

Michelle & Jon Dubner

Hello@DubnerRealEstate.com

DubnerRealEstate.com

661.219.5517 | 818.422.9639

DRE# 01496647 | DRE# 02118617



# Content

	About Michelle & Jon Dubner	4
	Why Equity Union Real Estate	8
3.	Home Buying Process	10
ļ.	Moving Checklist	24





### Meet the team

### MICHELLE & JON **DUBNER**

direct.
M. 661.219.5517 J.
818.422.9639
email.

Hello@DubnerRealEstate.com



Born & raised in the San Fernando Valley, Michelle has called Santa Clarita home for the past 23 years. As a licensed realtor serving the Greater Los Angeles Area, hard work, integrity and attention to detail are all qualities where Michelle excels. She gives her all when negotiating for her clients while maintaining the utmost respect and honesty with all parties involved. Jon, also a San Fernando Valley native now calling the Santa Clarita Valley home, shifted his focus from accounting to join the growing real estate team. His addition adds a new dimension which goes above and beyond the

average real estate group. Jon's passion for sports and athletic background gives him the competitive nature to help you and your family win in the current market. Jon's "team" mentality is a key asset to our clients as they can be comfortable throughout the transaction and trust him to have their back. Jon & Michelle are parents to 4 wonderful children that are their "why" for all the hard work they put in. When fighting and negotiating for you and your family, they put your needs first just as they would do for their own family. Their mission is to create unique, tailor-made, and personalized real estate solutions for clients, whether they are first-time buyers, experienced sellers, or astute investors. Michelle & Jon will provide you with exceptional service and results for all of your real estate needs. If you are looking for a real estate team who will exceed your expectations, Contact us today!

#### STEPHANIE TIFFANY

Operations Manager

direct.
661.666.0211
email.

Operations@DubnerRealEstate.com



Born in Long Beach and raised in Santa Clarita,
Stephanie is the epitome of a California girl. She
began her career in Brand Advertising, living and
working in Los Angeles for 8 years as a Creative
Manager before returning to Santa Clarita as an editor
at Santa Clarita Magazine. Stephanie now shares
her talent for creativity, marketing and organizational
management with the Dubner Real Estate Group.

#### ERIN Hollinger

Transaction Coordinator

direct.
661.877.6646
email.
Hollinger.Erin@gmail.com



Erin serves as our amazing Transaction Coordinator. She functions as a liaison between all parties involved in each transaction, including clients, escrow companies, lenders, and others. She does a stellar job of efficiently managing all the complex administrative tasks necessary for a smooth and successful real estate sale. Her keen attention to detail helps ensure that all documents are complete, correct, and submitted in a timely fashion to keep transactions on track and on schedule.

### \*\*\*\* Five Star Reviews

### We had the pleasure to work with Michelle & Jon...

"Michelle Dubner helped us with buying our first home. With it being our first time, we didn't know much about the process. She was so knowledgeable, patient, and was always available to answer our questions throughout the process. She took her time with us to make sure we were

happy the whole time. Her professionalism and friendly attitude definitely made us feel more comfortable! I highly recommend her to anyone looking to buy or sell!" -Theresa Krueger

### Michelle & Jon were amazing!

"Michelle Dubner helped us both purchase and sell our home and we cannot say enough good things about her. She is extremely professional, always available and willing to help (even if that means just discussing the possibility of listing that doesn't actually turn into anything!), and so on top of

everything. Nothing gets missed, no detail is too small. She knows her field and loves what she does, I don't think there's a better agent out there." - Claira Brewis

### We can fully trust them and their way of doing business

"Working with Michelle, and her team, was simply amazing! She was

personal but professional, paid attention to details - small & large, extremely knowledgeable in the real estate market, made herself available 24/7 and went above and beyond just being "a realtor". Her integrity, morals, and honesty are phenomenal and we WILL recommend her to family & friends hands down!" -Brian Turley

### Their market knowledge and professionalism are exemplary

"Michelle Dubner made buying my daughters first home an

amazing experience. Michelle made sure all the important parts of buying a home were correctly done and processed in a timely manner so everything went smoothly for us. In addition she did it all with a great attitude and a smile on her face. Highly recommend to anyone searching for their 1st home, next home or investment properties! She can do it all!" -Michelle Hummitzsch



# WHIY **E** EQUITY UNION **WORK WITH THE BEST!** Equity Union Real Estate is the #1 real estate brokerage in Southern California, with a roster of more than 600 local Realtors and a large, impressive network of qualified home buyers. As members of this dynamic team, we are fully supported with award-winning technology to attract serious, qualified buyers to your property and highlight its most

attractive features and assets, to ensure that it is a highly competitive listing. Equity Union Real Estate also offers a unique value proposition thanks to our diverse partnerships with real estate professionals to help you navigate the sale of your home, regardless of your circumstances, needs, and goals. By listing or buying with us, you are automatically

enlisting one of the most effective, productive, and resourceful teams and

powerful real estate networks in the entire region.

### What Can I Do For You?

There are many ways I can be of service to you outside of an active real estate transaction, so please don't hesitate to call.

#### **RELY ON MY LIST OF PROS:**

Consider us your source of referrals for all types of businesses. Whether related to real estate or not. We have partnered with professionals who would be happy to serve you.

#### TRANSACTION RELATED:

Lenders, legal professionals, closing agents, home inspectors, pest control services, insurance agents (home, auto, health), and movers.

#### OTHER BUSINESS PROFESSIONALS:

Financial planners, tax advisors, doctors, and dentists.

#### HOME REPAIRS AND IMPROVEMENTS:

Handymen, general contractors, interior designers, roofers, painters, flooring installers, plumbing & electrical, HVAC specialists.

#### LANDSCAPE/ MAINTENANCE:

Yard and pool services, house cleaners, and window washers.

#### **REAL ESTATE NEWS YOU CAN USE**

I can provide you with up-to-date information and statistics on local market conditions. Which can differ substantially from national market conditions and what you hear in the media.

#### MAXIMIZE RESALE POTENTIAL

Feel free to ask for specific advice on home maintenance or suggestions for upgrades that will enhance your property's resale value.

#### **COMMUNITY INSIGHT**

I'm always happy to provide information on community amenities such as parks, schools and trails. Or even local special events.

#### LET'S TALK MARKET VALUE

Request a market analysis when you need an estimate of your home's current value for a potential refinance or for insurance, estate planning or property tax purposes. I'm also available to discuss issues or new developments in the community that could affect property values.

#### HELP WHERE EVER YOU NEED IT

I can help you or a family member secure the services of a like-minded real estate professional in another part of the country.

IF YOU NEED A REFERRAL TO A PROVIDER THAT IS NOT MENTIONED HERE. FEEL FREE TO ASK: I MAY KNOW JUST THE PERSON YOU'RE LOOKING FOR!

# Home Buying Process

While there are many phases and stages in the selling process, we will keep you informed, updated, and educated every step of the way. We're also easy to reach, our communications are transparent, and whenever you have any question or concern, we're at your beck and call.

**GETTING PREAPPROVED** 

ANALYZING YOUR NEEDS

FINDING YOUR DREAM HOME

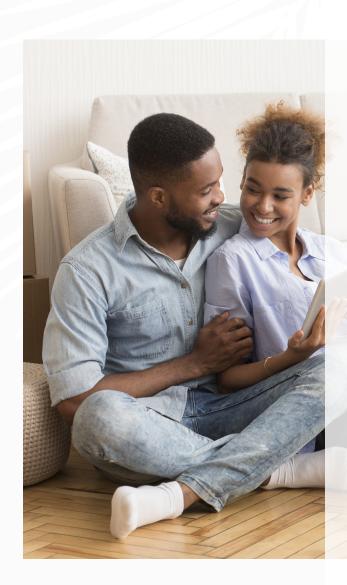
THE OFFER & NEGOTIATIONS

THE ESCROW PROCESS

CONTINGENCIES & INSPECTIONS

SECURING YOUR LOAN

CLOSING DAY



#### **GETTING PREAPPROVED**

Before beginning your search, your first step is to get pre-approved for a mortgage loan (unless you will be paying the full price of your home in cash). We can connect you to a mortgage broker. Based on your income and credit history, the mortgage broker will determine how much a bank will lend you, which will help you determine the price range for your search. Being approved early can reduce the risk of losing your desposit in escrow.



2 ANALYZING YOUR NEEDS

Understanding your must haves and wishes will help ensure we find your perfect property. Before we go on the hunt, we'll ask you a few questions to help you hone in on what's important and we'll begin to compile a list of properties for you to see.

3 FINDING YOUR DREAM HOME

Now is the fun part! We'll schedule showings during your availability based on your desired property type and location. We will activate notifications for properties that meet your criteria so you're aware of the newest properties for sale. We'll also let you know of any coming soon and off-market properties from our network of Realtor partners.

4 THE OFFER & NEGOTIATIONS

Once you identify a home you like, you can put in an offer, which is an agreement to pay a certain price for the home. This offer is packaged with a Proof of Funds (POF) and Pre-Approval Letter. Note: if your offer is lower than the list price or with terms not acceptable to the seller, the seller will likely return with a counter-offer price or acceptable terms, which you can accept, reject, or make another counter-offer. We will provide advice throughout.

5 THE ESCROW PROCESS

Escrow is the depositing of funds and documents that establish the terms and conditions for the transfer of property ownership with an impartial third party for delivery upon completion of the terms of the escrow instruction. We'll help you understand and navigate the escrow process so you're fully aware at every step.

6 CONTINGENCIES & INSPECTIONS

We will help you schedule all desired home inspections to determine the overall condition of the property within the agreed timeline and contractual contingencies. We will also review the disclosures and preliminary title report. You may approve or negotiate credits/repairs during your agreed contingency periods.

7 SECURING YOUR LOAN

We'll organize an appraisal with your bank and provide your lender with your completed mortgage application and all supporting documentation upon receipt of the fully signed Purchase Agreement. Once the bank issues your loan approval, you'll wire the closing funds with the homeowner's insurance in place, and then the loan will be funded with clearance to close.

WELCOME HOME!

# Getting Preapproved

Before we begin seeing properties, it's key to get a mortgage preapproval from a lender. A financial prequalification or pre-approval can be requested by providing pertinent documentation to your finances including verification of employment and a current credit report.

We highly recommend our buyers get pre-qualified before beginning their home search. Knowing exactly how much you can comfortably spend on a home reduces the potential frustration of looking at homes beyond your means. It also allows us to move quickly once we find the right home and reduces the risk of losing your desosit during escrow.



I'll help connect you with a lender, if you don't already have one, to get the process started!

#### WHY GET PREAPPROVED?

- Pre-approval shows that you are a serious buyer
- It saves you time and gets you in the door to see properties
- It gives you leverage in a multiple offer situation
- It helps you understand what you can afford
- It helps you determine your monthly mortgage payment
- I helps you understand your debt ratio
- It enables us to be prepared for the escrow process

### Lender Preapproval

#### BASIC ITEMS NEEDED FOR LENDER PRE APPROVAL

- Last 2 years of tax returns
- Last 2 pay stubs
- Last 2 bank statements
- Copy of latest statement from any IRA, 401K, Mutual Fund, Pension Fund, Money Market, or Savings
- Copy of drivers license
- Employer name & position, employer address & telephone number
- If collecting a pension or social security please include a copy of the award letter
- If receiving down payment funds from family, a gift letter is needed
- Copy of account where down payment funds are held if not already provided

#### QUESTIONS TO ASK YOUR LENDER

- How much do I qualify for?
- How much down payment do I need?
- What are my closing costs?
- What would my monthly payment be?

## Analyzing your Needs

Understanding your must haves and wishes will help ensure we find your perfect property.

Please take a moment to answer a few questions to help us hone in on what's most important to you.

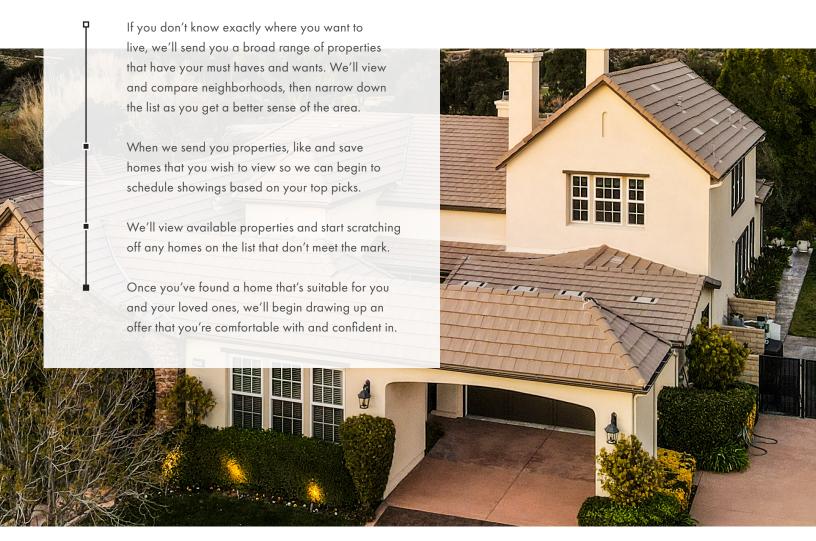
- What are your "must haves?"
- Beyond your must haves, what are a few things you really want?
- When do you need to be in your home by?
- Who will be living in this home? Please list adults, children, and pets that will
- inhabit the space.
- Do you need special outdoor arrangements for pets? [e.g., a dog run,
- fenced-in yard, etc.]
- What type of home are you looking for (e.g., single-family, condo, town house, etc.)?
- Do you want a house in move in condition or are you willing to do some work on it?

- Approximately what square footage would adequately cover your living space?
- How many stories would you prefer?
- What are you looking for in terms of a garage (e.g., attached, carport, etc.)?
- Do you want a swimming pool or a hot tub?
- Will you require any accessibility options?
- What is your favorite way to receive information or updates? (Email, Call or Text)
- What is the best time to reach you?

### Find your Dream Home

Now is the fun part! We'll schedule showings during your availability based on your desired property type and location. We will activate notifications for properties that meet your criteria so you're aware of the newest properties for sale. We'll also let you know of any coming soon and off-market properties from our network of Realtor partners.

#### THE SHOWING PROCESS



### Making an Offer

When we have found you the perfect home and you're ready to make an offer, here are some things to know:

#### PRIOR TO MAKING AN OFFER

- We will create a comparitive market analysis on the home to ensure we are making a fair and competitive offer and also protecting you from overpaying
- We will write up an offer for the price and terms you are comfortable with submitting on the home (example purchase agreement attached).

#### **NEGOTIATING AN OFFER**

- From the date of submitting an offer, the sellers have 3 days to respond
- The sellers are able to 1. accept your offer 2. counter your offer (terms or price) or 3. decline your offer
- Once we have negotiated terms and have come to an agreement, we will then open escrow

#### **ESCROW TIPS**

- You have 3 business days from opening escrow to make your earnest money deposit
- The earnest money deposit will be 2-3% of the purchase price. This money will end up going towards your down payment and is refundable if you cancel BEFORE removing all contingencies
- Within the first week we will have a general home inspection done, which will typically cost between \$300-\$600
- Your contingency periods can be shortened to make a stronger offer if you may be competing against others
- Your typical escrow period is 30 days from acceptance, so as soon as terms are agreed upon, the close of escrow will fall 30 days after the last signature date (must close on a business day and time period can be negotiated)

#### PLANNING AHEAD

- Please do not give notice to your landlord, schedule moving trucks, or schedule work done on the home too soon, as the closing date may change during the escrow period
- Always call us with any questions!

# The Offer & Negotiations

Once you identify a home you like, you can put in an offer, which is an agreement to pay a certain price for the home. This offer is packaged with a Proof of Funds (POF) and Pre-Approval Letter. Note: if your offer is lower than the list price or with terms not acceptable to the seller, the seller will likely return with a counter-offer price or acceptable terms, which you can accept, reject, or make another counter-offer. We will provide advice throughout.

#### THE PRICE

What you offer on a property depends on a number of factors, including its condition, length of time on the market, buyer activity, and the urgency of the seller. While some buyers want to make a low offer just to see if the seller accepts, this often isn't a smart choice, because the seller may be insulted and decide not to negotiate at all.

#### THE OFFER

We'll work together to write an offer that you're comfortable with and that gives us the best chance of getting an acceptance. Typically, you will not be present at the offer presentation - we will present it to the listing agent and/or seller. The seller will then accept, reject or counter the offer. If you are competitive on price, can be flexible on the possession date and have flexible contingency periods, the seller will be more apt to choose your offer over others.

#### THE NEGOTIATIONS

If the seller decides to counter your offer, our experience and negotiating skills become powerful in representing your best interests. When a counteroffer is presented, we will work together to review each specific area of it, making sure that we move forward with your goals in mind and ensuring that we negotiate the best possible price and terms on your behalf. Additionally, items that stay or go in a home such as appliances are often a matter of negotiation.

#### THE EARNEST MONEY DEPOSIT

After your offer is accepted, you'll be required to place an earnest money deposit on the property based on the agreed upon terms. This is typically 3% of your down payment and ensures to sellers that you are serious about moving forward.

If we are in a seller's market, be prepared to move quickly and have terms that are more favorable to the seller. In a buyers market, we'll have more room to negotiate and receive favorable terms.

### The Escrow Process

Escrow is the depositing of funds and documents that establish the terms and conditions for the transfer of property ownership with an impartial third party for delivery upon completion of the terms of the escrow instruction. Below is a step-by-step guide of the escrow process. Along the way, if you have any questions don't hesitate to ask!



#### Buyer or seller's broker/agent opens escrow Escrow holder orders preliminary report from title company Buyer and seller sign and Escrow prepares instructions and documents return escrow supplemental Escrow holder Escrow holder forwards the "Statement of Identity" to title officer to clear title reviews preliminary report Escrow holder requests demands Escrow holder calls lender to find out for payoff status and conditions Escrow holder reviews demands Receives loan approval from lender; and documents check terms; order loan documents Escrow holder reviews file. Have all conditions been met? Are termite reports, new insurance, homeowner's association information, and data on liens complete? Prepare additional documents, if needed Escrow holder receives loan documents Buyer's loan documents are signed and returned to escrow holder with remainder of funds Escrow holder reviews buyer and seller file, verifying that documents are properly executed and notarized, that funds are good and that all conditions have been met Escrow holder requests funds from lender Escrow holder and title company review title insurance requirements Escrow holder receives funds from lender Record deed, close file, prepare statements, disburse funds and prepare 1099 report

### Buyer Escrow Timeline

#### WITHIN 24 HOURS

- Arrange for deposit check to get into escrow within 3 days
- Talk with lender and confirm they have everything they need

#### WITHIN 2-3 DAYS

- Check with lender to see if there is anything they need from you
- Make sure appraisal is scheduled with your lender
- Inform us of your availability for a home inspection (which takes approximately 2 hours, must happen in daylight hours)

#### WITHIN FIRST WEEK

- Buyer to fill out and return escrow package
- Check with lender to make sure they have everything they need
- Request a homeowners insurance quote for your new property

#### WITHIN 2-3 WEEKS

- Review HOA docs and /or solar docs (if applicable)
- Go over and sign disclosures from seller
- Negotiate request for repairs (if applicable)
- Check with lender once a week for loan status update
- Contingency removal date No backing out after this without risking your deposit check!
- Make sure lender has all conditions met
- Check with lender to see when you will sign the closing disclosure

#### WITHIN FINAL WEEK

- Buyer to sign loan docs (3-4 days before close of escrow)
- Make sure escrow gives you a copy of fees to bring into escrow & wiring instructions (the money has to be wired no later than 2 days before the closing date)
- Seller to cancel and buyer to schedule utilities to be turned on at close of escrow date
- Schedule final walk through (3-5 days before closing) and coordinate key exchange

# Inspections & Contingencies

We will help you schedule all desired home inspections to determine the overall condition of the property within the agreed timeline and contractual contingencies. We will also review the disclosures and preliminary title report. You may approve or negotiate credits/repairs during your agreed contingency periods.

#### CONTINGENCIES

The three most common contingencies are the inspection, loan and appraisal contingencies. Additional contingencies may be noted in the contract if applicable, such as the purchase being contingent upon the seller finding a new home to purchase. We'll review the contact and contingencies thoroughly before moving forward.

- Inspection Contingency Purchase is contingent on the property being professionally inspected and negotiated repairs done by the seller.
- Loan Contingency If financing the purchase, the buyer has a certain time period (based on contractual agreement) to obtain the financing for the purchase. Most often, buyers obtain a preapproval prior to making an offer and need time to secure financing during the escrow process.
- Appraisal Contingency Purchase is contingent on a written appraisal by a licensed appraiser at no less than the purchase price.

#### INSPECTIONS

The most important inspection that a buyer conducts on a property is the physical inspection. This inspection will provide you with a detailed report of the accessible areas of the inside and outside of the property and point out any concerns, protecting the home buyers financial interest. The inspector may recommend that you bring out additional inspectors for specific concerns that are outside of the scope of their expertise.

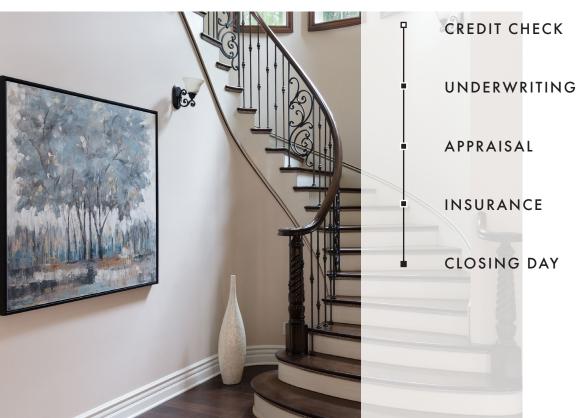
You are not obligated to conduct a home inspection and you may also conduct as many inspections as you'd like during the inspection contingency. The inspections you decide to have conducted may vary based on the location and condition of the property. Some of the most common inspections on a property are:

- Home Inspection
- Termite Inspection
- Sewer Line Inspection

# Securing your Loan

We'll organize an appraisal with your bank and provide your lender with your completed mortgage application and all supporting documentation upon receipt of the fully signed Purchase Agreement. Once the bank issues your loan approval, you'll wire the closing funds with the homeowner's insurance in place, and then the loan will be funded with clearance to close.

### THE PROCESS



# Doc Signing Day

#### WHAT TO BRING

Connect with your lender to wire down payment funds. You'll need to cover the cost of closing and the down payment. Bring a printed confirmation of your wire transfer and your government issued photo IDs.



Sign closing disclosure, promissory note, and all other documentation

Deed delivery

Get your keys

### Five Things Not to Do When Buying a Home

#### DON'T APPLY FOR ANY NEW CREDIT

Any debt or credit inquiry could prevent closing or cause delays.
 This includes buying a vehicle or new appliances

#### DON'T SWITCH JOBS DURING THE PROCESS

During the loan process, employment will be checked. Any changes are subject to strict regulations, unless those changes are from the same employer from the past two years

#### DON'T FORGET TO KEEP A PAPER TRAIL WHEN MAKING DEPOSITS

All deposits (especially large ones) need to be documented. Be sure to make photocopies of all checks and be prepared to explain any and all deposits. Don't deposit any large checks (other than your payroll) without running it by your lender

#### DON'T WAIT TO LIQUIDATE FUNDS

If borrowing from your retirement or cashing out stocks, don't put it off. Do this ASAP and have proof of liquidation and transfer.

#### DON'T BE AFRAID TO ASK QUESTIONS

If you are ever feeling uneasy or confused, you have a team of people here to help. We are always happy to help and answer any questions you may have. No matter where you are in the home buying process.

# Moving Checklist

ВЕ	FORE YOU LEAVE	Αī	TYOUR NEW HOME		Right away when you arrive – lamp,
	Obtain mover's guide from your local post		Check off all boxes & items as they come		bowls, utensils, bathroom tissue, snacks,
	office.		off the truck.		coffee pot, etc.
	Update credit card, other accounts.		Install new locks.		Obtain relocation package from real
	Subscriptions: six or eight weeks notice.		Check on telephone, gas, electricity,		estate agent or Chamber of Commerce.
	Notify friends & relatives.		water & trash pickup.		Arrange for storage (if needed).
_			Check pilot light on stove, hot water		Find out about tax deductible moving
	ANK		heater & furnace.		expenses.
	Transfer funds and arrange check cashing		Ask mail carrier for mail that may have		Obtain all personal records from lawyers
	in your new city.		been held until your arrival.		& accountants.
	Cancel any automatic payment or direct		Apply for drivers license or address		Assemble packing materials.
	deposit.		change.		Have car serviced & checked for the trip.
	Arrange credit references.		Register to vote.		Pack a day or two worth of extra clothing
			Register car within five days after arrival		in case of delay.
IN	ISURANCE		in state or a penalty may apply when		Find a legal way to dispose of items
	Notify companies of new location for		getting new license plates.		moving companies are not allowed to
	coverage.		Obtain vehicle inspection sticker &		move - paint, oil, propane tanks, finger
	Life, health, fire & auto.		transfer motor club membership.		nail polish and remover, matches,
			Register children in school.		batteries, ammunition, & any other items
U.	FILITY COMPANIES		Arrange for medical services: doctor,		that may damage your belongings.
	Gas, light, water, telephone, fuel,		dentist, etc.		
	garbage & cable TV.			M	OVING DAY
	Get refunds on any deposits made.	D	ON'T FORGET		Make a list of every item and box loaded
			Empty and defrost freezer & clean		onto the truck.
DΙ	ELIVERY SERVICE		refrigerators.		Carry enough cash or travelers checks
	Laundry, newspaper, change-over of		Have appliances serviced before moving.		to cover cost of moving services and
	services.		Clean rugs or clothing before moving.		expenses until you make banking
			Clean and/or repair furniture and		connections in your new city.
CI	HILDREN		curtains.		Take jewelry, family photos, and importar
	Register in school.		Plan for special care needs for your		documents with you - or mail them to
	Transfer school records.		infants & pets.		yourself by registered mail.
	Arrange for day care.		Make arrangements for moving your		Carry an assortment of toys for the
			plants; moving companies do not typically		children (if needed).
R E	CORDS		assume responsibility for them.		Let a close friend or relative know the
	Ask doctor & dentist for referrals;		If you are moving to Arizona, California,		route and schedule you will travel,
	Get prescriptions, eyeglasses, X-rays, if		Florida, or New Mexico, ask about		including overnight stops; ask him or her
	appropriate.		bringing your plants into the state.		to take messages until you get settled.
	Get copies of birth certificates, medical		Cancel or update address for newspaper.		Double check closets, drawers & shelves
	records,		Make arrangements for TV & cable.		to be sure they are empty.
	Children's school records.		Discuss with your moving counselor:		Turn off all appliances & lock all doors
			insurance coverage, packing and		and windows.
PΕ	ETS		unpacking labor, arrival day, various		Leave all old keys needed by new tenant
	Ask about regulations for licenses,		shipping papers, method and time of		or owner with Realtor or neighbor.
	vaccinations, tags.		expected payment.		Let the movers know where you can be
	Consult a veterinarian about moving pet.		Make sure to have the things with you that		reached.
	Obtain all records.		you will need		

## Notes

# Thank You

# FOR THE OPPORTUNITY TO MEET WITH YOU TO DISCUSS YOUR REAL ESTATE GOALS

MICHELLE & JON DUBNER REAL ESTATE GROUP



Michelle & Jon Dubner

Hello@DubnerRealEstate.com DubnerRealEstate.com 661.219.5517 | 818.422.9639 DRE# 01496647 | DRE# 02118617

