

COMPASS RE



BUYER'S GUIDE
Guiding You Home

CK
CAROLINE KEENAN



"As someone new to the Nashville market, I spoke with several potential agents and brokers before making my purchase. Caroline stood out from the crowd. She was able to make me feel at ease about the daunting task of buying property in an unfamiliar market.

She has a fantastic sense and understanding of Nashville real estate trend and dynamics. She's also incredibly professional, diligent, detail-oriented, and client-focused. I will definitely work with Caroline again and would recommend her to anyone with their eyes on the Music City real estate market!"

— BUYER

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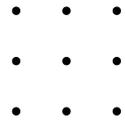
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Your Team: Caroline Keenan



CK

CAROLINE KEENAN

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Animal Enthusiast



Taco & Margarita Lover



Titans & UT Fan



Event Goer



Home Designer



Real Estate Professional

PROVEN PERFORMER OF EXCEEDING EXPECTATIONS

Caroline is committed to assisting you in every way possible and will provide you with the utmost service, care, and guidance. Caroline prides herself on providing the highest level of service and sets herself apart by her commitment to ensure a seamless process for her clients.

Caroline's clients are at ease knowing they have a dedicated advocate and are receiving the utmost service and the strongest branding and marketing in the industry. Having successfully negotiated home sales, Caroline is equipped to sell your home for the highest possible price in the least amount of time.

Prior to real estate, Caroline enjoyed a successful career as an Event and Marketing Director for iHeartMedia, which allows her to bring a fresh perspective on marketing, branding, and digital media to help sellers best position their real estate assets in today's dynamic market.

Her devotion to service and professional integrity has enabled her to build a strong referral business and trusted, long-lasting relationships with her clients, colleagues, professional network, and community.

Caroline is a graduate of University of Tennessee with a major in Advertising and focus on Marketing and Graphic Design. As a former Event Director, Caroline keeps her pulse on Nashville's vibrant event and music scene, and loves sharing beer, food & wine events with her clients. Caroline lives in West Nashville with her husband, who currently serves in the Military, and rescue pup, Colby.

Recently Sold



4508 BELMONT PARK TERRACE | GREEN HILLS
4 BD | 3.5 BA | 4,165 SF | \$1,400,000



616 MADISON STREET | GERMANTOWN
3 BD | 3.5 BA | 2,610 SF | \$993,875



225 LAYCREST DRIVE | MOUNT JULIET
4 BD | 3.5 BA | 3,248 SF | \$690,000



4811 JOBE TRAIL | NOLENSVILLE
3 BD | 3 BA | 2,500 SF | \$510,000

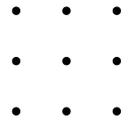


6352A COLUMBIA AVE | CHARLOTTE PARK
3 BD | 2.5 BA | 1,740 SF | \$560,000



1510 DEMONBREUN ST #1205 | NASHVILLE
1 BD | 1 BA | 785 SF | \$378,900

What Clients Are Saying



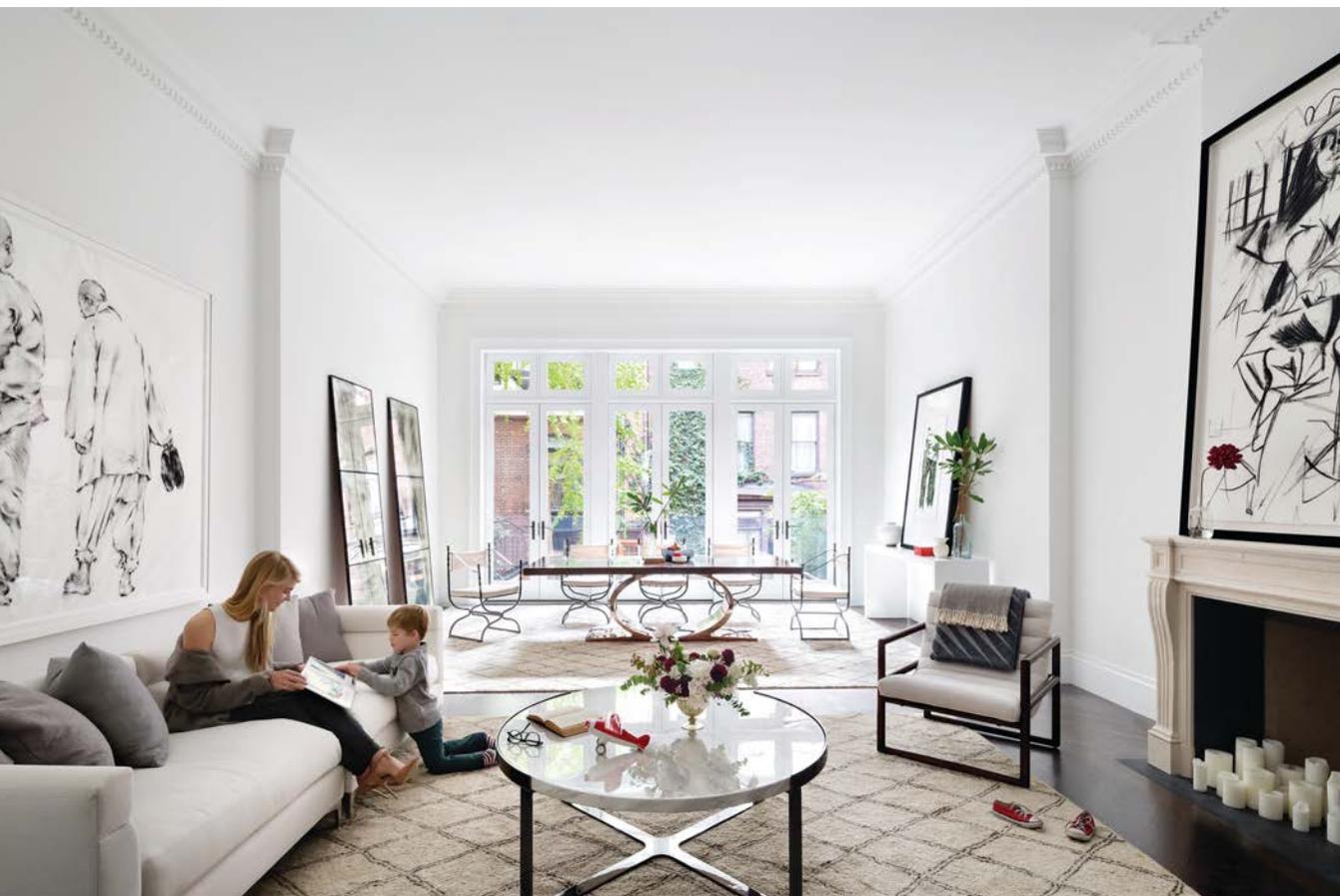
“ As someone new to the Nashville market, I spoke with several potential agents and brokers before making my purchase. Caroline stood out from the crowd. She was able to make me feel at ease about the daunting task of buying property in an unfamiliar market.

She has a fantastic sense and understanding of Nashville real estate trend and dynamics. She’s also incredibly professional, diligent, detail-oriented, and client-focused. I will definitely work with Caroline again and would recommend her to anyone with their eyes on the Music City real estate market! ”

BUYER

“ My husband and I recently moved from a condo in Nashville to a beautiful home in the Brentwood area. Caroline made the house searching process a breeze and was always responsive and available when we needed her to be. She was also very quick to get additional information about houses when requested. My husband also likes to negotiate (sometimes to point of nauseam ha) and Caroline was always happy to help with the negotiations. I would highly recommend Caroline to anyone searching for a new home!! ”

BUYER





" Caroline was amazing! She was great at taking our "wants" in a house and finding the perfect home that checked all those boxes... and before it ever hit the market! Caroline's knowledge and expertise of the local area, as well as her reputation among her peers gave us the inside "scoop" as to what was coming to market prior to officially being listed on the MLS. She was super responsive to our questions and realistic with us as we discussed negotiations. We bought the house of dreams, thanks to Caroline."

SELLER & BUYER

" My experience with Caroline has been absolutely fabulous! She has kept me informed and answered every question I've had throughout the entire home buying & selling process. I could not have asked for a better realtor to work with! "

SELLER & BUYER

" After having a bad experience with a different realtor in town, Caroline was the epitome of a breath of fresh air. Not only is she extremely connected in the Nashville real estate market (which is necessary, given the fact that many places are essentially "sold" before even hitting the market), but she was also so responsive to my MANY questions and always made me feel like a priority. We found the perfect place on a Wednesday morning, and by that afternoon, we had toured it and placed an offer.

After finding out we were in a bidding war with another buyer, Caroline laid everything out on the table to help me determine the best offer I could make, without pressuring me budget-wise, and we ended up on top! Even after I closed, I had a few questions, and she was beyond attentive, regardless of the fact that her job was already done. I would recommend Caroline to anyone and everyone who is looking to buy in Nashville -- I honestly don't think I would have ended up with my dream home without her. "

SELLER & BUYER

My Buyer Pledge

My focus is to consult and advocate for your best interests and determine the best strategic approach to help you make the most informed and realistic decision for you and your family. Buying a home is one of the biggest financial decisions in your life and it's something I take very seriously.

My goal is to prepare you for buying a home and to guide you confidently through the process. I am your ambassador in introducing you to the current market and available properties, your strategist in making the right offer, and your negotiator, by your side through the close of escrow and beyond.

WHAT I VALUE AND OFFER

- Open communication
- Total discretion, privacy, and confidentiality
- Access to Caroline
- Dedication to accomplishing your real-estate objectives

COMMITMENT TO BE YOUR ONGOING ADVISOR

- Open communication
- Total discretion, privacy, and confidentiality
- Access to Caroline
- Dedication to accomplishing your real-estate objectives



AFTER THE SALE

After your property closes, I will be in touch to be sure that all details are squared away. After closing, please reach out with any questions that may arise, whether the questions are about plumber recommendations or the current value of your property. I want to be your go-to resource for years to come!

Renting vs. Owning

6 Key Benefits to Owning Your Own Home

INCOME TAX BREAKS

Homeowners can deduct property taxes and mortgage interest paid on their mortgages which reduces the amount of taxes a homeowner has to pay compared to a renter with similar income.

BUILDING EQUITY & VALUE

Property values will typically rise over time, especially in Nashville, thereby increasing your assets. The value increase will give you the option to refinance or take out a home equity line of credit (HELOC) in the future if you wish to use that money to purchase another property.

TAX FREE ON CAPITAL GAINS

When it's time to sell your home and make a profit, you can avoid paying taxes on the amount you gain up to \$250,000 (as a single taxpayer) or up to \$500,000 (if you are married and filing together).** You need to live in the home for at least 2 years.

MAKE IT YOUR OWN

One of the perks of owning your own home is the ability to do what you want with it --- remodel to your taste, add another level, open up walls, etc. You are your own "landlord" when becoming a homeowner versus a renter.

FIXED MONTHLY PAYMENTS

As a homeowner, you have the option to fix your monthly payments for up to 30 years. The payment will not change for the life of that loan. As opposed to renting, where your payments can fluctuate year after year depending on the market and annual rental increases.

IMPROVE YOUR CREDIT

Credit scores and ratings typically improve when you take on debt and make consistent payments, especially for larger items such as home mortgages. As your credit score rises, you will find that the approval process to qualify for a future loan or line of credit will become much easier than for someone with a limited credit history.



Your Transaction Timeline

01

MEET AND STRATEGIZE

At the first meeting, we will discuss what you're looking for in your next home, including neighborhoods, pricing, and timeline to guide your search

02

PRE-QUALIFICATION

Before beginning your search, your first step is to get pre-approved for a mortgage loan (unless you will be paying in cash for the full price of your home). Your Compass agent can connect you to a mortgage broker or lender. Based on your income and credit history, the mortgage broker will determine how much the bank will lend you, which will help you determine the price range for your search.



03

HOME SEARCH

Attend open houses and viewings with your Compass agent spanning a range of areas and property types. Now is the time to consider your ideal home's location and amenities.

04

OFFER & NEGOTIATION

Once you have seen a home you like, you can put in an offer, which is a non-binding agreement to pay a certain price for the home. If your offer is lower than the list price, the seller will likely return with a counter-offer price, which you can choose to accept, reject, or make another offer. Your Compass agent will provide advice throughout.



05

CONTRACT ACCEPTANCE

Once the offer terms are accepted, you will sign the contract and put down earnest money. Earnest money holds the house off the market while you do the inspections of the property.



06

INSPECTION CONTINGENCY

You are given a limited time period during which to conduct any inspections and other negotiated due diligence. During this period, your Compass agent will negotiate any necessary repairs on your behalf.

07

FINANCIAL AND APPRAISAL CONTINGENCY

Order an appraisal with your bank. Your completed mortgage loan application with all supporting documentation should be submitted to your chosen lender upon receipt of the fully signed contract. The bank then issues clearance to close.



08

FINAL WALK-THROUGH

A final walk-through of the property is performed just prior to closing. The walk-through confirms that no damage has been done to the home since the time of the inspection and that the major systems and appliances are in working order.

09

CLOSE

Once all the conditions of the contract have been satisfied, the closing is held. The closing documents are signed, payment is exchanged, and the buyers receive the keys to their new home!

Getting Pre-Approved

Pre-approval can take anywhere from fifteen minutes to a week, depending on how complicated your finances are. Being pre-approved helps you and your REALTOR® confidently search for a home that you can afford. Once pre-approved, we can show you what price range and monthly payment fit your needs.



CREDIT CHECK

Running credit while house hunting will not ruin your score. Your lender should only have to pull it once and the report is valid for four months.



DOCUMENTS

Two paystubs, most recent W2 forms, and most recent two tax returns



DOWN PAYMENT AMOUNT

Discuss with your lender how much money you have saved along with the different down payment percentage options



Mortgage Process Do's + Dont's

DO'S

Availability

Keep financial records close at hand in case they're requested.

Income

Be aware your income will be verified via employers, tax documents, CPA, and/or the IRS. Hold on to any paystubs and file your taxes on time.

Assets

Save all account statements. Keep all numbered pages of each statement. i.e., page 8 of 8.

Keep Your Credit Shining

Make payments on time. Maintaining at most a 40% ratio of your balance to credit limit on credit cards keeps your score up.

Understand That Things Have Changed

Underwriters are required to request more documentation than in the past. Even if requests seem silly or intrusive, please remember that if they didn't need it, they wouldn't ask.

File Your Taxes on Time

Consult with me whether it's beneficial to file taxes for 2019 prior to or after closing. IRS verification is required on all loans and can cause delays in certain circumstances.



DONT'S

Apply for New Credit

Changes in credit can cause delays, change terms of your financing, or even prevent closing. If you must open a new account, please consult with me first.

Change Jobs

Making changes in employment can adversely affect loan approval, ESPECIALLY moving from a salaried position to primarily contract or commissioned work.

Make Large Purchases

Buying or co-signing for a new car before buying a home is the most common reason buyers can't afford the home they want. Running up new balances on current cards can also be problematic.

Make Undocumented Deposits

Typically large non-payroll deposits must be sourced, meaning a copy of the check is usually required. Do not deposit large amounts of cash.

Be Afraid to Ask Questions

If you're uncertain about what you need or what you should do, I am here to help you through the process – even long before you intend to buy.



Mortgage Payments

PRINCIPAL

The amount you borrow

INTEREST

What the lender charges you to loan you the money. Interest rates are expressed as an annual percentage

PROPERTY TAXES

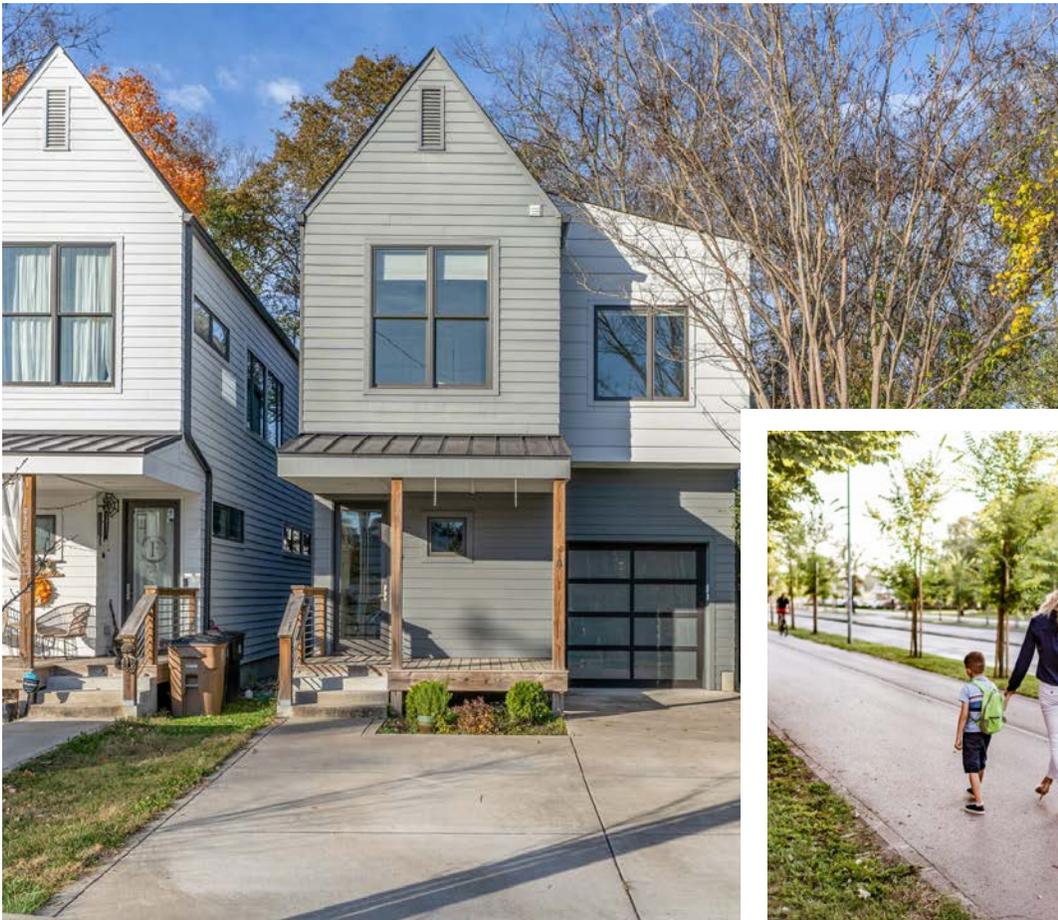
The annual tax assessed by a government authority on your home and land. This will be collected in your escrow account and paid out each year

HOMEOWNERS INSURANCE

It is very important to obtain a Homeowner's Insurance Policy for your new property. A homeowners insurance policy can protect your home against damages that occur to the house itself – and the belongings inside.

HOMEOWNERS ASSOCIATION

It is very important to obtain a Homeowner's Insurance Policy for your new property. A homeowners insurance policy can protect your home against damages that occur to the house itself – and the belongings inside.



Let's Find You a New Home!

Compass Tools to Help You Find Your Next Home: Helping buyers find their place in the world every day, one home at a time. From providing a sophisticated search experience to offering you a sneak peek at homes not yet on the market, every one of our tools is designed to help us deliver your dream home!

01

COLLECTIONS

Collections lets you compare multiple properties – their size, neighborhood, amenities – within a visual workspace. Monitor market activity in real time, stay in constant contact with your agent, and invite collaborators to join in on the discussion.

02

SEARCH

Compass Search lets your agent filter and sort by a wide range of features and amenities. Plus, discover exclusive Compass listings you won't find anywhere else and receive real-time notifications of new homes with customized Saved searches.

03

COMING SOON

What buyer isn't looking for an edge of the competition? Browse unique properties that are only viewable on Compass.com with your agent and discover your future home before it hits the market.



Offer & Negotiations



MAKE AN OFFER

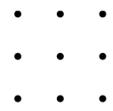
To communicate your interest in purchasing a home, we will present the listing agent with a written offer in the form of a Tennessee Association of Realtors® (TAR) Purchase and Sale Agreement. It's a standard document approved by our local real estate board that specifies all of the terms and conditions of the purchase.

When the seller accepts an offer it becomes a legal contract (called a Binding Agreement). The Purchase and Sale Agreement constitutes your offer to buy and, once accepted by the seller, becomes a legal contract.

NEGOTIATE

After we present your offer to the listing agent it will either be accepted, rejected, or the seller will make a counter-offer. This is when we will negotiate terms of the contract if necessary.

CONTINGENCIES



If your offer states, "this offer is contingent upon (or subject to) a certain event," you're stating you will only complete the purchase if that event occurs. The following are some common contingencies contained in a purchase offer:

Financing Contingency: If financing the purchase, the contract will state that it is contingent on the home appraising for the contract price and financing.

Inspection Contingency: Have the property professionally inspected. Submit a list of repairs to the seller. The seller can make those repairs or refuse and cancel the contract. A satisfactory report by a home inspector within a certain time period after acceptance of the offer is an example. At this point, you may make repair requests.

Appraisal Contingency: the property must appraise for the price you are offering.

Home Sales Contingency: Selling your current home.

EARNEST / TRUST MONEY

Trust Money is a deposit you give when making an offer on a house. A seller looks favorably on an offer accompanied by a deposit to show "good faith." The seller's Realtor or attorney usually holds the deposit. It can become part of your down payment.

When you write an offer, be prepared to pay an earnest money deposit. We deliver a copy of your earnest money check with any potential offer. This is to help guarantee to the homeowner that your intention is to purchase the property. The check will be deposited into an escrow account upon acceptance of offer.



Contract to Closing

Once a seller has accepted your offer to purchase their property, we will start working on our contingencies such as the inspection, appraisal, loan documents, etc.

INSPECTIONS

I highly recommend a professional home inspector conduct a thorough inspection. The inspector's job is to provide an in-depth analysis of the property's condition and recommend any repairs so that you can continue to make an informed decision.

Request for Repairs

The physical inspection may reveal repairs that incur more costs.

You will have an opportunity to request that the seller either makes these repairs or provide a credit for the repairs at closing.

The seller may agree, reject or negotiate your request for repairs.



APPRAISAL CONTINGENCY

A written analysis of the estimated value of a property based on comparable comps.

If the Appraisal comes in lower than the sales price – you can:

A. Negotiate with the seller to bring the price down to the appraised value

B. Walk away and receive your Earnest Money Back

If the Appraisal comes in at the sales price or higher – Congrats! We continue to move forward

Notes: If you are receiving a loan, the lender will only loan you the amount at which your appraisal came in at.

Closing Time

You're on the cusp of closing and owning your very own home! A "closing" is where you will meet with a representative from the lending institution and a representative from the title company in order to transfer the property title. Most often in Tennessee this will not include the Seller as we close at separate locations on the same day.

TITLE INSURANCE

Before you exchange these papers, the property may be surveyed, appraised, or inspected, and the ownership of title will be checked in county and court records. Title insurance is insurance against loss due to an unknown defect in a title or interest in real estate.

CLOSING COSTS

TYPE OF FEE	TYPICAL COST
Lender Underwriting Fee	\$500 - \$1,000
Processing Fee	\$150
Appraisal Fee	\$475
Credit Report	\$25
Title - Lenders Insurance	\$1,500 - \$3,000 *
Title - Settlement Fee	\$450
Owner's Title Policy	\$100 - \$400
Inspection Fee	\$450 - \$1,000 *
Flood Certificate	\$15
Recording Fee	\$110
State Tax/Stamps	\$1,250
City/County/Tax Stamps	\$300- \$500
Escrow - Homeowner's Insurance	\$500 - \$1,500 *
Escrow - Mortgage Insurance	TBD
Property Taxes	\$500 - \$2,500 *
Admin Fee	\$150
HOA Dues / Fees	If Applicable

** Dependent on price of property
ESTIMATED CLOSING COSTS COURTESY OF CAPSTAR BANK. Prices subject to change. Actual costs vary per lender, loan amount, property type and other factors. Property transfer taxes vary per local jurisdiction or township. Please consult your real estate attorney to obtain the best possible estimate for taxes and other closing costs.

Davidson County Service Directory

GOVERNMENT

City of Nashville
Nashville.gov | 615.862.8750

EMERGENCY

Nashville Fire Department
nashville.gov/Fire-Department
Emergency: call 911

GOVERNMENT

City of Nashville
Nashville.gov | 615.862.8750

Nashville Police Department
nashville.gov/Police-Department
Emergency: call 911

Non-emergency assistance: call 615.862.8600

UTILITIES & SERVICES

Piedmont Natural Gas
Piedmontng.com | 800.752.7504

Metro Water Services
nashville.gov/Water-Services.aspx
615.862.4600

Nashville Electric Service
Nespower.com | 615-736-6900

Trash Collection
nashville.gov/Public-Works/Neighborhood-
Services/Trash-Collection/Residential.aspx
615.880.1000

Recycling
nashville.gov/Public-Works/Neighborhood- Services/
615.880.1000

SCHOOLS

Tennessee Board of Education
tn.gov/sbe.html | 615.741.2966

Metro Nashville Public Schools
mnps.org | 615.259.4636

ENTERTAINMENT & RECREATION RESOURCES

Nashville Tourism/Events
visitmusiccity.com

Nashville Parent (resources for families)
Nashvilleparent.com

Nashville Lifestyles
<https://nashvillelifestyles.com>



The Compass Advantage

Discover how we're helping buyers and sellers find their place in the world every day, one home at a time.

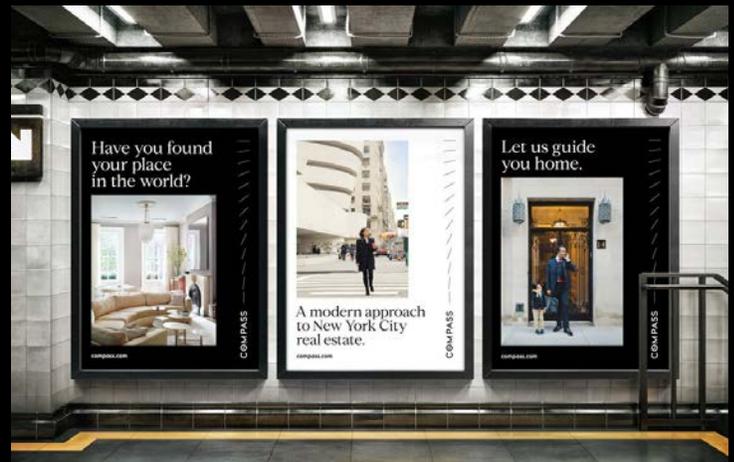


OUR PLATFORM

Developed in-house, every Compass tool is designed to modernize both sides of the real estate experience. Just as we compare properties and measure marketing performance with sellers, we also offer buyers exclusive access to listings not seen anywhere else.

OUR COMMUNITY

Locally, we're counted among the top five brokerages in every one of our core markets; meanwhile, our national presence and uniquely collaborative culture present agents with unlimited co-brokering and referral opportunities.



OUR MARKETING

The 150+ members of our in-house marketing and advertising agency ensure that every home we represent is portrayed in its finest light across every platform—from eye-coaching billboards and installations to stunning print materials and digital campaigns.

Compass - Our Nationwide Network

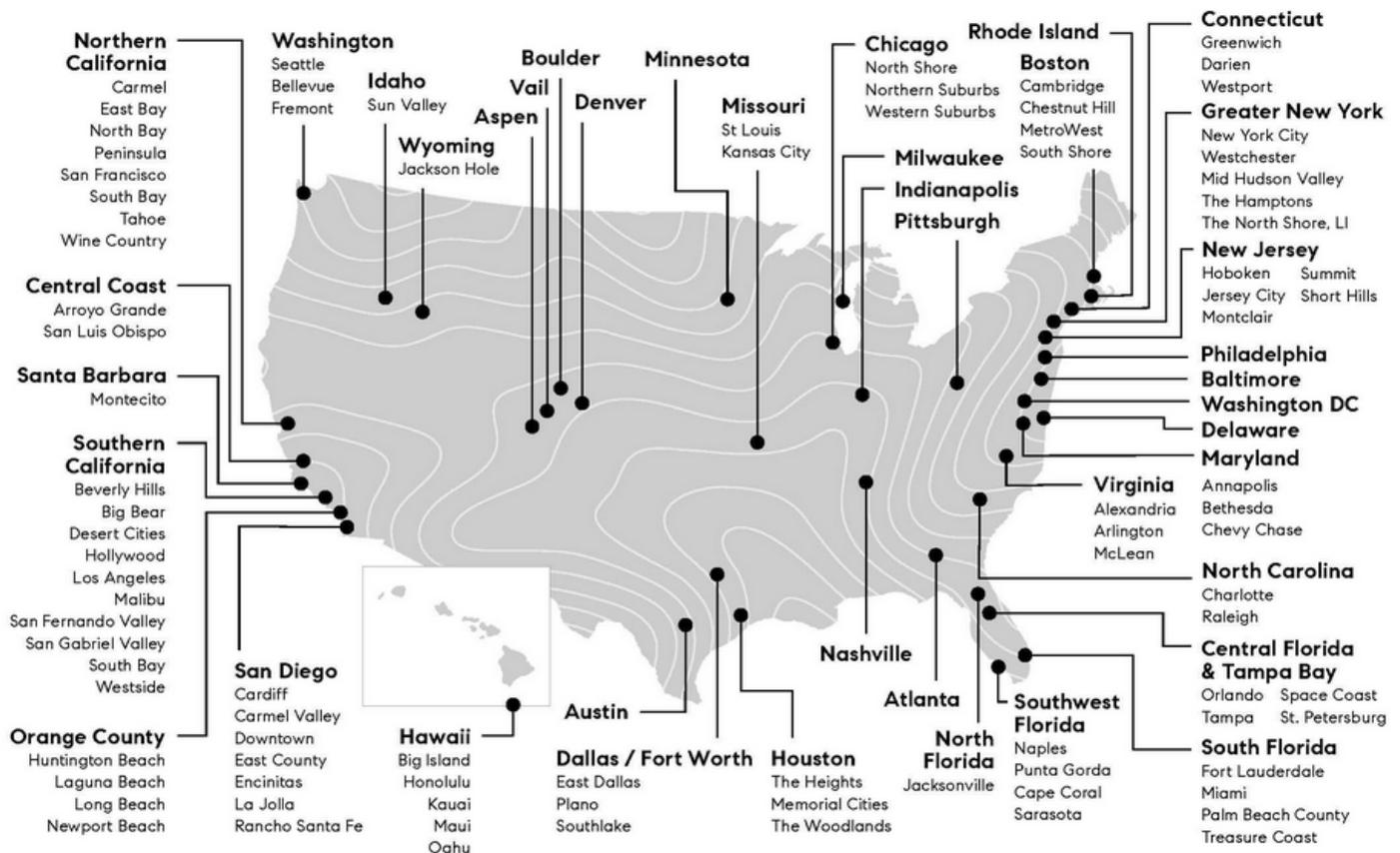
Knowledge of a local agent – Power of a national network. Compass is driving impact across the country. Here's how I leverage the Compass network and solutions to help you:

FIND YOUR PLACE IN THE WORLD – NO MATTER WHERE YOU WANT TO GO.

Compass is a coast-to-coast referral network that now cover 45% of the country's population. Anywhere you want to go – I can connect you to 22,000+ hardworking Compass professionals to find your dream home.

SEAMLESSLY ACHIEVE YOUR REAL ESTATE GOALS.

As a Compass agent, I have access to the best digital platforms to make your buying or selling journey simple and stress-free. I'll formulate the best strategy and guide you through every step of the transaction for a successful real estate experience.



GET A HIGHER PRICE FOR YOUR HOME WITH INCREASED LISTING EXPOSURE.

About 95% of all real estate searches start online – you need an elevated digital reach to find buyers. I'll drive more traffic to your property listing online as we build upon the growing Compass brand awareness.

Key Terms

Appraisal - a written analysis of the estimated value of a property, typically done for the purpose of obtaining a mortgage

Buyer Representation Agreement - an agreement that specifies the duties and the scope of services a buyer's representative agrees to provide to the buyer, as well as specifying the buyer's responsibilities

Closing - a meeting at the conclusion of a real estate transaction in which a sale of property is finalized by the buyer signing the mortgage documents (if applicable) and paying closing costs

Closing Costs - the fees, costs and taxes associated with purchasing a home such as loan fees, appraisal fees, title insurance and escrow fees

Comparative Market Analysis (CMA) - an analysis that surveys like properties in a given area for the purpose of determining the relative value of a given property

Contingency - a condition in a contract that must be met or waived in order to finalize the sale

Counteroffer - an offer made in response to the offer of the opposite party

Disclosures - information about the home that a seller must provide, by law, to a buyer.

Down payment - a percentage of the purchase price, not borrowed from a lender, that the buyer pays in cash or check

Earnest Money Deposit - a deposit made by the potential home buyer after an offer has been accepted to show that the buyer is serious about buying the property

Equity - the amount of value of the property that is owned by the homeowner and is not held by a bank as an outstanding loan

Multiple Listing Service (MLS) - a database of all properties for sale that is available to agents who have subscribed to the service

PITI (principal, interest, taxes and insurance) - the four elements that form the basis for monthly mortgage payments

Pre-approval - an estimate provided by the buyer's loan officer of how much financing a potential borrower might expect to obtain

Sales Contract - the legally binding document that sets forth the terms of the sale; establishes the rights and obligations of the parties involved; specifies the actions to be taken in order to close the sale; and established the time frames for those steps to be completed (also known as the Purchase and Sales Agreement)

Settlement Statement - a document, also known as HUD-1 or ALTA, that lists all the costs of the transaction for both the buyer and the seller

Title Insurance - an insurance policy that protects against title holder loss from legal defects in the title, such as pre-existing claims or liens against the property

Final Walk Through - a final inspection of the home before closing to verify that the condition of the property and its contents are as contracted





COMPASS RE



CK

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