

CLIENT WELCOME PACKET

Here's everything you need to know about
working with me.

Crystal Hill

REALTOR®

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IT'S NICE TO MEET YOU!
I'm so excited to work together.

JUST A FEW THINGS I WANT YOU TO KNOW...

Real estate can be overwhelming and stressful. There are many milestones and numerous parties are involved with buying and selling. Timing and communication are keys to our success.

We will design a personalized action plan for your needs. LET'S DIVE IN!



TIMELINE & MILESTONES

Here's what you can expect & when.

Welcome Meeting

Meet for your Buyer/Seller consultation, set expectations, connect with a local lender if needed and personalize a plan.

Make or Accept an Offer

Sellers we will sit down, Zoom, or call and review the home offers. Or for our buyers we will meet to write up the offer you want to make on the home. If our offer is Accepted, Then we move on to the Transaction timeline.

Closing

We made it! We will meet at the closing table to sign the final documents and exchange the keys once the title changes. Congratulations!!!

Home Search

This is where we start searching for your new home! Might be quick, or it might take some time.

Earnest money deposit, Inspections & Appraisal

~ Earnest money is Due from the buyer to the Title Co within 3 business days of offer being Accepted.

~Inspections for the buyer must be completed, and any repair requests submitted before 10 business days to the sellers. This milestone can make or break the transaction. Don't panic though! That is what I am here to help coordinate.

~Appraisal is ordered by the lender if financing the home.

WHAT CAN YOU EXPECT?

My commitment to you.



1

Do my very best to ensure exceptional service to my Client.



2

Act as fiduciary representatives for you, keeping all personal information confidential. Suggest financing options and refer to competent lenders as needed..



3

Assess market value of homes, research comparable sales. Strategize, prepare and negotiate all offers and contract documents providing the maximum investment value for the Client.



4

Advise and negotiate any inspection issues and remedies. Coordinate closing details and ensure compliance with offer details.



5

Communicate at a high level. Respond to all inquiries in a timely fashion.

WHAT I'LL NEED FROM YOU

Your commitment to me.



Be honest and truthful of home desires and needs.



Obtain lender pre-approval at the beginning of the real estate process.



Communicate issues, questions and concerns in a timely fashion.



Inform builders, for sale by owners, and other Real Estate Agents at open houses that you are working represented by a Realtor. Allow your Realtor to contact builders and for sale by owners on your behalf.



Provide any needed documents or information to your Realtor in a timely manner.





MY TRUSTED LENDERS

Loans on Property and Homes:

LARRY URBANSKI

Movement Mortgage
larry.urbanski@movement.com
503-624-1513

JUSTIN THERRIEN

Value Added Mortgage
503-890-9778
justin@valueaddedmortgage.com

BRIGITTE ERICKSON

Advantage Mortgage
brigitte@findtheadvantage.com
503-282-1882

PAIGE JONES

Cascade Northern Mortgage
Paigejonescnm@gmail.com
503-705-7659

BRENDA TINJUM

Mortgage Express, LLC
1396 Powell Blvd
Gresham, OR
Btinjum@mtgxps.com
503-701-3917

BEVERLY LIESY

Caliberhomeloans.com
beverly.liesy@caliberhomeloans.com
503-475-8125

Manufactured Lending Officers:

LISA MCCORMICK

Cherry Creek Mortgage CO
503-931-2185
Lmccormick@ccmclending.com

JOY WILLIAMS

21st Mortgage
joywilliams@21stmortgage.com
800-955-0021 x 1200

MELISSA TIPPEY

Advantage Mortgages
503-881-4401
tippey@findtheadvantage.com

FAST MOBILE HOME LOANS

www.fastmobilehomeloans.com
info@fastmobilehomeloans.com
1-877-365-3376

RYAN BALDING

Manufactured Loan
rbalding@manufacturedhome.loan
973-983-5626

STEVE DEAL

Manufactured Home Loans
rbalding@manufacturedhome.loan
973-983-5626

Tell me about YOU!

Name:

Current Address:

Phone:

Email:

Do you: OWN RENT If rent, when is the lease up?

Do you have to sell before buying? YES NO

Tell me about your loan:

Lender/Bank:

Loan Officer Name:

Type of Loan:

Time Frame to Buy:

30 Days or Less

30-60 Days

60 Days-1 year

1 Year +

How do you like to communicate?

Phone Calls

Text Messages

Email

Messenger

READY TO GET GOING?

I want to know what you're
looking for!

WHY DO YOU WANT TO OWN A HOME?

- My dream is to own a home
- Because I'm getting married
- Tired of paying rent
- Need more space
- To have a place to raise a family
- To be in a specific school district
- To have an investment property
- Other, please specify

TELL ME ABOUT THE HOME YOU WANT!

1. What part of town (or country) do you want to live in?

2. What price range would you consider?

No less than \$_____ but no more than \$_____

3. Are schools a factor and, if so, what do you need to take into consideration (e.g., want specific school system, want kids to be able to walk to school, etc.)?

4. What kind of houses would you be willing to see?

___ One story ___ 2 story
___ split level ___ open floor plan
___ townhouse ___ condo
___ New construction ___ Ranch

5. What style house appeals to you most?

___ contemporary ___ traditional
___ farmhouse ___ colonial
___ modern ___ no preference

6. How much renovation would you be willing to do?

___ A lot ___ A little ___ None!

THE LOT

MUST HAVE

WOULD LIKE TO HAVE

Large yard (1 acre or more)

Small yard (less than 1 acre)

Fenced yard

2 Car Carport

2 Car Garage

3 Car Garage

4+ Car Garage

Extra parking

Patio/deck

Pool / Pond on site

Pool / Pond in HOA

Outdoor Kitchen

Other buildings (barn, shed, etc.)

Special view of what?

THE INTERIOR

How many bedrooms must you have? _____ would you like to have? _____

How many bathrooms do you want? _____

How big would you like your house to be (square feet)?

No less than _____ But no more than _____

What features do you want to have in your house?

MUST HAVE

WOULD LIKE TO HAVE

Carpet

Tile / Granite

Hardwood floors

Standalone Kitchen island

Separate dining room

Formal living room

Family / Bonus room

Study / Office

Separate laundry room

Fireplace

Crown molding



the MOVING CHECKLIST.

PREP IN *Advance.*

- Allocate a budget for your move
- Organize, declutter & clean
- Schedule movers / rental truck
- Make inventory of household items
- Transfer medical records & refill prescriptions
- Get school records & register at new schools
- Arrange time off work / childcare for moving day
- Make a plan for moving vehicles, pets & plants
- Dispose of hazardous & flammable items
- Measure furniture for placement at new home
- Defrost freezer, clean refrigerator & oven

NOTIFY OF UPCOMING MOVE

Essentials:

- Post office
- Employer

Utility & Home Services:

- Gas
- Electric
- Water
- Telephone, internet & cable
- Garbage removal
- Lawn service

Finances:

- Banks & credit unions
- Loan companies

Insurance:

- Homeowner / renters insurance
- Health & dental insurance
- Life insurance
- Car insurance

Government Agencies:

- Tax agencies
- Social Security Administration

Service Providers:

- Doctors
- Dentists
- Veterinarians
- Attorneys
- Accountants
- Subscriptions & memberships

PACK AN OVERNIGHT BAG

- Pajamas & clean clothes
- Toiletries
- Any medications needed
- Towels
- Toilet paper
- Pet food & supplies
- Cell phone charger
- Important documents
- Cash & valuables

LABEL AN "OPEN FIRST" BOX

- Cleaning supplies
- Light bulbs
- Basic tools
- Paper plates, cups & utensils
- Coffee & snacks
- Hand soap
- Remote controls
- Kids toys

Moving DAY.

- Plan to be home when movers arrive
- Protect floors & carpets
- Contain pets in a safe place during move
- Make sure all boxes are labeled accurately
- Do a final cleaning & dispose of trash
- Take a final walk-through of your home
- Leave owner manuals & household receipts
- Leave labeled keys & garage door openers
- Lock doors, windows & turn off all switches

Contacts:

Crystal Hill

REALTOR

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1685 E Powell Blvd
Gresham, OR 97030

503-453-9797

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MAINTENANCE *TIPS*

SPRING

- Clean the Gutters
- Scrub Walls, Baseboards and Outlets
- Replace Filters
- Clean Faucets and Shower Heads
- Clean Out the Dryer Vent
- Check Foundation Vents
- Clean the Grill

SUMMER

- Inspect Air-Conditioners
- Wash your Windows
- Add a Layer of Mulch
- Primp your Plants
- Wash Down your Porch
- Wash the Windows
- Check for Outdoor Leaks

FALL

- Drain your Outdoor Faucets
- Fix Driveway or Walkway Cracks
- Change your Filters
- Fertilize your Lawn
- Change your Batteries
- Clean up Leaves

WINTER

- Check the Roof
- Inspect Insulation
- Reverse Ceiling Fans
- Inspect Fireplace
- Sweep Chimney

I'M SO EXCITED TO WORK TOGETHER

And I can't wait to get started!

