# The First-time Homebuyers'Kit

What you need to know to turn a house into a home.





America's Most Convenient Bank®



# Make Your Home-Buying Dreams a Reality.

Buying your first home is an exciting time and we're here to help make the experience as rewarding as possible. We understand this is one of the most significant purchases you'll make so we want to help you find the right loan for your situation.

This First-Time Homebuyer Kit is designed to help you learn about the home-buying process and provide the advice and information you need to choose a home and a mortgage that fit your needs. If you have questions or need help as you go through the process, our mortgage advisors are always here for you: in person, on the phone or online.

And, as America's Most Convenient Bank<sup>®</sup>, we make it easy for you when you're ready to apply:

- Online at tdbank.com/mortgage
- Over the phone by calling one of our mortgage advisors at 1-800-822-6761
- At your nearest TD Bank Store (we're open early and open late, and most Stores are open 7 days a week)
- With one of our mortgage advisors who will come to you

Step 1 - Learn about homeownership

Step 2 - Determine how much home you can afford

Step 3 - Shop for a home

Step 4 - Find the right mortgage

Step 5 - Close the loan and move in

House comparison checklist

Mortgage checklist

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FAQ

Moving Checklist

# Home-buyer education courses

Owning a home is a significant investment so you'll want to make your decision carefully. If you're looking for more detailed information, it may be helpful to participate in a First-Time Homebuyer class offered by a non-profit agency in your community.

Finding a local non-profit agency can help you prepare for the home-buying process. Most agencies provide group seminars and one-on-one interviews. It is important that you find a certified education program to ensure the information you receive is accurate.

Below are three organizations that provide accreditation for non-profit home-buying programs. These links will direct you to agencies in your community:

- National Foundation for Credit Counseling the nation's largest and longest serving national nonprofit credit counseling network, with more than 100 member agencies and nearly 850 offices throughout the country. www.nfcc.org
- NeighborWorks America a national network of more than 240 community development and affordablehousing organizations throughout the country.
   www.nw.org
- The US Department of Housing and Urban Development (HUD) – certifies non-profit home ownership programs ensuring consistency and quality. There are many certified programs throughout the country. www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm

# Deciding if home ownership is right for you

Buying a home isn't for everyone and it's important to know the benefits of owning a home vs. renting in order to determine what's right for you.

### **Reasons to rent:**

- Flexibility by not being locked into the equity of a home, you can explore different areas without committing to just one, as well as have the flexibility to react more quickly to unexpected career or income changes
- Improving your Credit by making on-time rental payments and building a positive credit history, you can build the credit you need to qualify for a mortgage
- No Maintenance household maintenance is the responsibility of the landlord
- Incidental Expenses when renting, many utilities may be covered by the landlord such as water, sewerage, garbage and, in some cases, heat and hot water

When renting, it's important to be aware of unpredictable rent fluctuations. This can often make long-term budgeting more difficult.

### **Reasons to buy:**

- **Pride of Ownership** having your own home to enjoy with family and friends creates unparalleled pride
- **Creative Control** feel free to paint or remodel as you wish to make your house into a home
- Equity with every mortgage payment, you increase the degree of ownership in your home. Also, you can borrow against your ownership (or equity) in the home to pay for major purchases, refinance your home at favorable rates, or once you've paid the entire mortgage off, borrow to fund major purchases like a second home or your child's education
- Tax Deductions as a homeowner, you may deduct mortgage interest as well as your property taxes (consult a tax advisor about tax deductability)

Determining what you can afford is an important step for every homebuyer. One easy way to determine your price range is to get pre-qualified.

# **Pre-Qualified\***

To get pre-qualified, we'll need information about your debt, income and assets. We'll also need to check your credit score. Using this information, we'll discuss your ideal monthly mortgage payments, including down payments and other up-front costs in your calculations.

By the end of the conversation, you'll know how much you pre-qualify for so you can narrow the focus of your house hunt to homes in your price range and shop with confidence. For more help in determining just how much you could potentially afford, visit your nearest TD Bank Store or use our mortgage calculator at **tdbank.com**. Your TD Bank mortgage advisor can also help you get pre-qualified.



\*Pre-qualification is not a commitment to lend.

# **Types of Homes**

With all the homes out there, it can be tough to know which is the best fit for you. Many factors determine the ideal house for each buyer including desired features and benefits, life stage and how many improvements you're willing to make. Here's a look at common types of houses and their associated benefits and drawbacks:

# Single-family homes

These detached homes (houses that sit on their own lot) come in one (ranch), two and three-level styles. Their exterior appearance can be Contemporary, Colonial, Tudor, Victorian or Georgian. As the name implies, single-family homes are ideal for families, especially those with children. Privacy is an attractive characteristic of these homes, which may have a fenced back yard. On the other hand, you'll have to keep up with more maintenance than with other home types.

# **Condominiums (condos)**

Condos are individually owned homes attached to one another in a building (like apartments), and feature common facilities, such as recreation areas and fitness rooms. Each condominium building belongs to an association of all its owners. The association determines the monthly assessment fees along with rules and regulations that govern the entire building. The association also decides on maintenance and improvements to the condo building. Like a singlefamily home, you build equity when you own a condo, but unlike a house, you have less maintenance. One drawback to a condo is that you typically have less privacy.

# **Cooperative apartments (Co-ops)**

Similar to condos but usually less expensive, co-ops are popular in large urban areas. New York City is known for them. A co-op is different from a condo, in that instead of buying the unit, you buy shares in a corporation that owns the building. Before you can buy shares, you have to be approved by the building's co-op board. Each shareholder has the right to lease a specific unit in the building. Keep in mind that you may have a more difficult time selling your co-op unit because of the board-approval process.

# Townhouses

Whether they're one, two or three stories tall, townhouses (also called townhomes or row homes) are typically vertical in design. Some even come with attached garages. They offer the privacy of a singlefamily home and some may have the added benefit of exterior condo maintenance, which may be done by a homeowners' association. Row houses are common in cities or urban areas where they sometimes even offer historical value. Many townhouses are built in what are called Planned Unit Developments (PUD), clustered communities that have areas for residential and commercial use, and public areas such as schools, parks and the like.

### **Fixer-uppers**

These are usually condos and single-family homes that are in need of extensive repairs, maintenance or updating. Fixer-uppers can usually provide good value to buyers who want to put some "sweat equity" into a property and add some personal touches. On the other hand, there can be additional costs due to defects in the home, such as foundation cracks or defective heating and air conditioning units. Have a professional home inspector check the home from top to bottom before you decide to buy it.

### **New-construction homes**

New construction housing allows you to design a home from top to bottom. You can pick your finishes, cabinets, bath fixtures and more. Some builders also allow you to move walls in pre-designed models and pick the lot within their community. Expect to pay more money for a new construction. Pre-construction typically offers you reduced pricing before a development or building gets under way. You need to be fairly creative to visualize your new home from floor plans, because there usually aren't models to view until the project gets underway. If you decide to purchase new construction, make sure you research the developer or builder's track record before you sign the purchase contract.

#### **Green homes**

Green, or eco-friendly living, is blooming everywhere. No less in the world of real estate, where green building and renovation are becoming mainstream. According to the U.S. Green Building Council (USGBC), a green home uses building materials from recycled products, including woods such as bamboo that are quickly renewable. A green home uses less energy, water and other natural resources, and it should generate some of its own energy with photovoltaic cells (solar panels) or wind turbines. Inside, a green home's windows and doors are well-insulated, and paints, carpets and other materials do not emit volatile organic compounds. A green household also has cost-saving Energy Star lighting and appliances, and showerheads and toilets that use less water. Look for the USGBC's LEED certification in a green home, which means that it meets sustainable constructions standards.

# Selecting a real estate professional

The majority of real estate transactions take place with the assistance of a real estate professional — and for good reason. Working with a real estate professional is an efficient means of shopping for a home and can help make the home-buying process an easy, hassle-free experience.

### A real estate professional:

- Helps you assess your wants and needs to find a home that you can afford and that best suits you.
- Accesses the properties on the market in your desired area and price range that fit your individual home needs.
- May help you get a better price. Your real estate professional is a specialist in your area and knows the market well, which may help you better negotiate pricing.
- Negotiates for you. Once you have found the home you want to buy, your real estate professional will write up your purchase offer and present it to the seller. This gives you the best opportunity to have your contract accepted.
- Can help protect your rights. Real estate transactions have become increasingly complicated. Your real estate agent is there to assist you as a trained professional.

### Making an offer

A written proposal is the foundation of a real estate transaction. When you're ready to take the leap toward homeownership, you'll need to enter into a written contract, which starts with your written proposal. This proposal not only specifies price, but all the terms and conditions of the purchase. For example, if the sellers offer \$2,000 toward your closing costs, be sure that's included in your written offer and in the final completed contract, or you won't have grounds for collecting it later.

If you work with a real estate professional, he or she will answer any questions you may have and write up your purchase offer. If you are not working with a real estate professional, you'll need to draw up a purchase offer or contract that conforms to state and local laws and incorporates all of the terms of the purchase. State laws vary and certain provisions may be required in your area. After the offer is drawn up and signed, it will usually be presented to the seller by your real estate professional, by the seller's real estate professional (if a different agent) or often by the two together. In a few areas, sales contracts are drawn up by the parties' lawyers.

### What the offer contains

The purchase offer you submit, if accepted as it stands, will become a binding sales contract (known in some areas as a purchase agreement, earnest money agreement or deposit receipt). Therefore, it's important that your purchase offer includes the following information:

- Address and sometimes a legal description of the property
- Sale price
- Terms for example, all cash or subject to your obtaining a mortgage for a given amount
- Seller's promise to provide clear title (ownership)
- Target date for closing (the actual sale)
- Amount of earnest money deposit accompanying the offer, and whether it's a check, cash or promissory note, and how it's to be returned to you if the offer is rejected or kept as damages if you later back out without good reason
- Method by which real estate taxes, rents, fuel, water bills and utilities are to be adjusted (pro-rated) between buyer and seller
- Provisions about who will pay for title insurance, survey, termite inspections and other related expenses
- Type of deed to be given
- Other requirements specific to your state, which might include a chance for attorney review of the contract, disclosure of specific environmental hazards or other state-specific clauses
- A provision that the buyer may make a last-minute walk-through inspection of the property just before the closing
- A time limit (preferably short) after which the offer will expire

#### **Earnest money**

This is a deposit you give when making an offer on a house. A seller is understandably suspicious of a written offer that is not accompanied by a cash deposit to show "good faith." A real estate professional or an attorney usually holds the deposit. This will become part of your down payment, or returned to you if your offer is declined.

# The seller's response to your offer

If the seller signs an acceptance of your written offer, as soon as you're notified, you will have a binding contract. If the offer is rejected, be sure to find out what the specific issues were with the offer and use your knowledge as you continue your search.

If the seller likes everything except the sale price, the proposed closing date, etc., you may receive a written counteroffer. You can accept or reject it or even make your own counteroffer. For example, "We accept the counteroffer with the higher price, except that we'd like the closing date to stay the same."

Each time either party makes any change in the terms, the other side is free to accept or reject it, or counter again. The document becomes a binding contract only when one party finally signs an unconditional acceptance of the other side's proposal.

# **The TD Bank Difference**

At TD Bank, we pride ourselves on making the mortgage process as straightforward and hassle-free as possible – from application through closing and beyond. We offer a range of flexible and affordable home financing options to fit your needs. Our expert mortgage advisors will help find the borrowing solution that's right for you.

Types of Mortgages	
Fixed Rate Mortgages	If you plan to own your home for several years and prefer the stability of fixed monthly payments, a fixed rate mortgage may be the right choice for you.
	<ul> <li>Lock in a fixed interest rate for the life of your loan</li> <li>Take advantage of low down payment options</li> <li>Choose from a variety of terms to fit your needs</li> <li>Rest easy knowing that your monthly principal and interest payments will never increase</li> </ul>
Adjustable Rate Mortgages	Adjustable rate mortgages work best if you plan to stay in your home a few years or if you're looking for lower up-front payments.
	<ul> <li>Receive a lower initial interest rate</li> <li>Be assured that, although your payments may increase as rates fluctuate, there is a limit on the amount your interest rate can increase or decrease over time</li> </ul>
Affordable Housing Programs	We offer mortgages to buyers who may not meet the requirements of traditional programs, including discounted rates for low- to moderate-income borrowers on FHA and VA mortgages. Our Right Step mortgage is another alternative that offers buyers flexible down payment options, a simplified underwriting and appraisal process and potential savings on mortgage insurance
	Build your home from the ground up in a complete package.
Construction Mortgages	<ul> <li>Keep expenses low with interest-only monthly payments during the construction phase</li> <li>Automatically convert monthly payments to principal and interest at the end of the 12-month construction term, or earlier, if your home is completed ahead of schedule</li> </ul>
Jumbo Mortgages	Whether you need substantial financing for a primary residence or second home, our jumbo mortgages are ideally suited – and competitively priced.
	• We offer a variety of financing options for loans starting at \$417,001 and up

# Documentation you may need

# **Personal identification**

- Passport
- Driver's license
- Voter's ID card
- Birth certificate
- Social Security number or tax identification number
- A copy of divorce decree or bankruptcy papers, if applicable

# Financial and income documentation

- Proof of Income/Pay Stubs a copy of your most recent pay stubs or awards letters for any Social Security income received
- W-2's W-2 forms for the past two years will be requested from each employer you receive income from
- If you own a business, work on a commission basis or have other income outside of your primary employment – the last two years of tax returns will be required

# Additional documentation of income may be required:

- If your business is a corporation, include IRS Form 1120
- If your business is an S Corporation, include IRS Form 1120s and Schedule K1
- If your business is a partnership, include IRS Form 1065 and Schedule K1

- Investment/retirement income account statements showing current market value of any investments you may have such as stocks, bonds, 401(k)s, IRAs or certificates of deposits
- Recent bank statements bank account statements for the past few months may also be requested. If you have both checking and savings accounts, statements for both accounts should be submitted
- Copy of lease or rental verification if you're a renter, a current lease or a form signed by the landlord may also be requested. As part of the underwriting process, TD Bank may contact the landlord to verify rent paid and whether or not it was paid on time

# **Property documentation**

• Copy of sales contract or purchase agreement – this will include address and description of the property and explain the major terms of sale

# **Proof of insurance**

 A copy of your homeowner's insurance declaration – this should be the first page of your homeowner's insurance policy packet with your information as well as the information of the insurer

What to Expect During	What to Expect During The Application Process				
Application	A TD Bank mortgage advisor will meet with you to discuss your personal goals and financial situation. You'll review your mortgage options, discuss the mortgage application process and get answers to questions you may have. You can also apply online or by the phone. If you have questions, our mortgage advisors are available by phone 24/7.				
Processing	We'll assign a loan processor to your account to see your transaction through to closing. This includes the verification of your financial information and collection of documents to satisfy the conditions of the approval. Your loan processor will be happy to answer any questions you may have. You'll be able to view the status of your application online.				
Appraisal	We'll order the appraisal from a licensed appraiser who is familiar with home values in your purchase area. Depending on your finances and the loan amount requested, different types of appraisals are used. Sometimes the appraiser will need to view the interior of the home; sometimes they are able to do their evaluation from the street.				
Underwriting/ Commitment	A mortgage loan underwriter reviews your financial profile and compares it to the guidelines for your chosen loan. Upon approval, you will receive a conditional approval of the mortgage terms and conditions.				
Closing	A "closing" is a meeting of all the related parties to finalize the transaction. Prior to the closing, the closing agent will provide a copy of your settlement statement, so there won't be any surprises at closing. At closing, paperwork associated with the transaction is signed and witnessed, and arrangements are made for the disbursement of the loan proceeds.				

# Your mortgage advisor and mortgage processor

Your mortgage advisor and mortgage processor play an important role in your homeownership journey. The mortgage advisor is often your initial contact at the bank and can provide information and advice to help determine which mortgage product best suits you. The mortgage advisor will run initial calculations to determine if your borrowing power is within the lender's guidelines. Then, once you've applied, your mortgage advisor will collect your personal documents and turn them over to your mortgage processor. Your mortgage processor interacts with all the parties involved in the transaction. The primary function of the mortgage processor is to ensure that mortgages originated by loan officers are packaged and processed accurately in a timely manner.

# **Processing and verification**

Once the application is complete and the mortgage processor has obtained the supporting documents, he or she processes the application and verifies all the information that has been provided. This involves checking the applicant's credit report and verifying his or her employment status.

If any issues arise from this review, such as bankruptcies or late payments, the mortgage processor works with the client to get explanations for these issues that can be submitted with the file.

### **Completing the Application**

The mortgage processor orders the appraisal and title work from third-party companies and might work with the real estate agent to obtain the signed contract for purchase and other details about the property. Once the mortgage processor has the documentation, appraisal and title work together, he or she sends the file to the mortgage underwriter who makes the final lending decision based on the information in the file and the lender's guidelines.

#### **Finishing The Process**

If the file is approved by the underwriter, the closing department works with all the parties involved to schedule the closing date and prepare the documents for closing. After the closing, it is the closing department's responsibility to make sure that the signed documentation and paperwork is processed.

# **Anticipating Required Funds**

The amount of money you'll need up-front to close your loan is typically comprised of your down payment, the cost of the home inspection and your closing costs, as well as the pre-paid items for your initial taxes and insurance escrow accounts. To assist you with this determination, we're required to provide you with a Good Faith Estimate (or 'GFE') of settlement costs within three days of your application. Also, generally within 24 hours prior to your closing, the closing agent will provide you with the final sum of money required for the closing.

### **Down Payment**

Down payment requirements typically range from 5% to 20%, of the cost of the house. The more you can put down, the greater equity you'll have in your home and the lower your monthly payment will be. For down payments less than 20% you may also be required to pay mortgage insurance.

### **Closing Costs**

Closing costs typically range from 2% to 6% of the loan amount, depending on your area. These costs include fees that you'll need to pay to state and local governments as well as fees associated with obtaining and originating your mortgage.

# **Closing your loan**

Once your home has been inspected, your contingencies have been met and your mortgage has been approved, it's time to close the deal! While every closing is a little different, there are certain elements that each closing has in common.

### Who is involved at closing?

You of course will be in attendance along with (in most cases) a representative of your lender, called a closing officer, or a representative of the title insurance company.

The closing officer's job is to make sure that all necessary documents are signed and verified and that the money from the sale is properly distributed.

In some cases, you may also have your own attorney attend the closing. Sometimes, the sellers will be present, along with any real estate agents involved in the sale.

It is common for buyers and sellers to complete their paperwork in separate rooms and never see each other on the day of closing.

# What to bring to closing

As the buyer, you should bring the following documents to the closing:

- Binder for homeowners insurance and paid receipt.
   Before going through with the closing, the closing officer will contact you to confirm that you have your binder for homeowners insurance and your paid receipt for the first-year's premium. A binder is a document that proves you have adequate homeowners insurance for the home you are buying. Your lender will not issue the mortgage loan without it
- Certified or cashier's check for your down payment and closing costs. You can find out the exact amount you will need by contacting your lender a day or two before the closing

# How to prepare for closing

Review all of your closing documents (with your attorney if you choose to use one) to be sure there are no errors or problems before the closing begins. These documents will include:

- The Mortgage, a separate document that you sign at closing, in which you pledge your home as security for the loan. In some states, buyer(s) sign a Deed of Trust rather than a mortgage, but both documents serve the same purpose
- The Mortgage Note, your promise to repay your loan. It indicates the terms and conditions of your loan and how it will be repaid (the amount of your monthly mortgage payment for principal and interest, when it is due, the length of the mortgage, etc.)
- The Settlement Statement, created by the Federal Department of Housing and Urban Development (HUD) is used in most residential real estate closings in the United States to itemize the costs associated with the loan

# **During closing**

Once the closing gets underway and the closing officer has verified that you have your binder and your paid receipt for homeowners insurance, he or she will explain each closing document and ask you to sign each of them. Your closing officer will answer any questions you have about the documents before you sign them, so don't hesitate to ask.

# **Reviewing closing documents**

Typically, the closing officer will begin by reviewing the mortgage note and the mortgage document and ask you to sign them. Then, he or she will move on to the Settlement Statement. Beginning on the back of the form, where each of the costs being paid by the sellers and the buyers is itemized, you will find a breakdown of the costs, including:

- All the buyers' and sellers' closing costs
- A summary of both parties' transactions by showing how funds are transferred among the buyer, seller, lender and any other parties involved in the sale
- The net amount due from the buyers and the net amount that will be paid to the sellers
- Commissions to real estate agents involved in the sale
- Any lender's charges made in connection with the loan, such as points and other fees
- Items that the lender may require to be paid in advance, such as interest due from the date of the closing until the first mortgage payment
- Amounts deposited in escrow to cover insurance and property taxes
- Title charges for the title search required by the lender and title insurance policies for the lender and the buyer
- Charges to cover recording the mortgage and deed at the county courthouse
- Tax service fee to cover the lender's cost of researching the tax rate for the property

The closing officer will then go over the summary of each party's transaction (on the front of the form). The left column summarizes the buyer's transaction and the right side summarizes the seller's. The sales price of the home is listed at the top of both columns. Amounts are added or subtracted in both columns to arrive at the net amounts due from the buyer to the seller. After the closing officer has covered the entire Settlement Statement, he or she will ask for a check for the down payment and closing costs. When all of the buyer's documents have been explained and signed, the closing officer will move on to the seller's documents.

After the Settlement Statement, the closing officer will review both the <u>Deed</u> and the <u>Commitment for Title</u> <u>Insurance</u>, making sure that the legal descriptions on each document match exactly.

The final activity at closing involves the distribution of the money generated by the sale. It's the closing agent's responsibility to present checks to:

- The sellers
- The sellers' lender, if there is an existing mortgage on the property
- The real estate agents involved in the sale
- Any others who may be indicated on the Settlement Statement

# After closing

After you have signed all the necessary documents and paid your closing costs and down payment, the closing is finished. Your possession date, the day you can move into your new home, is stated in the purchase agreement. If your possession date is the same day as your closing, you will receive the keys to your new home before you leave! If your possession date is different than the closing date, arrangements will be made to secure the keys on the possession date.

### Congratulations on buying your first home!



You'll want to make several copies of this checklist and fill one out for each home you tour. Then, comparing your ratings later will be easy.

The Home	Good	Average	Poor
Square footage			
Number of bedrooms			
Number of baths			
Practicality of floor plan			
Interior walls condition			
Closet/storage space			
Basement			
Fireplace			
Cable TV			
Basement: dampness or odors			
Exterior appearance, condition			
Lawn/yard space			
Fence			
Patio or deck			
Garage			
Energy efficiency			
Screens, storm windows			
Roof: age and condition			
Gutters and downspouts			
The Neighborhood	1		
Appearance/condition of nearby homes/businesses			
Traffic			
Noise level			
Safety/security			
Mix of neighbors			
Pet restrictions			
Parking			
Zoning regulations			

The Neighborhood (cont'd)	Good	Average	Poor
Neighborhood restrictions/ covenants			
Fire protection			
Police			
Snow removal			
Garbage service			
Schools			
Age/condition			
Reputation			
Quality of teachers			
Achievement test scores			
Play areas			
Curriculum			
Class size			
Busing distance			
Convenience to:			
Supermarket			
Schools			
Work			
Shopping			
Child care			
Hospitals			
Doctor/dentist			
Recreation/parks			
Restaurants/entertainment			
Church/synagogue			
Airport			
Highways			
Public transportation			



Address \_\_\_\_\_

Please bring the following paperwork to your initial meeting with a TD Bank mortgage advisor. You will also be required to attach copies of most of these documents to your mortgage applications for processing.

Incom	e						
	W-2 income statements for prior year						
	Most recent pay stubs reflecting at least 30 days of year-to-date earnings						
	If your source of income is from commissions, dividends, interest or rental property, provide a complete copy of your filed and signed tax returns for the prior year						
	If self-employed, provide a complete copy of your filed and signed personal tax returns with all schedules for the previous two years						
	If you are a sole owner or share ownership in a corporation, provide the most recent two years of business tax returns along with your personal tax returns						
	Proof of receipt of alimony or child support, if needed to qualify for this loan						
	If you receive a fixed income, e.g. Social Security, Retirement/Pension or Disability, please provide a copy of the awards letter or proof of receipt of income; depending on source of income, more information could be requested						
Assets	5						
	Complete checking and savings account statements for the last two months						
	Most recent complete retirement accounts, 401(k) and/or investment account statements						
	If you are receiving gift funds for your closing, a copy of the deposited check along with a letter detailing the terms for repayment, if any, from the grantor						

Credit	:					
	Letters of explanation for any recent credit inquiries from the past 60 days					
	Divorce decree (if applicable)					
	Address, mortgage statement and tax and insurance costs for other real estate owned; if rental properties, also include pages 1 and 2 and Schedule E of your tax returns for the prior year					
Prope	rty					
	Fully executed purchase and sales contract					
	Copy of the Earnest Money Deposit check (will need to show that these funds have been cleared by your bank)					
	Contact information for broker(s)					
	Legal description of property					
	Copy of homeowners and flood insurance (if applicable)					



# **Mortgage Glossary**

#### Adjustable Rate Mortgage (ARM)

A mortgage in which the loan rate changes during the life of the loan. Changes are governed by the movement of an index – such as the treasury bill, treasury securities index, or London Inter-Bank Offered Rate (LIBOR) – and the margin and caps of the particular ARM program.

#### Amortization

The gradual repayment of a mortgage by scheduled installments.

#### Annual Percentage Rate (APR)

The actual interest rate, annualized, that a borrower pays when certain costs of financing are included.

#### **Appraisal**

A professional estimate of a property's market value.

#### **Assessed Valuation**

The value placed on a property to determine property taxes.

#### Сар

A limit placed on the upward movement of the payments and interest rates of a loan.

#### Closing

The meeting to finalize your financing by signing all documents and making the appropriate payments, including closing costs.

#### **Closing Costs**

Costs, in addition to the property price or loan payoff, that are due at the closing. Closing costs often include: origination fees; discount points; attorney's fees; costs for title insurance, survey and recording documents; and prepayments of real estate taxes and insurance premiums. Closing costs may include other fees, such as appraisal credit report cost and underwriting fees. Sometimes the seller will help the borrower pay some of these costs.

#### **Closing Statement**

A statement of all applicable financial details of the transaction. Both the buyer and seller receive one. The standardized HUD-1 Settlement Statement form is used in most residential transactions.

#### Collateral

Property pledged as security for a debt, such as real estate securing a mortgage.

#### HUD

The Department of Housing and Urban Development is a U.S. government agency responsible for regulating mortgage closings and the administration of federal housing and urban development programs.

#### **Down Payment**

The portion of the purchase price that the buyer pays and does not finance with a mortgage.

#### **Escrow Account**

An account held by the servicer to which the borrower pays monthly installments for property taxes and insurance. The servicer disburses funds as they become due.

#### Fannie Mae (Federal National Mortgage Association)

A private, shareholder-owned corporation created by Congress to support the secondary mortgage market by purchasing and selling residential mortgages insured by the Federal Housing Administration (FHA) or guaranteed by the Veterans Administration (VA), as well as conventional home mortgages.

#### **Fixed Rate Mortgage**

A mortgage in which the interest rate does not change throughout the loan term.

#### Freddie Mac (Federal Home Loan Mortgage Corporation)

A stockholder-owned corporation chartered by Congress to increase the supply of funds mortgage lenders can make available to homebuyers and multi-family investors.

#### **Gift Letter**

A letter or form verifying that part of the down payment is supplied by someone other than the borrower as a gift that does not have to be repaid.

#### **Good Faith Estimate**

A statement providing a breakdown of the estimated closing costs.

#### **Hazard Insurance**

A broad form of real estate casualty insurance coverage that includes protection against loss from fire, certain natural causes and vandalism.

#### **Homestead Exemption**

A state exemption that protects homestead property, usually to a set amount, against the attachment rights of creditors.

#### Index

For an adjustable rate loan, a measure of current market interest rates is used to determine a new interest rate at the time of adjustment. If the index increases, the interest rate increases until an interest rate cap is reached. An index must be readily verifiable by the borrower and is beyond the control of the lender.

### Loan-To-Value Ratio

The ratio of a loan amount to the value or selling price of real property, usually expressed as a percentage.

#### Margin

The amount added to the index to determine the rate on an adjustable rate mortgage.

#### **Market Value**

An estimate of the price a property would sell for within a reasonable period of time on the open market under normal conditions.

#### Mortgage

A legal document that pledges a property to the lender as security for payment of debt.

#### Points

One point equals one percent of the mortgage amount and is a one-time charge by the lender at closing. A borrower can pay points to reduce the interest rate of a loan.

#### **Pre-Approval**

The process used to determine how much money a homebuyer is eligible to borrow. Generally, the borrower's credit report is obtained.

#### **Pre-Qualification**

Compared to pre-approval, a less formal process used to estimate how much money a homebuyer may be eligible to borrow.

#### Private Mortgage Insurance (PMI)

Insurance written by an independent mortgage insurance company protecting the mortgage lender against loss if a borrower does not pay the loan.

#### Rate Lock

A written agreement that guarantees the borrower a specified interest rate as long as the loan is closed within a set period of time.

#### Refinancing

The process of paying off one loan with the proceeds of a new one and using the same property as security.

#### Secondary Market

The financial market where mortgages are bought and sold.

#### Servicer

The institution that collects loan payments and administers the loan after closing. This may or may not be the same company as the initial lender.

#### Title Insurance – Lender's

Insurance protecting the lender against loss arising from disputes over lien priority and ownership.

#### Title Insurance – Owner's

Insurance protecting the buyer against loss from disputes over rights to the property and ownership.

#### **Transfer Tax**

State or local tax paid when real estate passes from one owner to another.

#### Underwriting

The process of reviewing a loan, including an evaluation of the property, a review of the applicant's creditworthiness and compliance with program guidelines.



Many people have questions about mortgages, including the type of loan that is right for them. You'll find answers to the most common questions below. Your TD Bank mortgage advisor is always available to answer these or other questions in more detail.

#### Q. What are "closing costs"?

A. Closing costs are the fees paid at the meeting that completes your transaction, also known as the "closing." Closing costs often include: origination fees; discount points; attorney's fees; costs for title insurance, survey and recording documents; prepayments of real estate taxes and insurance premiums; appraisal fee, credit report cost and underwriting fees. Sometimes the seller will help the borrower pay some of these costs. Your TD Bank mortgage advisor will provide you with a detailed estimate of your closing costs.

# Q. Should I choose a fixed rate or adjustable rate mortgage?

A. There is no simple answer to this question, but choosing the right mortgage for you largely depends on your financial profile and how long you intend to keep the house. We recommend reviewing the features of each kind of mortgage, then speaking with your mortgage advisor, so you can feel entirely comfortable with your decision.

# Q. How do I determine what price home I can qualify for?

A. How much home you can afford depends on how much you earn and how much you owe, as well as your savings and the type of loan you choose. To help you determine what you can afford, speak with a mortgage advisor at your nearest TD Bank or at 1-800-822-6761. We will consider your expenses in relation to your income to determine your maximum payment.

### Q. When should I refinance?

A. When you own your home, you may have the opportunity to manage this important asset by refinancing your current mortgage. Perhaps you need extra money for college expenses or a major purchase, or perhaps you are considering an addition or remodeling. Refinancing may be the best choice for obtaining the lowest interest rate. You may not need to pay any out-of-pocket cash in the process. In addition, when rates are favorable, you may be able to lower your monthly mortgage payment or shorten your loan term.

# Q. What is Private Mortgage Insurance (PMI), and who pays it?

A. Private Mortgage Insurance enables a borrower to purchase a home with less than a 20 percent down payment. PMI protects the mortgage lender against loss if a borrower does not repay the loan. It is the responsibility of the borrower to pay the premiums for this insurance. Your TD Bank mortgage advisor will be happy to discuss PMI and available government-insured programs.

# Q. As a First-Time Homebuyer, what do I need to know?

A. A professional and experienced mortgage advisor is your greatest asset when financing a home. Your TD Bank mortgage advisor is familiar with all of our mortgage programs and is committed to partnering with you to best meet your goals and needs throughout the mortgage process.

# Q. Should I include homeowners insurance in my estimated monthly payment?

A. Insurance is an essential part of every homeowners costs, but it is easy to overlook these additional costs when considering what is affordable in a house. It is important that you consider these necessary costs when calculating your monthly mortgage payments and that you understand the role insurance plays in the overall mortgage process. Insurance provides important protection for both you and the lender.

Visit tdbank.com/mortgage for more information, including calculators and frequently asked questions. Or, call us at 1-800-822-6761 to speak with a mortgage advisor.



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# **Quick Summary**

1. Each task is assigned a Priority of either **A (Critical)** or **B (Recommended)**, so you can focus on the things that matter most.

- 2. Focus on Priority **A** tasks first wherever possible, followed by **B** tasks.
- 3. Try setting a target date for each task in advance, allowing more than you think is absolutely necessary.
- 4. Track your progress every day, and adjust your schedule as necessary.
- 5. Delegate tasks to trustworthy family, friends and neighbors who are willing to help.

# **The Details**

The Moving Checklist is organized to group tasks together to make things easier.

4 Weeks Prior to Moving Day						
Category	Priority	Check when done	Task	Note		
Organizing	A		Set the date.	While TD Bank has some of the longest hours around, not all offices do. Mondays and Thursdays are best to ensure offices are open in case you have a problem.		
			Arrange for utility transfers.	Notify current and future utility providers of your move date. Note when current security deposits will be refunded as well as costs and due dates for the new ones. This includes:		
				Cable/satellite television		
				Electricity Gas		
				Internet/ broadband Local phone service		
Organizing A			Long distance phone service			
			Recycling pick-up     Sewer			
				Security system		
				Water		
				NOTE: It's a good idea to schedule utility turn-on dates at least one day prior to the move date and turn-off dates at least one day after the move to allow for emergencies or issues that may arise.		
Organizing	А		File change of address.	At minimum, file a Temporary Change of Address with the U.S. Post Office to buy time before you notify everyone else. You can file online at www.MoversGuide.com or call 1-800-ASK-USPS (1-800-275-8777) (both have a \$1 fee), or go to the local Post Office and complete form PS 3575.		
Organizing	А		Make sure you have enough cash.	Most moving companies insist on being paid in cash before they unload a single box. Be sure to have the correct amount on moving day to cover moving expenses, deposits, tips and anything else you may need.		
Organizing	В		Start of change of address log.	Create a change of address log by writing down who you receive mail from each day. Then contact those organizations with your change of address each morning or evening. This breaks up the task and helps make sure you aren't missing important contacts.		



# Moving Checklist (page 2)

Category	Priority	Check when done	Task	Note		
Organizing	В		Change your	Where to consider updating your address:		
			address.	□ Accountant/tax preparer	Magazine subscriptions	
				□ Alumni associations	□ New employer	
				□ Attorneys	Newspaper subscriptions	
				Babysitter/child care provider	□ Old employer	
				Banks (auto loans, checking	□ Orthodontist	
				accounts, credit cards, home equity, IRAs, mortgage, safe	Parent-teacher association	
				deposit box, savings account)	□ Passport	
				Broker	Pet sitter/dog walker/pet	
				□ Business cards (order new ones)	day care	
				Cell phone provider	Pharmacy (BONUS: get year- to-date expense summary for	
				□ Child care/daycare	taxes)	
				□ Chiropractor	Physical therapist	
				□ Courts, especially for traffic tickets or local disputes	Physician (BONUS: get referral for new location)	
		□ Credit bureaus	□ Post office			
				Dentist	Professional organizations	
				Department of Motor Vehicles	Retirement plan holders	
				Dry cleaning pick-up and delivery	Return address labels (order new ones)	
			□ Family members		□ Schools	
				Health clubs	(BONUS: get copies of transcripts)	
					Snow removal service	
				□ House of worship	□ Social Security Administration	
				□ Insurance prov (auto, health, l	□ Insurance providers (auto, health, life, other vehicles)	<ul> <li>Swimming pool maintenance (pool cleaning, pool opening o closing)</li> </ul>
				□ IRS (form 8822)	Swimming pool memberships	
				Lawn care	<ul> <li>Veterinarian (BONUS: get vet records and recommendations)</li> </ul>	
				Luggage tags (replace existing ones)	□ Water delivery service	



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# Moving Checklist (page 3)

	4 Weeks Prior to Moving Day (cont'd)					
Category	Priority	Check when done	Task	Note		
Resources	А		Hire movers or reserve the truck.	Visit www.Movers-Edge.com to find professional movers near you.		
Resources	А		Recruit help for the move.	If moving yourself, start recruiting friends, family, neighbors and co-workers well in advance. Offer free breakfast, lunch, snacks and drinks for your workforce, and be sure to deliver as promised!		
Resources	A		Get essential moving supplies.	At minimum, you'll need: Markers to label boxes (preferably wide tip, dark color) Moving boxes Newsprint, packing peanuts or other cushioning material Packing tape Scissors or utility knife		
Resources	В		Get or make a moving organizer.       Make a moving organizer for all your important notes, receipts and information with:         Binder       Pocket dividers to separate sections and hold important receipt         Paper for keeping all your notes (3-holed graph paper is ideal for the section of the section			
Packing	А		Start packing!	NOTE: Almost everyone underestimates how much time it takes to pack, so start early and leave plenty of extra time.		
Packing	В		Start separating cherished items from the non-essential.	One of the biggest secrets to moving success is eliminating as many items from the move as possible. Donate items to charity, give them to friends, prepare them for a yard sale or throw them out.		



# Moving Checklist (page 4)

	2 Weeks Prior to Moving Day					
Category	Priority	Check when done	Task	Note		
Organizing	A		Make arrangements to return items.	Here are some critical items to return prior to moving:         Cable/satellite receiver boxes, remote controls, dishes       Library books (neighborhood and school)         Cable/DSL modems       Tools (borrowed or rented)         Carpet shampooer       Trash cans/recycle bins         Clothing (borrowed)       Unwanted purchases         DVD and video game rentals       Image: Cable data data data data data data data dat		
Organizing	A		Make arrangements to retrieve items.	Be sure to retrieve any of the following items:   Clothing at dry cleaners, tailors or in storage  Clothing lent to friends  Items at repair shops Tools lent to neighbors or friends		
Organizing	А		Open bank accounts near your new address	You may want to open a new safe deposit box at the same time, and move all vital papers and/or jewelry into the box in advance. That way you don't have to worry about them on moving day.		
Organizing	A		Create one "Open Me First" box for specific rooms.	You'll need to access certain packed items almost immediately after you arrive, and they need to be packed together in special boxes (one per room) and marked with either bright red markers or special stickers so you can spot them easily. The specific rooms are:         Kitchen:         Aluminum foil         Break-proof or disposable flatware, cups and plates         Coffee maker (don't forget the filters!)         Dish detergent		



# Moving Checklist (page 5)

2 Weeks Prior to Moving Day (cont'd)					
Category	Priority	Check when done	Task	Note	
				Main Bathroom:	
				Bath mat	Shampoo
0				Bath towels	Shower curtain and rings
Organizing	A			First-aid kit (aspirin,	Soap
				band-aids, hydrogen peroxide)	Toothbrushes and toothpaste
				Hair dryer	
Ormanising				Tool room or drawer:	
				Batteries	Level
	^			Duct tape	Phillips-head screwdriver
Organizing	A			Flashlight	Picture hangers
				Flat-head screwdriver	Tape measure
				Hammer	Utility knife
Organizing	А		Finish packing non-living rooms.	Complete packing non-essential rooms fir attic, utility rooms, etc. so you can focus o	
			Start eating		
Organizing	А		perishable food from freezer and		
			refridegerator.		
				Invite trusted friends over for a Farewell Pa	acking Party. Provide free food and
Organizing	А		Consider holding	drinks, provide upbeat background music	
			a Packing Party.	that require little supervision, such as pack friends take pictures and send you copies.	
				You might be surprised to learn that you o	
Organizing	A		Hold a yard sale.	by selling non-essential items — earning on more efficient.	cash and making your move



# Moving Checklist (page 6)

	1 Week Prior to Moving Day				
Category	Priority	Check when done	Task	Note	
Organizing	A		Confirm start time, current home address and future home address with movers.	Even if you already have this information, it's a good idea to double-check.	
Organizing	A		Recruit friends for moving day madness.	Having extra help for last-minute errands or to help watch movers and answer questions can be invaluable.	
Organizing	В		Make arrangements for child and/or pet sitting.	Having small children and pets watched on Moving Day can eliminate a lot of stress and confusion on the big day, especially when you're taking care of all the other important details.	
			1 Da	ay Prior to Moving Day	
Category	Priority	Check when done	Task	Note	
Organizing	A		Make sure       everyone's cell       phone is fully       charged.		
Packing	A		Have everyone pack one or two suitcases (no more).	<ul> <li>Even if you're only moving across the street, having a suitcase with the following items with you will make things easier once you move in:</li> <li>Eyeglasses</li> <li>Favorite toy for the kids</li> <li>Prescriptions</li> <li>Something to read</li> <li>Three days worth of changes of clothes</li> <li>Toothbrush and toothpaste (if not in "Open Me First" box)</li> </ul>	



# Moving Checklist (page 7)

Moving Day				
Category	Priority	Check when done	Task	Note
Moving Day	А		Start early.	Moving is stressful enough without waking up late with movers waiting outside.
Moving Day	A		Take all garbage out of the house.	Movers get into huge trouble for leaving anything behind. Many people have been shocked to find their garbage packed into their garbage cans and sent along for the move!
Moving Day	A		Make sure drivers have your cell phone number and you have theirs, along with their names.	Things come up on moving day — make sure you have a way to stay in contact.
Moving Day	А		Be available for movers' questions.	You need to be visible and available at all times — near the door is usually a good spot.
Moving Day	A		Perform final checks before leaving current home.	<ul> <li>Here are some final items to verify before shutting the door for the last time:</li> <li>Are air conditioning, fans and heat turned off?</li> <li>Is the water shut off, including to hoses?</li> <li>Are the light switches turned off?</li> <li>Are the keys and garage door openers for current home turned in or left on the kitchen counter?</li> <li>Is anything left in refrigerator, freezer, stove, drawer under stove, in closets, in bathroom, under porch, in garage, in attic or in crawlway?</li> <li>Did you pack your hoses and sprinklers?</li> </ul>

Congratulations on buying your first home – happy moving!



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