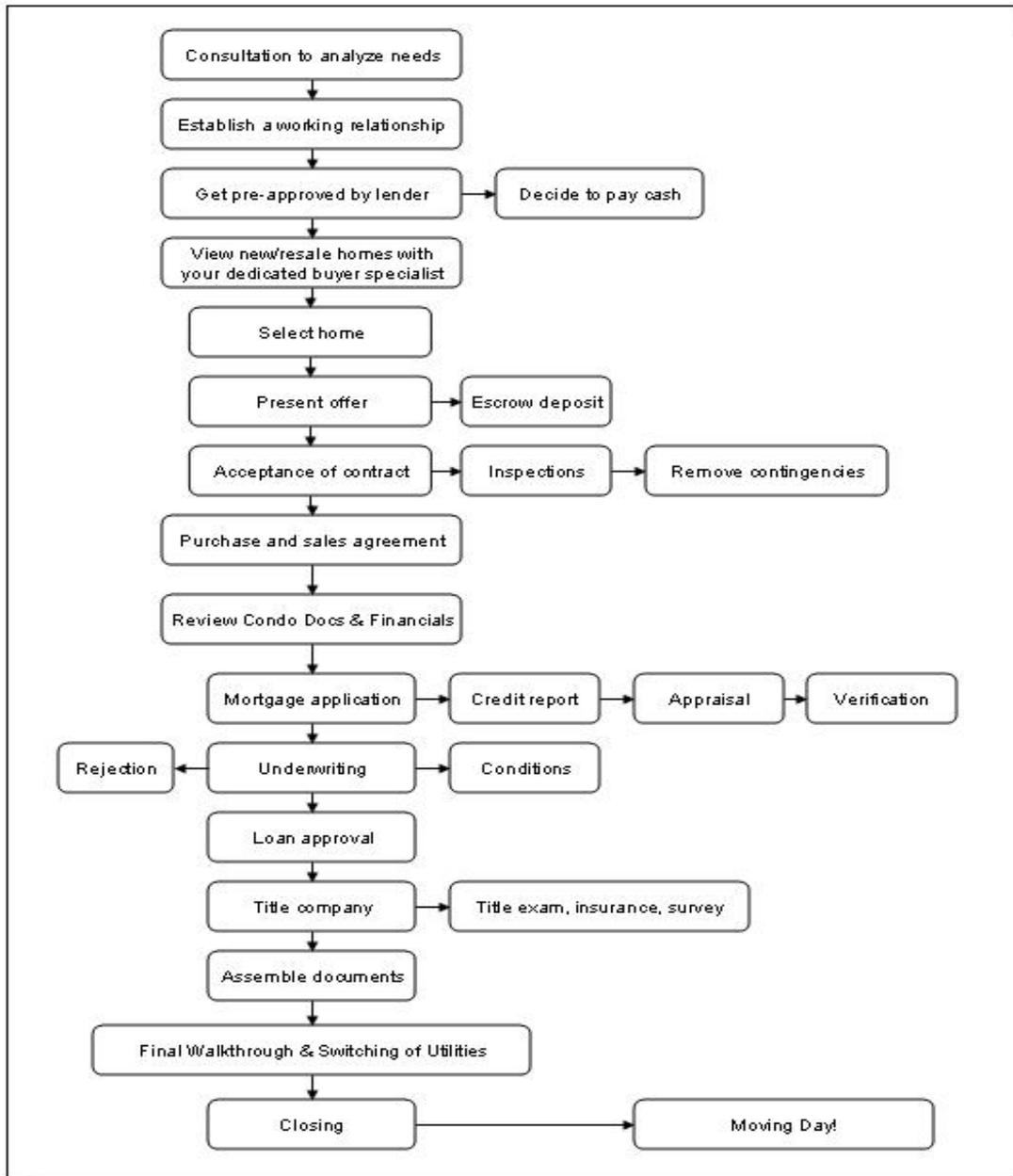
The latest [HUD Settlement Cost Booklet](#) recommends the use of an Exclusive Buyer's Agent.

"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

This tool will help you to logically choose the home that is best suited for you and your family. Please list below the needs, wants, and bonus features you're looking for in a home. As you Consultant shows you properties, check off the needs and wants contained in each house. Then narrow your search down to those homes with the most checkmarks.

	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/It Would be a 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 \$500,000.00 with 10% financing {estimated}

BUYER:

Appraisal	Up to \$395.00
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
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

Purchase Price	% Down	Loan Size	Interest rate	Monthly payment
\$200,000	20%	160,000	3.500%	\$718
\$250,000	20%	200,000	3.500%	\$898
\$300,000	20%	240,000	3.500%	\$1,078
\$350,000	20%	280,000	3.500%	\$1,257
\$400,000	20%	320,000	3.500%	\$1,437
\$450,000	20%	360,000	3.500%	\$1,617
\$500,000	20%	400,000	3.500%	\$1,796
\$200,000	20%	160,000	3.750%	\$741
\$250,000	20%	200,000	3.750%	\$926
\$300,000	20%	240,000	3.750%	\$1,111
\$350,000	20%	280,000	3.750%	\$1,297
\$400,000	20%	320,000	3.750%	\$1,482
\$450,000	20%	360,000	3.750%	\$1,667
\$500,000	20%	400,000	3.750%	\$1,852
\$200,000	20%	160,000	4.000%	\$764
\$250,000	20%	200,000	4.000%	\$955
\$300,000	20%	240,000	4.000%	\$1,146
\$350,000	20%	280,000	4.000%	\$1,337
\$400,000	20%	320,000	4.000%	\$1,528
\$450,000	20%	360,000	4.000%	\$1,719
\$500,000	20%	400,000	4.000%	\$1,910
\$200,000	20%	160,000	4.250%	\$787
\$250,000	20%	200,000	4.250%	\$984
\$300,000	20%	240,000	4.250%	\$1,181
\$350,000	20%	280,000	4.250%	\$1,377
\$400,000	20%	320,000	4.250%	\$1,574
\$450,000	20%	360,000	4.250%	\$1,771
\$500,000	20%	400,000	4.250%	\$1,968

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, & 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? _____

Buyers Questionnaire

Any specific floor? _____ Is walk up if no elevator ok? _____

Are you ok with garden level units? _____

What are you looking for in your new condo? _____

What locations are you interested in? _____

Are you familiar with Boston? _____

Where will you be commuting to? _____

Will you drive to work? _____ Do you need parking? _____

Close to public transportation? _____ Subway or buses are fine? _____

Do you have any pets? _____

When would you like to move? _____

Are you currently on a lease? When does it expire? _____

Are you working with any real estate agents? _____

Have you been preapproved? _____

We can recommend a mortgage broker if you are interested but you are free to use whoever you like.

Miro Fitkova Sales Track Record 2010-2018

<u>Year</u>	<u>Town/Area</u>	<u>Number of Sales</u>	<u>Total Volume</u>
2010	Boston: Allston, Back Bay, Brighton, Dorchester, Jamaica Plain, South Boston, South End Braintree, Brookline, Chelmsford, Easton, Foxboro, Framingham, Milton, Newton, Weston, Woburn	22 sales	\$7,914,690. ⁰⁰
2011	Boston: Allston, Back Bay, Brighton, Dorchester, Waterfront Brookline, Cambridge, Lexington, Melrose, Newton	25 sales	\$11,510,188. ⁰⁰
2012	Boston: Allston, Back Bay, Beacon Hill, Brighton, East Boston, Jamaica Plain, Kenmore Square, North End, South End, The Fenway, Waterfront, West Roxbury Brookline, Lexington, Natick, Newton, Somerville, Watertown, Westford, Wilmington	63 sales	\$29,325,513. ⁰⁰
2013	Boston: Allston, Brighton, Back Bay, Charlestown, Dorchester, Jamaica Plain, Kenmore Square, The Fenway, North End, South End, West End Brookline, Cambridge, Medford, Newton, Somerville, Watertown	66 sales	\$32,052,580. ⁰⁰
2014	Boston: Back Bay, Brighton, Jamaica Plain, Midtown, South Boston, South End, West End Andover, Brookline, Cambridge, Newton, Somerville, Waltham, Watertown	51 sales	\$31,696,300. ⁰⁰
2015	Boston: Allston, Back Bay, Beacon Hill, Brighton, Jamaica Plain, Midtown, South Boston, South End, The Fenway, West End, West Roxbury Belmont, Brookline, Cambridge, Needham, Newburyport, Newton, Watertown, Wellesley, Weston, Westborough, Weymouth	51 sales	\$34,389,775. ⁰⁰
2016	Boston: Allston, Back Bay, Beacon Hill, Brighton, Charlestown, East Boston, Jamaica Plain, Roslindale, South End, The Fenway, West Roxbury Arlington, Brookline, Cambridge, Newton	44 sales	\$29,637,409. ⁰⁰
2017	Boston: Back Bay, Brighton, Charlestown, East Boston, Jamaica Plain, Leather District, Roslindale, South End, South Boston, The Fenway, West Roxbury Arlington, Bedford, Brookline, Medford, Middleton, Newton, Norwood, Quincy, Revere, Waltham, Watertown, Wellesley, Westborough	52 sales	\$31,127,259. ⁰⁰
2018	Boston: Back Bay, Beacon Hill, Brighton, Dorchester, Jamaica Plain, North End, Roslindale, Roxbury, South Boston, West Roxbury Arlington, Brookline, Cambridge, Lexington, Medford, Newton, Somerville, Watertown, Wellesley, Weston, Winchester, Worcester	32 sales	\$24,955,000. ⁰⁰

Miro Fitkova Sales Track Record - 2018

<u>Closing Date</u>	<u>Address</u>	<u>Town/Area</u>
1/4/2019	1411 Washington St - Unit 4	South End, MA
1/16/2019	10 Riverside Street - Unit 3-1	Watertown, MA
1/18/2019	362 Faneuil Street - Unit 3	Brighton, MA

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:

Philip Ganz

Senior Loan Officer, MLO#: 37833
380 West Broadway, Suite 101
South Boston MA 02127
Cell: (617) 529-9317
Fax: (617) 456-1701
Email: philg@fairwaymc.com
Web: www.fairwaymortgageboston.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

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

Handyman:

Nuhad Aleid

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

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40 Grove Street, Suite 140
Wellesley, MA 02482
Office: 781-705-6030
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Email: sselami@selamilaw.com
Web: www.selamilaw.com

Home Inspectors:

REC Home Inspection

59 Crescent Street,
Winthrop, MA 02152
Office: (617) 846-8328
Web: <http://www.rechomeinspections.com>

BeaconLight Home Inspection

Phil Cucchi
Owner/Home Inspector
Office: 617-681-HOME
Cell: 617-821-3661
Email: phil@beaconlighthi.com
Web: beaconlighthomeinspection.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 800.592.2000

National Grid www.nationalgridus.com 617.469.2300

Water & Sewer—Varies by city/town:

Boston Water & Sewer www.bwsc.org 617.989.7000

Brookline Water & Sewer www.brooklinema.gov 617.730.2170

Cambridge Water & Sewer www2.cambridgema.gov/cwd/ 617.349.4770

Watertown Public Works www.watertown-ma.gov 617.972-6420

Newton Utilities Dept. www.newtonma.gov 617.796.1040

Internet/Cable/Phone:

Comcast www.comcast.com 1.800.COMCAST (266.2278)

Verizon www.verizon.com 1.800.VERIZON (837.4966)

RCN 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

1309 Beacon Street - Suite 300, Brookline, MA 02446

Direct: 617-921-9952

Office: 617-274-5779

Fax: 617-608-1632

www.fitkova.com

