

# DORSEY ALSTON

REALTORS®



## Buyer's Guide

PREPARED BY AGENT NAME HERE



“

Find joy in everything  
you choose to do. Every job,  
relationship, home ... it's your  
responsibility to love it,  
or change it.

—Chuck Palahniuk

**Welcome to the Dorsey Alston, Realtors® Buyer's Guide.** In these pages you will find information about the entire real estate process, from the first conversations with your mortgage lender, through the real estate contract, to closing and your move. Your Dorsey Alston agent will be with you every step of the way and is available for any questions you may have.

## Contents

<b>4</b>	<b>MORTGAGE PRE-APPROVAL PROCESS</b> Getting Pre-Approved Pre-Qualification Know Your Lender Pre-Approval Know Your Borrowing Capacity TRID and Disclosing Information Frequently Asked Questions Ask Your Lender Glossary of Terms
<b>8</b>	<b>THE HOME SEARCH PROCESS</b> Real Estate Myths Buyer Representation What We Do for You Construction Standards
<b>12</b>	<b>THE CONTRACT PROCESS</b> Glossary of Terms
<b>13</b>	<b>THE INSPECTION PROCESS</b> Why Should I inspect? Use a Professional Inspector Frequently Asked Questions What You Should Know About Termites What You Should Know About Mold What You Should Know About Lead-Based Paint
<b>18</b>	<b>THE CLOSING PROCESS</b> Representation Functions of the Closing Attorney Closing Costs Owner's Title Insurance Property Taxes Property Survey What to Bring to Closing
<b>20</b>	<b>THE MOVING PROCESS</b> Moving Checklist All About Atlanta
<b>26</b>	<b>ABOUT DORSEY ALSTON</b>



# The Mortgage Pre-Approval Process



## GETTING PRE-APPROVED

In the beginning of the buying process you need to consider how you will finance the purchase. It is essential to know how much you be able to borrow before you start looking at homes. It is the basis upon which you will determine the feasibility of buying a particular home and will allow me to show you only the homes in your price range. It will also place you in a much stronger negotiating position.

You can address this part of the home-buying process by getting pre-qualified or pre-approved. While these terms sound the same, there are some important differences between them.

## PRE-QUALIFICATION

Pre-qualification is a non-binding estimate of your ability to borrow based on informal questions about your income, job stability, credit history and current monthly expenditures. As an experienced real estate professional, I will refer you to lenders who will offer these informal preliminary services. There are no fees involved. Your loan approval may not be guaranteed, and you are not obligated to choose the services of the lender that pre-qualifies you. Pre-qualification will allow me to tell prospective sellers that your chances of loan approval are good when formal application is made. This will be to your advantage when you enter into negotiations for the home as the seller can be reasonably assured you will qualify. Remember, however, that your loan is not guaranteed. Pre-qualification is based on the accuracy of the information you provide to the lender.

## PRE-APPROVAL

Many lenders will issue a "pre-approval" once they have received the completed loan application from the buyer, pulled the buyer's credit, ran through Desktop Underwriting, and verified income and assets. A Pre-approval does not go through underwriting, and there is no upfront charge.

## KNOW YOUR LENDER

When shopping for a loan officer, consider at least three things: service, knowledge, interest rates/fees. The total package is vitally important. The best rate in the world means nothing if lack of service on the part of the loan officer, loan processor or underwriter fails to close the loan.

## SPECIAL NOTE

The best rate on the internet may not be the best option. Beware of out-of-state lenders. Laws and regulations in their home states may differ from our area. A referral from a friend or realtor may be your best option.

## KNOW YOUR BORROWING CAPACITY

There are many loan programs for all types of buyers. Explore your options! Find out what works best with your financial portfolio and purpose for the home. Allow your loan officer to recommend the best program. Your lender will be the best one to make recommendations to you. Here are some loans you may want to discuss:

- Fixed Rate Mortgage
- Adjustable Rate Mortgage
- FHA (Federal Housing Authority) \*
- VA (Veterans Administration) \*

\*There will be certain additional requirements for these loans. Please make your realtor aware if you are considering one of these options.

## TRID AND DISCLOSING INFORMATION

This gives the parties associated with the transaction the authority to release documents necessary to facilitate the closing. With consumer privacy concerns and potential related liability, this is necessary to protect all parties in disclosing certain potentially confidential information (including settlement statements) necessary to close the transaction.

Authorization to Disclose Information: Buyer and Seller each authorize the release of 1) this Agreement to appraisers employed by the Buyer or Buyer's lender and 2) any closing disclosures, settlement statements and disbursement summaries to all parties associated with the transaction. Further, Buyer and Seller authorize lenders associated with the transaction and closing attorneys/title companies (in their sole discretion), to release closing documents, other documents and/or information related to or arising out of the transaction, to the other parties to this Agreement and third parties related to the transaction contemplated by this Agreement, including but not limited to, underwriters, appraisers, insurance providers, homeowner's associations, etc.

## WHEN SHOPPING FOR A LOAN OFFICER, CONSIDER AT LEAST THREE THINGS

- 1 service
- 2 knowledge
- 3 interest rates/fees

“

The best rate in the world means nothing if lack of service on the part of the loan officer, loan processor or underwriter fails to close the loan.





## FREQUENTLY ASKED QUESTIONS

**Q** How do I apply for a mortgage?

**A** Most lenders will take your application by phone, online or in person. The application interview typically takes 15 to 30 minutes.

**Q** Will a fee be charged at the time of the application?

**A** Application fees vary according to each lender. A fee is generally charged to cover the cost of the appraisal and credit report as well as other items required to process the loan.

**Q** What information will be requested when I make application for a first mortgage loan?

**A** Lenders will frequently request: W2s, pay stubs, bank statements, and the Purchase and Sale Agreement on the home you are buying. Requests may vary by loan type and lender.

**Q** Is a down payment always required?

**A** Some lenders have niche 100% financing programs and veterans may qualify for 100% financing on VA loans. But, in general, the minimum down payment on conventional loan is 3% and for an FHA loan it is 3.5%.

## ASK YOUR LENDER

**Q** When I choose a loan type, can I lock in an interest rate?

**A** You can lock in your rate when you have identified a property and have a closing date.

**Q** How long will it take to process the application and provide me with an approval letter?

**A** When the lender submits your information to the underwriter more information (known as conditions) may be needed. Once the conditions are satisfied, the letter of commitment will be available. The process may take several weeks; consult your lender.

**Q** What does “Buying a Rate Down” mean?

**A** Depending upon your loan program, you may be able to pay “discount points” at the closing to secure a lower rate. Consult your lender for the options available to you.

**Q** When do I receive a loan estimate summarizing the costs involved with my mortgage?

**A** At the point that you have made an application, you should be provided with an official loan estimate. You may also request preliminary loan scenarios or estimates when shopping for a loan to compare rates, closing costs and fees. Ask your lender.

## GLOSSARY OF TERMS

**Application Fee:** Some lenders choose to gather your information and charge a fee to review your loan information. This fee may then be applied toward your appraisal. Consult your lender regarding the terms of this fee. Estimated fees: \$25-\$400

**Appraisal Fee:** This is a necessary requirement in purchasing your home if you are obtaining a loan. It is completed by a licensed real estate appraiser and is based on actual market data to legitimize the purchase price for the lender. Estimated fees: \$250-\$600

**Closing Disclosure:** The five-page closing disclosure sums up the terms of your loan and what you pay at closing. You can easily compare the numbers to the loan estimate you received when you applied for the loan. You are required to receive this document at least three days prior to your closing.

**Credit Report:** Most lenders will pull a “tri-merge credit report” which is a merged copy of all reports from the three major credit bureaus (Equifax, Trans Union, and Experian). Your report will have all your current as well as previous credit history. It will also have a credit score from each bureau that generally drives what loan products you qualify for on your purchase. Most lenders drop both the high and low scores and use the “middle” credit score in qualifying you for a loan. Estimated fees: \$15-\$50

**Escrow Account:** The annual taxes and insurance that you pay on your property can be broken down into monthly payments and deposited into your escrow account with your lender. This allows you to pay monthly rather than annually.

**Flood Certificate Fee:** Required for all purchases to determine if the property is in a flood hazard zone. If determined by FEMA that the property is in a flood hazard zone, flood insurance will be required in addition to the standard hazard insurance policy. Wind storm coverage is also required in certain areas based on probability of hurricanes and tornadoes. Discuss further with your insurance agent. Estimated fees: \$5-\$50

**Georgia Residential Loan Fee:** This fee is charged by the government on all Georgia real estate transactions and is a flat fee. Estimated fee: \$10

**Interest Rate:** This is the percentage rate that you pay for the financing of your home. The major factors that affect your interest rate include: type of loan, credit score, loan-to-value percentage (down payment), and the amount of origination/discount you choose to pay to the lender.

**Listing Agent:** The Listing Agent is the agent who signs a brokerage engagement (listing) agreement to market the owner/seller's property and to attempt to find a ready willing and able buyer on terms acceptable to the seller.

**Loan Estimate:** This document summarizes the terms and costs of your loan and is provided by your lender within three days of your application.

**Loan Processing Fees:** Fee charged by lender paid to the lender's processing department who is preparing the loan for closing. Estimated fees: \$300-\$500

**Origination Fee or Discount Points:** Used by the buyer to buy down an interest rate. You can do this by paying prepaid interest to qualify for a lower interest rate. Estimated fees: 0%-1%

**PMI:** If you do not have a down payment of 20% or more, the lender will require lenders insurance (private mortgage insurance). Several ways it can be paid:

- Part of the monthly payment
- Financed in the loan amount
- Lender paid through the rate
- Paid in full at closing

**RESPA (Real Estate Settlement Procedures Act):** This act was put into place in 1974 to protect consumers from fraudulent lending activity. Lenders are required to provide you with a complete disclosure package (also known as a RESPA package) within three days of initial application.

**Selling Agent:** The Selling Agent is the agent who finds a ready, willing, and able buyer for the real property and obtains an offer to purchase under terms acceptable to the seller.

**Survey:** A map of your property indicating where your land begins and ends. Most surveys include a drawing of the house on the property. Some lenders require a survey for certain transactions. Estimated fees: \$250-\$800

**Tax Service Fee:** Charged by the attorney/title company closing the loan. This is a fee charged by the government to research the tax history on the property you are purchasing. Estimated fees: \$65-\$150

**Title Exam:** Charged by the attorney/title company in closing the loan. This is the fee paid to the title examiner who is inspecting the property for any outstanding judgments and/or liens. The cost for this is included in the title services fee. Estimated fees: \$125-\$200

## Title Insurance:

**Lender's Title Insurance** This policy is required by lenders and protects the lender in the same manner that owner's title insurance protects a homeowner.

**Owner's Title Insurance** Title insurance that protects the homeowners against loss if there is an adverse claim against the owner's property. It also provides legal counsel to defend against adverse claimants.

**Title Services:** Georgia is considered an attorney closing state. This means that every real estate transaction is required to be supervised and closed by a licensed attorney. Estimated fees: \$600-\$1,000

**Underwriting Fee:** Fee charged by the lender paid to the lender's underwriter who reviews the file for final approval to close the loan. Estimated fees: \$400-\$700



# The Home Search Process

**As a buyer I can probably get a better deal by buying directly from the homeowner.**

Research by the National Association of Realtors has shown this not true. It is often in the negotiation process that a Realtor's experience will be of benefit to you. Many problems can occur after the initial offer has been accepted which may prevent the house from closing. This time is critical and the advice of an experienced agent can be of significant value.

**It is to my advantage to buy from the agent that I met in the open house.** Find out if this agent is representing the seller. If so, you will forfeit your right to your own representation.

**It is to my advantage to use the on-site agent to purchase a newly constructed home.** The agent in a new home subdivision represents the homebuilder. Most of the time the builder has already set the commission rate for each home sale and this does not usually change, so saving a great deal of money is not possible. If you use the builder's agent you will forfeit your right to representation.

**With all the information on the internet I can find a house just as easily without an agent.**

Finding a home is only a fraction of the services provided by your selling agent. Pictures on the internet do not tell the entire story. Is the house located next to a train track? Can you overlook the interstate from your deck? All these questions are best answered by visiting the home and is always best to be represented by a professional Realtor who has been educated on real estate laws and contracts and works to improve their knowledge on a daily basis.

**If I see a yard sign or an ad in the newspaper, I must call the agent in the ad or on the sign to learn about the property.**

Your selling agent can find out the information for you for any house or land listed for sale. It is always best to have your own representation for negotiations.

**My Dorsey Alston agent can only help me find a home in the state of Georgia.** Through our relocation network, Leading Real Estate Companies of the World, we can acquire representation for you anywhere in the world.

## REAL ESTATE Myths

**A Dorsey Alston agent can only show and sell their own company listings.** All members of the real estate community can show all the homes and land currently for sale. A real estate agent possesses a license to sell property in the state of Georgia and can show any listed property in the state.

**A selling agent represents the buyer who is purchasing property in a real estate transaction.** The selling agent works for the real estate buyer and holds the buyer's best interests above all others throughout the transaction. In the majority of cases, the seller will be represented by an agent. It makes sense for the buyer to have access to the same level of representation. A selling agent is responsible for protecting the buyer's interests and will negotiate on behalf of the buyer.

## BUYER REPRESENTATION

A team effort with your Dorsey Alston, Realtors® agent will make your home purchase easier and more pleasant. Once you have decided to commit to your agent, there are ways you can help:

- All members of a multiple listing service can show all listings. It is not necessary to call each agent to see different listings.
- If you decide to look at open houses, please let the agent in the open house know you are already working with your own agent. All agents will want to know who has been in their seller's home as a courtesy to the seller. This is why they request that you sign in. This is the best time to let them know that you are already represented by your own agent. This is easily done by carrying your agent's card and presenting it to the open house agent.
- If you see a home online or an ad in the paper that piques your interest, call your agent and ask about it. It may be a home you have already seen and did not recognize. In fairness to the advertising office, do not call and inquire if you have no intention of using their services. Let your agent make the inquiry. Your agent can obtain more information from the listing agent which will ultimately be beneficial to you and all other parties.

## WHAT WE DO FOR YOU

- If you need to sell your present home, we will do a market analysis and list your property at the best price to sell in a reasonable time.
- We will provide you with a list of lenders so you may be pre-qualified, and determine which one may have the best rate and terms for the type of financing you are considering.
- We will show you houses in the area and price range that are appropriate for you. We listen to your needs and desires. We want you to be an informed buyer and find for you the best home available.
- We will go over information on the house you are interested in, such as the seller's disclosure, termite letter, survey if available and other pertinent information.
- We will prepare an offer on the property. We will go over the terms of the contract, special stipulations, exhibits and contingencies. We will present the offer on your behalf and negotiate for the best possible terms.
- After all parties come to an agreement for the purchase of the home, we will provide you with a list of inspectors to choose from, arrange and attend the inspection, and prepare an inspection amendment to address any concerns that need to be remedied.
- We will work with your lender and closing attorney to make sure all details are taken care of for a successful closing.
- We congratulate you on the purchase of your home!

“

A prospective buyer who uses a selling agent will find a home faster and will examine more properties than consumers who do not use a selling agent.

The prospective buyer will also be more likely to obtain a better price for the home he or she decides on.

— Research by the National Association of REALTORS®





# Construction Standards

**SYNTHETIC STUCCO** There are numerous manufacturers of synthetic stucco. A group of Wilmington, N.C., building officials implemented a large study of hundreds of homes clad with synthetic stucco. They found that a large number of the homes studied did indeed have problems with moisture in the wall cavities, contributing to decay of structural lumber.

Synthetic stucco is basically a type of Styrofoam sheathing glued and nailed to the structural sheathing (usually plywood) on the home’s exterior, with a factory or field-applied fiberglass mesh installed over the outer surface, then finished with two or more coats of the stucco-like material. Properly installed, the system is waterproof. The coating is not only waterproof on the outside, it’s waterproof on the inside. If any water gets behind the coating through a breach, it cannot get out. As long as the system is properly installed and maintained, it is effective.

The most common sources of water entry are: joints between sections of synthetic stucco and dissimilar materials, unsealed bottom edges of foam, gaps around decorative trim, and windows and doors that are not flashed and caulked. Water intrusion can lead to swelling, loosening and buckling of the foam substrate as well as cracks and general deterioration of the foam and coating. Continued water intrusion may lead to water stains on interior walls and eventual decay of structural lumber in the area of the leakage.

**LOUISIANA PACIFIC SIDING** Louisiana Pacific is a national manufacturer of building products and hardboard siding. A national lawsuit was filed against the company’s “premium-grade” of siding called “Inner-Seal.” A trained eye may be able to identify the product because it has an embossed wood grain surface, with a randomly located, small embossed 2.25-inch knothole design. The siding is constructed of thin wood wafers, bonded

into planks with resins. The bottom edge of the installed siding is rather rough and porous. The siding is usually installed with 7 inches of the width of a panel showing, with varying lengths.

Consumers and home inspectors report observing water damage to the siding. The wafer construction of the siding seems to increase the potential for rainwater to be absorbed by the material at butt joints, joints with other wall materials, nail holes, joints with window and door frames, and at the bottom edges. When the material absorbs moisture, it swells, separating the wafers which encourages more water absorption, leading to decay and damage. Much of the damage appears to be the result of improper installation of the siding, e.g. improper nailing. lack of flashing over windows and doors, improper caulking and failure to properly paint the bottom edges. Additionally, homeowners may not have properly maintained the siding, particularly neglecting caulking and painting the bottom edges.

**POLYBUTYLENE CLAIMS REPORT** Numerous homeowner complaints have been logged about leaks experienced with polybutylene water piping. This type of plastic piping has been in use for several years, but is fading from the construction scene in light of the adverse publicity.

The material is seen in two forms in residential properties: a bright blue piping used underground from the street water meter to the house, and a medium gray color piping used inside the house.

There are numerous opinions as to why the material seems to be defective. However, two theories predominate. One theory is that if the piping is stored outdoors for a period of time, or exposed to sunlight after installation, ultraviolet light alters the chemistry of the plastic causing it to deteriorate. The second theory is that chlorine in the water attacks the plastic chemically, causing deterioration.

While there is no maintenance of the piping required of the homeowner, the reality is that most in-house leaks occur at the pipe joints, caused by improper installation of the clamps. However, numerous homeowners have had to replace the blue pipe buried in their yard and upon digging it up have reported observing deterioration of the

pipe itself, lending some credence to the theories about chlorine and sunlight contributing to pipe decline.

**RADON** Radon is a colorless, odorless and tasteless gas, but it can be harmful when Inhaled in large quantities. It comes from the natural decay of uranium that is found in nearly all soils. Radon is especially high in areas where granite is present. Atlanta sits upon a large reserve of granite.

The gas emitted from decaying Uranium enters a house through small cracks and openings. It typically moves up through the ground and into your home through cracks and other holes in the foundation.

Your home traps radon where it can build up. Any home may have a radon problem. This means new and old homes, well-sealed and drafty homes, and homes with or without basements. The good news is that testing is inexpensive and easy.

Contact your agent or state radon office about obtaining a list of qualified testers. You can also contact a private radon proficiency program for lists of privately certified radon professionals serving your area. For links and information, visit [www.epa.gov/radon](http://www.epa.gov/radon). EPA believes that any radon exposure carries some risk – no level of radon is safe.

Lowering high radon levels requires technical knowledge and special skills. You should use a contractor who is trained to fix radon problems. A qualified contractor can study the radon problem in your home and help you pick the right treatment method.

Any home may have a radon problem. This means new and old homes, well-sealed and drafty homes, and homes with or without basements. The good news is that testing is inexpensive and easy.



# The Contract Process

## GLOSSARY OF TERMS

**Purchase and Sale Agreement:** The document that creates a valid enforceable contract between a buyer and seller in Georgia is called a Purchase and Sale Agreement. This contract has been created and pre-approved by attorneys and the Georgia Association of Realtors® (GAR) and includes but is not limited to terms related to the legal description of the property, purchase price, buyer’s intended loan terms, buyer’s earnest money, closing date and possession, inspection and agency.

**Binding Agreement:** A binding contract is created when one party presents a signed written offer to purchase or sell property to a second party and that party accepts the same offer in writing and delivers written acceptance back to the offering party before the time limit in the offer expires. In the GAR (Georgia Association of Realtors® Purchase and Sale Agreement, the date the parties reach mutual agreement is referred to as the acceptance date and the date the written notice of acceptance is received by the offering party is referred to as the binding agreement date. It is the responsibility of the party receiving the written notice of acceptance to notify the other party of the binding agreement date. Once the binding agreement date is established, all time restricted obligations begin the following day.

**Earnest Money Deposit:** The earnest money or “good faith” money that accompanies the contract or offer is typically 2%-3% of the sales price (this amount may be negotiated). A personal check is usually made payable to the selling broker and deposited into the selling broker’s escrow account within five business days of reaching the binding agreement date. The contract does state that if the buyer breaches any of the buyer’s obligations or warranties under the contract, the holder or seller may have the right to retain earnest money as liquidated damages.



**Appraisals:** The Purchase and Sale Agreement does not contain a preprinted appraisal contingency. However, there are some lenders who will decline to offer the buyer a loan if the property does not appraise for the contract price. The buyer and seller may choose to renegotiate to the lesser appraised value. Where a buyer has added an appraisal contingency to the special stipulations, the disposition of the contract will follow the terms of contingency.

**Closing Date and Possession:** The Purchase and Sale Agreement provides that the closing shall be on a specific date or such earlier date as agreed to in writing by both parties. It also states that both parties agree that should the loan be unable to be closed on the proposed date or that the seller fails to satisfy title, then either party, upon notice provided before the agreed upon closing date, can extend the contract closing date up to 8 days. The parties agree that the buyer will allow the seller to retain possession through closing, through X number of hours after closing. or within X number of days after closing.

**Due Diligence Period:** In the current Purchase and Sale Agreement, the inspection takes place during the due diligence period. The buyer has an agreed upon amount of time from the binding agreement date to conduct any evaluations, inspections, appraisals, examinations, surveys or testing at the buyer’s sole expense during this period.

The buyer may terminate the agreement during this time for any reason whatsoever and receive a refund of his or her earnest money. In order to terminate the agreement, the buyer must give written notice to the seller prior to the end of the due diligence period. However, the buyer may want to proceed after the inspection. If so, the buyer may give the seller an amendment to address concerns (i.e., repairs) with the property which can then be negotiated between the buyer and seller. Once that is done and the due diligence period has expired, the buyer must proceed with the sale.



# The Inspection Process

## WHY SHOULD I INSPECT?

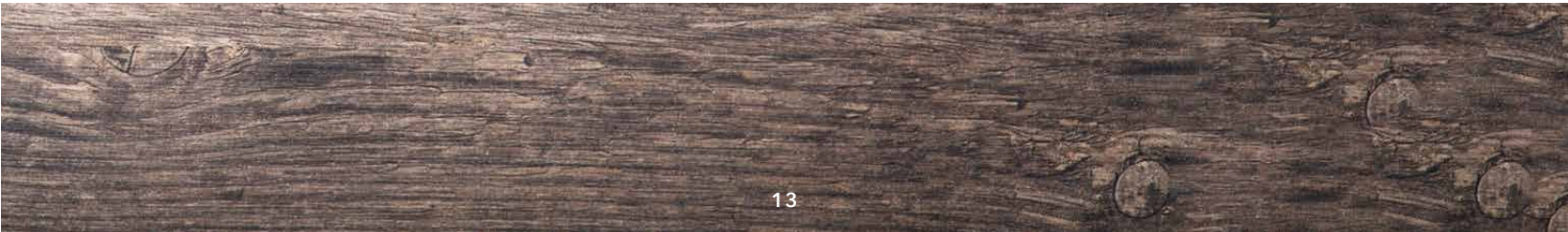
According to the Purchase and Sale Agreement you have the opportunity to have the home inspected by a professional inspector during the due diligence period set in the contract. You can avoid, or at least anticipate, costly repairs to structural or mechanical systems by having an inspection. A home inspection can cost as low as \$250 or as much as \$1000, depending on the size of the home.

**Special Note:** If you are purchasing a stucco home you may want to further inspect the condition of the stucco. The cost is approximately \$600-\$1000 for this separate inspection.

## USE A PROFESSIONAL INSPECTOR

The Inspection requires specific technical skills. You may be familiar with common problems, but a professional inspector can give you a better overview of the entire structure of a home and its potential problems. We strongly encourage you to accompany the inspector who examines your house. He or she can point out potential problems and help you locate special devices such as the items listed below:

- On/off switch on furnace, air conditioner, etc.
- Pilot light on water heater, oven, etc.
- Fuse box
- Main water shut-off controls
- Plumbing and electrical systems
- Heating, ventilation, air conditioning systems
- Septic tank, well or sewer line





FREQUENTLY ASKED INSPECTION QUESTIONS

- Q What is a home inspection?
- A A home inspection is a visual inspection of the structure and components of a home to find items that are not performing correctly, items that are unsafe, and items that are in violation of the code at the time the house was built or remodeling occurred. If a defect or a symptom of a defect is found, the home inspector will include a description of the defect in a written report and may recommend further evaluation.
- Q What should I **not** expect from a home inspection?
- A A home inspection is not protection against future failures. Stuff happens! Components like air conditioners and heating systems can and will break down. A home inspection tells you the condition of the component at the time of the inspection. For protection from future failure you may want to consider a home warranty. A home inspection is not an appraisal that determines the value of a home. Nor will a home inspector tell you if you should buy this home, or what to pay for it.
- Q What does a home inspection include?
- A A home inspector’s report will review the condition of the home’s heating system, central air conditioning system (temperature permitting), interior plumbing and electrical systems, the roof, attic and visible insulation, walls, ceilings, floors, windows and doors, the foundation, basement and visible structure. Many inspectors will also offer additional services not included in a typical home inspection such as mold, radon and water testing.
- Q What if the report reveals problems?
- A All homes (even new construction) have problems. Every problem has a solution. Solutions vary from a simple fix of the component to an adjustment of the purchase price. Having a home inspection allows the problems to be addressed before the sale closes.
- Q Can I ask the seller to make repairs?
- A The due diligence paragraph gives the buyer the ability to present an amendment to the seller to “address concerns” with the property. The buyer gives this amendment to the seller and the parties can negotiate a satisfactory solution to the areas of concern.
- Q What criteria should I use to choose a home inspector?
- A The state of Georgia now requires inspectors to be licensed. Your home inspector should be a member of a professional home inspection organization. It is important that the inspector abides by a set of standard practices and a code of ethics that require professionalism in the industry. National home inspector organizations like the American Society of Home Inspectors (ASHI), National Association of Certified Home Inspectors (NACHI), National Association of Home Inspectors (NAHI) require their members to adhere to strict standards of practice and attend continuing education.
- Q What type of report can I expect to receive?
- A A home Inspection should include a report that describes what was inspected and the condition of each inspected item. The best reports are created using home inspection software that includes color pictures and comments specific to your home. Inspectors using home inspection software can often deliver the report on site or at least deliver the report through the internet for quicker delivery.

WHAT YOU SHOULD KNOW ABOUT TERMITES



In the state of Georgia, no longer is the seller responsible for presenting the buyer with a termite inspection letter stating the condition of the home and whether or not it has been affected by termites. However, if the buyer chooses to do a home inspection, the home inspector will reveal if there has been any damage in the past or present, and this most often can be alarming to the perspective buyer. We highly recommend that both parties know what the circumstances are so the information is disclosed for the property.

How badly can termites hurt your home? Well, throughout the United States they cause billions of dollars in destruction every year. They can destroy things ranging from wood, trees on your property, books, plants and even parts of swimming pools. Just by existing, they can prevent you from selling your home—no one is going to want to buy a home without getting rid of them first and assessing the extent of the damage.

If you have termites in your home, the good news is that they can take quite a while before you see any real damage. In many cases, it takes up to five years or so before you see any signs of the problem. On the other hand, a healthy colony can consume an entire foot of a 2x4 in just a few months. That doesn’t sound so bad, but the extent of the harm depends on how it’s distributed in your house—the termites don’t eat the entire board, they tunnel around in them. It is tough to tell exactly how much it will cost you to repair it because it can vary so much.

Can the Problems be Repaired?

Yes. In fact, sometimes you can get away with just reinforcing the damaged wood if it has not been hurt that badly. You are going to have to have a professional come look at it if you have had a colony for a while, though—termites often eat away at load-bearing wood, and you need to make sure that your home is still structurally sound.

We strongly encourage that the homeowner has an annual contract with a qualified pest control company that is bonded for not only treatment but, treatment and repair. In addition, the Sentricon bait system is found to be very effective way in controlling termites from ever coming near the structure of your home.

WHAT YOU SHOULD KNOW ABOUT MOLD



Facts About Mold

Molds are simple, microscopic organisms whose purpose in the ecosystem is to break down dead materials. Molds can be found on plants, dry leaves and on just about every other organic material. Some molds are useful, such as those used to make antibiotics and cheese. Some molds are known to be highly toxic when ingested, such as the types that invade grains and peanuts. Most of the mold found comes from outdoors.

Molds reproduce by very tiny particles called spores. The spores float in the air currents and find a suitable spot to grow. Spores are very light and can travel on air currents. If mold spores land on a suitable surface they will begin to grow. Molds need three things to thrive—moisture, food and a surface to grow on. Molds can be seen throughout the house and can be found in most bathrooms. Mold growth can often be seen in the form of discoloration, and can appear many

“All homes have problems. Every problem has a solution. Having a home inspection allows the problems to be addressed before the sale closes.”



**Facts About Mold** *continued*

colors—white, orange, pink, blue, green, black or brown. When molds are present in large quantities (called colonies), they can cause health problems in some people.

Mold spores can cause adverse reactions, much like pollen from plants. Mold spores cause health problems when they become airborne and are inhaled in large quantities. Everyone is exposed to mold in some concentration in the outdoor air. Indoor exposure to molds is not healthy for anyone. In particular, people with allergies, existing respiratory conditions or suppressed immune systems are especially susceptible to health problems from mold exposure. Additionally, infants and children, pregnant women and the elderly can be sensitive to the effects of mold exposure. Some molds are more hazardous than others are. For some people, a small number of mold spores can cause health problems. For others, it may take many more.

**Symptoms of Mold Exposure**

There are many symptoms of mold exposure. The extent of symptoms depends on the sensitivity of the exposed person. Allergic reactions are the most common and typically include: respiratory problems such as wheezing and difficulty breathing; nasal and sinus congestion; burning, watery, reddened eyes or blurry vision; sore throat; dry cough; nose and throat irritation; shortness of breath; and skin irritation. Other less common effects are: nervous system problems (headaches, memory loss and moodiness); aches and pains; and fever. If you have any of these symptoms, and they are reduced or completely gone when you leave the suspected area, chances are you have been exposed to some sort of allergen, quite possibly mold.

**Detecting Mold**

Some mold problems are obvious—you can see it growing. Others are not so obvious. If you can see mold, or if there is a musty odor in your house, you probably have a mold problem. Areas that are wet, or have been wet due to flooding, leaky plumbing, leaky roofing, or areas that are humid (such as bathrooms and laundry rooms) are most likely to have mold growth. Look for previous water damage. Visible mold growth may be found underneath wallpaper and baseboards, behind walls, or may be evident by discolored plaster or drywall.

Many home inspectors or industrial hygienists can conduct air sampling to detect the presence of mold spores. If there is obvious mold, you can conduct a swab test that can be analyzed to determine the molds that are present. Testing is the only way to determine if you have a mold problem and what type it is.

**What to Do About Mold**

The first course of action is to determine why the mold is growing. Investigate any areas that are moist, and repair the source of the moisture. There could be a roof or plumbing leak, or groundwater leaking into the basement. The air conditioning drip pan could have mold growing in it. The air duct system could be contaminated with mold. If you see mold in the laundry room, chances are the dryer is not properly vented to the outside. Clothes dryers generate humidity and should never be vented inside the house.

Mold will grow on any surface that provides moisture and food. Substances that are porous and can trap molds, such as paper, rags, wallboard and wood, should be thrown out. After all repairs have been made it is time to have the affected areas cleaned.



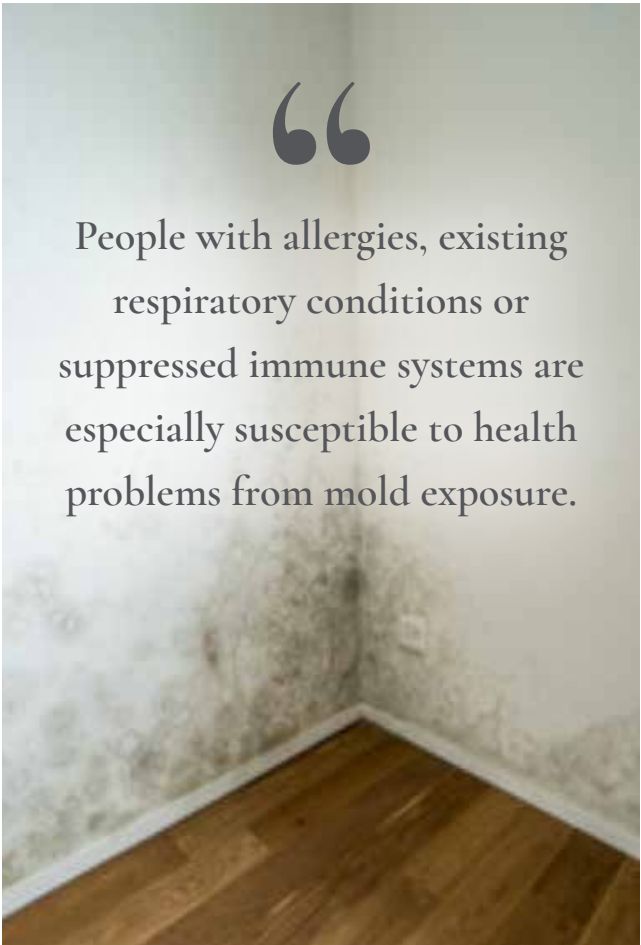
**WHAT YOU SHOULD KNOW ABOUT LEAD-BASED PAINT**

Many houses and condominiums built before 1978 may have paint that contains high levels of lead (called lead-based paint). Buyers are encouraged to check lead prior to buying or renovating a pre-1978 housing. Federal law requires that individuals receive certain information regarding lead-based paint prior to buying.

Sellers have to disclose known information on lead-based paint and lead-based paint hazards prior to selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have the option for a 10 day right to inspect for lead-based paint in the Lead Based Paint Exhibit.

Renovators disturbing more than two square feet of painted surfaces have to give you a pamphlet from the EPA entitled “Protect Your Family from Lead in Your Home.”

Ask your agent for additional information regarding this subject and a copy of the pamphlet.



“  
People with allergies, existing  
respiratory conditions or  
suppressed immune systems are  
especially susceptible to health  
problems from mold exposure.”





# The Closing Process

## REPRESENTATION

Residential real estate closings are handled several ways among the various states. In some states title companies handle the process; escrow companies in others. In Georgia, most closings occur with the assistance of an attorney who specializes in real estate transactions.

Regardless of whether a choice is permitted, the attorney represents only the lender. Because of the ethical considerations due to a possible conflict of interest among the various parties to a closing, an attorney representing the lender should not represent any other party to the closing. Therefore, if the borrower desires representation, independent counsel should be obtained. Of course, if a lender is not involved in financing the transaction, the purchaser will select an attorney to represent his or her interest.

## FUNCTIONS OF THE CLOSING ATTORNEY

An attorney selected after the signing of the contract of sale to handle the closing customarily will examine the title to the property, prepare the sale and loan documents, conduct the closing, arrange for the recording of the closing documents, issue the lender's and owner's title insurance, and disburse the lender's and/or purchaser's funds.

## CLOSING COSTS

Initially, payment of and limitations on the amount of closing costs are determined in the purchase and sale agreement. If a lender finances the transaction, the purchaser will be responsible for negotiating the precise amount of the closing costs. Most lenders will be subject to certain federal regulations governing disclosure of a "good faith estimate" of settlement charges to be given to the borrower within three business days following loan applications. In order to prevent unpleasant surprises at closing, the purchaser should become familiar with and understand the limitations of such an estimate. If a purchaser requires more precise figures, it should be requested at the time of loan application since the good faith estimate is the limit of federal requirements. Closing costs are collected at the time of closing, usually by payment of a net purchase figure which includes the purchaser's equity, the closing costs, and prorations and other adjustments. The lender must usually approve payment of discount points by separate check for tax purposes in advance. Closing costs do not include escrows for property taxes and insurance. Furthermore, closing costs quoted by a lender usually do not include the cost of an owner's title insurance policy.

## OWNER'S TITLE INSURANCE

Owner's Title Insurance is designed to insure the owner against loss suffered because of claims made against the title to the property. The policy typically insures against those matters, which were not or could not have been discovered by a proper title examination of the property, subject to specific exceptions to coverage detailed in the policy. As with all types of insurance, deciding to purchase is only part of the job; determining, for example, whether certain exceptions to coverage are acceptable or in accordance with the contract of sale, takes additional consideration, and an attorney's advice may be helpful in such a decision. A new survey is highly recommended. Without a current survey, the homeowner's title insurance policy contains an exception for all survey matters so that the risk of financial loss due to survey problems rests solely with the buyer who opts not to purchase a survey at closing.

## FREQUENTLY ASKED QUESTIONS

- Q** How serious would a claim against my home be to me personally if I didn't have Owner's Title Insurance?
- A** It could be very serious. It would mean you would have to withstand all expenses involved with the defense of your rights, and could even result in complete loss of your equity if your defense proved unsuccessful.
- Q** What should I look for in selecting a company to insure my title?
- A** Financial strength, experience in all phases of title insurance, efficient and dependable service to policy holders.

## PROPERTY TAXES

Property taxes in most metro counties are based upon forty percent of the county's assessment of the market value of your property as of January 1 of each year minus homestead exemption, multiplied by a rate per thousand established by the county each year (refer to detail for your county.)

## PROPERTY SURVEY

Obtaining a survey is for the buyer's protection. Buyers who do not obtain a survey may well discover too late that their decision was "penny-wise and pound foolish." A survey is the process of evaluating land to locate boundaries and other features. The surveyor draws a map to communicate his findings. A typical residential survey will show boundary lines, the location of the house with respect to the boundaries, setback lines, easements, fences or any other encroachments relating to the property, as well as a statement of whether the property lies in a flood plain. The average residential survey costs between \$300 and \$1,000.



## WHAT TO BRING TO CLOSING

- Your checkbook (closing attorney will usually accept a personal check for \$5,000 max).
- Proof of Homeowner's Insurance (check with your lender for details).
- Photo ID (Driver's License, Passport).
- Power of attorney information, if applicable, prepared by closing attorney. Check with your lender first for approval.
- Georgia law requires all funds in excess of \$5,000 be sent via wire directly to closing attorney.





# The Moving Process Checklist

## EIGHT WEEKS BEFORE MOVING

- ☐ Call several movers for estimates. Remember, on-site estimates are always more accurate.
- ☐ Be sure to get references from prospective movers.
- ☐ Once you've chosen your mover, discuss costs, packing, timing and insurance.
- ☐ Create a "move file" to store important information and collect receipts for moving related expenses.
- ☐ Ask the Internal Revenue Service for information about tax deductions on moving expenses and what receipts you will need to keep.

## SEVEN WEEKS BEFORE MOVING

- ☐ Prepare an inventory of everything you own. Divide this inventory into three separate categories: (1) items to be handled by the mover. (2) Items to be handled by yourself (3) Items to be left behind.
- ☐ Stock certificates, wills and other one-of-a-kind items (jewelry, photos and home videos) are difficult or impossible to replace. Plan to carry them with you instead of packing them.
- ☐ Two good ways to rid yourself of items no longer needed: (1) host a garage sale or (2) donate to charities. These two techniques help you to raise a little cash or serve as a tax deduction.
- ☐ Arrange for disposal of items not sold or donated.
- ☐ Contact your insurance agent to transfer property, fire, auto and medical insurance.
- ☐ Organize dental and medical records. Be sure to include prescriptions, eyeglass specifications and vaccination records.
- ☐ Inquire about changes that may occur to your auto licensing and insurance when moving. Notify your children's school(s). Make arrangements for records to be forwarded to the new school district.

## SIX WEEKS BEFORE MOVING

- ☐ Contact any clubs or organizations you are associated with for information on transferring, selling or ending your memberships.
- ☐ Start becoming acclimated to your new community. Familiarize yourself with your new shopping districts, location of hospitals, police and fire departments. Contact the Chamber of Commerce or Visitor's Bureau to request any desired information on schools, parks and recreation, community calendars and maps.

## FIVE WEEKS BEFORE MOVING

- ☐ If you plan to do any part of the packing, start collecting suitable containers and packing materials.
- ☐ If no longer required, cancel local deliveries.
- ☐ If you have pets, call your new township to determine if there are any specific requirements for pet ownership. In addition, transfer veterinarian records.
- ☐ Register your children in their new schools.
- ☐ Check on specific medical forms required for Georgia schools that need to be filled out.

## FOUR WEEKS BEFORE MOVING

- ☐ If you are moving out of a multi-story building, contact building management to inquire about scheduling your move date and time. Certain buildings may have date and or time restrictions as to when moving can be done. Remember to keep this in mind when planning to move, especially if are doing your own packing. If you cannot finish packing by the move-in day and time allotted to you, you can accumulate additional costs.
- ☐ Contact your moving company to schedule your move date. It is always easier to change your move date than to reschedule at the last minute.
- ☐ Visit USPS.com to fill out change of address form. Notify magazine subscriptions, stocks, mutual fund, banks, credit card companies, newspapers, doctors, lawyer, accountant, REALTOR, state and federal tax authorities, workplace, schools, alma mater, voter registration office and motor vehicle bureau of change of address. Anything mailed to you the month before you move, insert a change of address card with effective date.
- ☐ Close any local charge accounts.
- ☐ Make airline and hotel reservations (if necessary).
- ☐ Notify insurance companies of your move. Transfer all Insurance on your home and possessions.
- ☐ Contact utilities for disconnection or transfer (electric, gas, phone, cable, etc.). If possible be certain to still have them connected on moving day. Arrange to have them disconnected from your present home or schedule last reading after your scheduled move-out.

## THREE WEEKS BEFORE MOVING

- ☐ If necessary arrange for a babysitter to watch your children on moving day. You may need someone to keep your children occupied and make sure they remain safe during the busy loading process,
- ☐ While you are sorting through belongings, remember to return library books and anything else you have borrowed. Also remember to collect all items that are being cleaned, stored or repaired (clothing, shoes- furs, watches, etc.).

## TWO WEEKS BEFORE MOVING

- ☐ Call ahead to have utilities connected at your new home.
- ☐ Make final packing decisions. Start packing items you don't use often.
- ☐ Clean and clear your home, including closets, basements and attics.
- ☐ Call your bank to find out how to transfer your bank accounts.
- ☐ Each year many people move without clearing their safety deposit boxes. Do not be one of them.
- ☐ You should carry valuables with you. If you have hidden any valuables around the house, be sure to collect them before leaving. Some state laws prohibit the moving of house plants. Consider giving your plants to a friend local charity.
- ☐ Plan meals that will use up the food in your freezer and refrigerator.
- ☐ Have your automobile serviced if you are traveling by car.
- ☐ Transfer all current prescriptions to a drugstore in your new town, if needed.
- ☐ Dispose of flammable items such as fireworks, cleaning fluids, matches, acids, chemistry sets, cans of paint, ammunition and poisons such as weed killer.
- ☐ Drain the oil and gasoline from your lawn mower and power tools to ensure safe transportation. Refer to your owner's manual for specific instructions.

## ONE WEEK BEFORE MOVING

- ☐ This is your week to tie up loose ends. Check back through this guide to make sure you have not overlooked anything.
- ☐ Your moving company should have provided you with various labels for your goods. These can include "Do Not Load," "Load First," "Load Last," and "Fragile." Take special care to label your goods appropriately.
- ☐ Pack your suitcases and confirm your family's travel arrangements (flights, hotel, rental cars. etc.). Try to keep your plans as flexible as possible in the event of an unexpected change of schedule.



**ONE WEEK BEFORE MOVING *continued***

- ☐ Make sure your moving agent knows the address and phone number where you can be reached if you are not going directly into your new home.
- ☐ At least one day before moving, empty, defrost and clean your refrigerator and freezer. If necessary, prepare your stove to be moved. Try using baking soda to get rid of odors.
- ☐ Prepare a “Trip Kit” for moving day. This kit can contain items such as snacks, beverages and games for the kids to keep them occupied during the move. If you are stopping overnight, be sure to pack items such as toothbrushes and other essentials you will need while your belongings are in transit.
- ☐ Plan on returning rented cable receivers.



**MOVING DAY**

- ☐ Strip your beds, and make sure the bedding goes into the “Load Last” box.
- ☐ Make sure to be on hand when the movers arrive. It is important that an adult be authorized to take your place if you are unable to be present at any time while the movers are there. Let the agent know to whom you have given this authority- Be sure that your chosen representative knows exactly what to do. Remember – this person may be asked to sign documents obligating you to charges.
- ☐ Confirm the delivery date and time at your new address. Write directions to your new home for the van operator, provide the new phone number and include cell phone numbers where you can be reached in transit. Make sure to take along the destination agent’s name, address and telephone numbers.
- ☐ Always try to spend as much time with the mover as possible. If you have special instructions, like what to load first and last make sure it is explained to your mover. Communicate well with the movers. If you choose to have your mover handle your valuables or other fragile goods, tell the mover in advance.
- ☐ When the van operator arrives, review all details and paperwork. Accompany the driver as he or she inspects and tags each piece of furniture with an identifying number. These numbers, along with a detailed description of your goods and their condition at the time of loading, will appear on the inventory sheets.
- ☐ It is your responsibility to see that all of your goods are loaded, so remain on the premises until loading is completed. To ensure that nothing gets left behind always do a final inspection of the premises. Do not sign any releases without completing this inspection.
- ☐ If you get to the destination before the mover, be patient. They might have encountered traffic or some other type of delay.
- ☐ Since you will probably want to clean before the furniture is unloaded, make sure your vacuum is packed last, so it can be unloaded first.



**MOVE-IN DAY**

- ☐ The van operator will contact you or the destination agent 24 hours prior to the expected arrival time. This allows time to locate you arrange for unloading. If for some reason you cannot be reached, it is then your responsibility to contact the destination agent.
- ☐ Be sure you are there when the movers arrive. Plan to stay around while they unload in case they have any questions. If you cannot be there personally, be sure to authorize an adult to be your representative to accept delivery and pay the charges for you. Inform the destination agent of your chosen representative’s name. Your representative will be asked to note any change in the condition of your goods noted on the inventory the time of loading, and to note any items missing at the time of delivery.
- ☐ Have payment on hand for your moving charges. Unless other billing arrangements were made in advance, payment is required upon delivery in cash, traveler’s checks, money order or cashier’s check. Most of the time, personal checks are not accepted.
- ☐ Check to make sure the utilities have been connected, and follow up on any delays.
- ☐ Confine your pets to an out-of-the-way room to help keep them from running away or becoming agitated by all of the activity.
- ☐ It is a good idea to review your floor plan so you can tell the movers to your furniture and appliances. Plan to be available to direct them as they unload. To prevent possible damage, televisions, stereos, computers, other electronic equipment and major appliances should not be used for 24 hours after delivery, allowing them to adjust to room temperature.
- ☐ *Get some rest, and enjoy your new home!*

**AFTER THE MOVE**

- ☐ Get new driver’s licenses, library cards and voter registration cards.
- ☐ Walk and drive around your neighborhood and community to orient yourself and your family.



# The City of Atlanta

## ALL ABOUT ATLANTA

You may know Atlanta as the unofficial capital of the South, but there is more to this city than its southern location. As you make your home in the Peach City, you will find an undeniable mix of Southern charm, urban sophistication and deeply rooted traditions.

There are intriguing destinations to explore at every turn, from the trendy boutiques and Craftsman bungalows of Virginia-Highland and Decatur to the theater and museum district and historic Piedmont Park in Midtown. From the charming town squares of Roswell, Alpharetta, Buckhead, Norcross and Acworth to the shores of Lake Lanier, Atlanta truly has something for everyone.

Atlanta is also home to 13 Fortune 500 companies including The Home Depot, UPS, The Coca-Cola Company and Delta Airlines. In its earliest days as a city, Atlanta was known and envied for its access to several rail lines. Atlanta continues its reputation as a transportation hub with the Hartsfield-Jackson Atlanta International Airport—the world’s busiest airport—along with convenient access to I-75, I-85 and rail lines.

## A PREMIER LOCATION FOR PROFESSIONALS AND FAMILIES

The Metro Atlanta region is home to more than 6 million people and nearly 150,000 businesses, offering a top-tier quality of life for those who choose to create their destiny here. From its diverse economy, global access, abundant talent, and low costs of business and lifestyle, Metro Atlanta is a great place to call “home.” Residents have easy access to arts, culture, sports and nightlife, and can experience all four seasons, with mild winters that rarely require a snow shovel.

In addition to our business-friendly environment, Metro Atlanta also offers many activities to foster personal and family growth, including:

- Public parks with green space and trees
- World-class museums, theaters and cultural venues
- Jogging trails and sports facilities
- Internationally recognized restaurants and shopping

## THE ADVANCING ECONOMY

Throughout the Atlanta area, various counties are making strides to improve their economic conditions, which in turn is benefiting the Atlanta community as a whole. From business expansions and job creation to new initiatives and prospective projects, these counties—Cherokee, Cobb, DeKalb, Gwinnett and Fulton—exemplify some of the positive economic changes happening Atlanta.

## LITTLE-KNOWN HISTORICAL FACTS ABOUT ATLANTA

- The city was first named Terminus, then Marthasville.
- General William T. Sherman’s capture of the City during the Civil War in 1864 got Abraham Lincoln re-elected as president. Joseph Johnston, the Confederate general who fought against Sherman in Atlanta, later served as pallbearer in Sherman’s funeral, where Johnston caught pneumonia and died a short time later.
- Al Capone did time in the federal prison here.
- Babe Ruth hit his final home run for the Braves (no. 714 was the last of three Ruth hit that afternoon in an 11-7 Boston Braves loss to the Pirates. It was at Forbes Field Pittsburgh).
- We are one of few cities with three interstate highways running through it.
- The Georgia State Capitol in Atlanta is gilded with pure gold leaf from the site of America’s first gold rush in Dahlonega, GA.





## The Company

Founded in 1947 by prominent Atlantans Roy Dorsey and Robert Alston, Dorsey Alston, Realtors® has a distinguished legacy of real estate service. For more than 70 years, generations of clients have trusted Dorsey Alston to represent them with integrity, discretion and professionalism. Working with fine properties in Atlanta, Alpharetta, Ansley Park, Brookhaven, Brookwood Hills, Buckhead, Decatur, Dunwoody, East Cobb, Marietta, Morningside, Roswell, Sandy Springs, Vinings and Virginia Highland our commitment to providing the highest quality of client service and market knowledge is legendary.

The Atlanta real estate market is competitive and complex. School districts, city and county taxes, neighborhood trends and location are all factors in making successful real estate decisions. In guiding buyers and sellers, there is no substitute for experience. Dorsey Alston associates are among the most experienced and accomplished people in Atlanta real estate. On average, our agents have more than 14 years of experience. Dorsey Alston agents have access to all of the tools necessary to help our buyers and sellers understand the complexities of the Atlanta real estate marketplace and beyond.

While we are proud of being locally owned and managed, Dorsey Alston has expanded its reach far beyond Atlanta and our region. Our affiliations with Leading Real Estate Companies of the World and Luxury Portfolio give us a global presence which includes a partnership with 1,641 outstanding luxury real estate firms with more than 120,000 sales associates throughout the United States and 67 other countries.

Our associates are committed to their clients, providing knowledge as both real estate professionals and as actively involved members of the Atlanta community. Many Atlanta charities, public and private schools and virtually all local arts organizations benefit from hands-on involvement of Dorsey Alston associates.

## Our Values

When Dorsey Alston was founded in 1947, what was most important to Roy Dorsey was the reputation of the company and the reputation of its employees. That thought permeates the company even to this day. Michael Rogers, President of Dorsey Alston, feels that **excellent service**, starting at the top begins a cycle of positivity. Staff and agents that are supported and treated with respect pay it forward to their clients. Satisfied clients become loyal clients and in turn help to grow the business. Below describes who we are, how we treat each other, and ultimately, how we do business.

We will not sacrifice REPUTATION for GROWTH.

We will not sacrifice QUALITY for QUANTITY.

We do the RIGHT THING.

We do it to the BEST OF OUR ABILITY.

We show people WE CARE.

We are FAMILY and protective of our CULTURE.

We have UNWAVERING INTEGRITY.

We SUPPORT one another.

We PAY IT FORWARD.

We have FUN.



# Owner/President

Since returning to Atlanta in 2008 as President and CEO of Dorsey Alston, Michael Rogers has been an integral part of the growth and success of Dorsey Alston. As President and owner of the firm, Michael is involved with the day to day operations of the office as well as spending time with agents.



Michael is the second-generation Rogers and third Atlanta native to own and run Dorsey Alston, Realtors. He became chairman of Dorsey Alston in 2000, while serving as the president of BMW of Macon and as the lead developer of Manhead Marina in Brunswick, Ga. In 2008, Michael returned to Atlanta to join Dorsey Alston full-time as the company’s president and CEO. He holds a broker’s license with the Georgia Real Estate Commission and is a member of the Atlanta Board of Realtors. He also serves on the board of directors of the Buckhead Coalition, the Atlanta History Center and is a member of the Southern 7 Chapter of the Young Presidents’ Organization (YPO).

Raised in Atlanta, Rogers graduated from The Westminster Schools before receiving his bachelor’s degree with honors in economics from the University of Virginia and his MBA from the Stanford Graduate School of Business.



# Managing Brokers

Your three Broker/Managers have more than 50 combined years of experience in helping agents build their business. Rip, Patrick and Carson work interchangeably with each broker being available to answer all agents’ questions. They provide guidance with contract construction and interpretation, ethics, strategy, coaching, training, and general office issues. Please direct all questions in these areas to any broker at any time.



**Rip Sartain**  
**SR. VICE PRESIDENT & MANAGING BROKER**

Rip has served the Atlanta residential real estate community as a broker and lending specialist for over 35 years. Using his knowledge of real estate finance, Rip has worked as an instructor at The S&L Institute and Atlanta Area Technical School. A life-long Atlanta resident, Rip attended E. Rivers Elementary and graduated from The Lovett School. He received his bachelor’s degree from the University of Georgia and his law degree from Atlanta Law School.



**Patrick Wood**  
**SR. VICE PRESIDENT, BROKER & RELOCATION DIRECTOR**

Patrick has been a member of the Atlanta real estate community since 2006. He previously managed construction projects for R.J. Wood and Company. Prior to becoming a broker, Patrick was an agent with Dorsey Alston and a Lifetime Member of the Atlanta Board of Realtors Multi-Million Dollar Sales Club. Patrick attended Hampden-Sydney College and holds a bachelor’s degree from Mercer University.



**Carson Matthews**  
**SR. VICE PRESIDENT & MANAGING BROKER**

Carson joined Dorsey Alston Realtors in 2016 after rising through the ranks of two of the country’s largest residential real estate companies. He earned the Rookie of the Year award in his first year as a REALTOR® and became a champion of the sustainable building movement. Over his 16-plus years as a REALTOR®, he has earned the Phoenix Award and been named a Life Member of the Atlanta REALTORS® Association Top Producers. An early adopter of the internet and social media, Carson is recognized by his peers as a marketing expert. Carson received his bachelor’s degree from Presbyterian College.



# 2018 Dorsey Alston Statistics

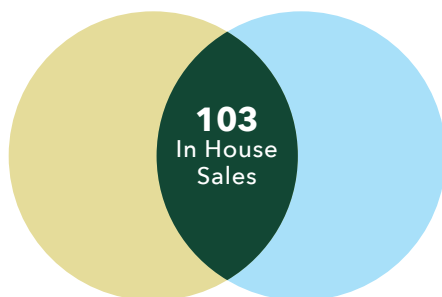
CLOSED TRANSACTIONS IN

**102** & **22**  
zip codes counties

**\$747,428,158**  
IN CLOSED VOLUME

**1368**  
TOTAL TRANSACTIONS

**728**  
Buy Side  
Sales Closed



**640**  
Listing Side  
Sales Closed

**33%**

MULTI-MILLION DOLLAR CLUB AGENTS

**204** **68**  
Producing Agents Multi-Million  
(at least one transaction) Dollar Agents

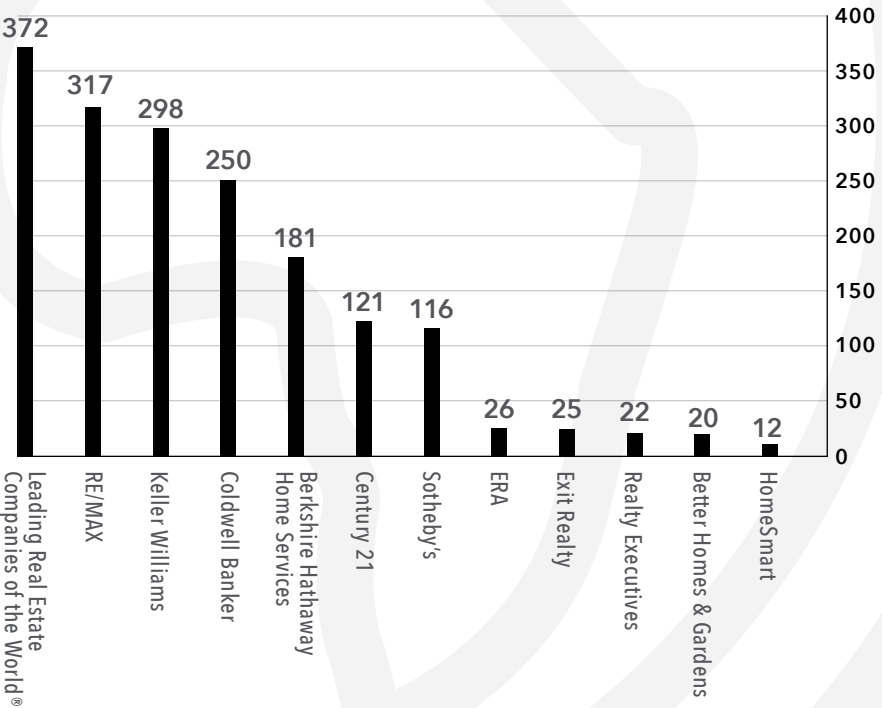
# Local Expertise on an International Scale



As an affiliate of Leading Real Estate Companies of the World®, our brokerage is a **local and global market leader** working on your behalf. Leading RE's world-class marketing resources and connections allow us to provide you with a truly exceptional real estate experience.

## MORE U.S. HOME SALES VOLUME THAN ANY NATIONAL REAL ESTATE BRAND

Volume shown in billions of dollars  
Actual member statistics for LeadingRE and estimates for other networks using average sales units per agent and average sales price for firms in each respective network from published sources.



Luxury Portfolio International® is the luxury face of Leading Real Estate Companies of the World® the **largest global network of premier locally branded companies** dominated by many of the world's most powerful independent luxury brokerages.





# Dorsey Alston Affiliates

Dorsey Alston, Realtors is proud to partner with these companies to offer our clients the highest level of service in the mortgage and real estate attorney fields. We welcome you to contact them for assistance in your real estate transaction.



### BANK SOUTH MORTGAGE

BankSouth Mortgage LLC is a locally owned mortgage company headquartered in Atlanta, GA. Founded in 2011, BankSouth Mortgage serves customers primarily located in the Southeast and specializes in a suite of financing options, including Conventional, Jumbo, FHA, VA, Home Equity loans as well as Refinance, Second Mortgage, Custom Construction and Home Improvement loans. Our Mortgage Bankers understand the needs of buyers and agents and work to bring a best in class experience to all involved in the process with our platform of service, customized communication and innovative technology designed to make the mortgage process transparent and convenient. Backed by one of the top performing community banks in the nation, BankSouth Mortgage is proud to employ a team of experienced, professional Mortgage Bankers who will work with buyers to ensure a smooth process. Please visit [www.banksouthmortgage.com](http://www.banksouthmortgage.com) or contact one of our Mortgage Bankers below to learn more:

Jan Wagner, Producing Production Manager, NMLS 152431, cell: 678.525.1486

Jessica Jakulski, Mortgage Banker, NMLS 239178, cell: 770.815.8634

BankSouth Mortgage NMLS #690971



### CAMPBELL & BRANNON

Campbell & Brannon, L.L.C. is a boutique law firm whose practice is concentrated in residential real estate transactions including closings, relocations, foreclosures, litigation and REO work. The Firm strives to provide substantially superior service to its clients through knowledgeable and pleasant employees, efficient communication, and utilizing the latest advancements in closing software. The attorneys in each office of Campbell & Brannon, L.L.C. oversee every transaction from start to finish and have combined legal experience of practicing law for over a half a millenium with having closed thousands of transactions.

The firm maintains four primary locations in the Atlanta area, with several conveniently located along the 400 corridor: Alpharetta, Buckhead, East Cobb, and Glenridge. In addition to the primary locations, there are several remote closing locations to provide for easier access and less travel time.

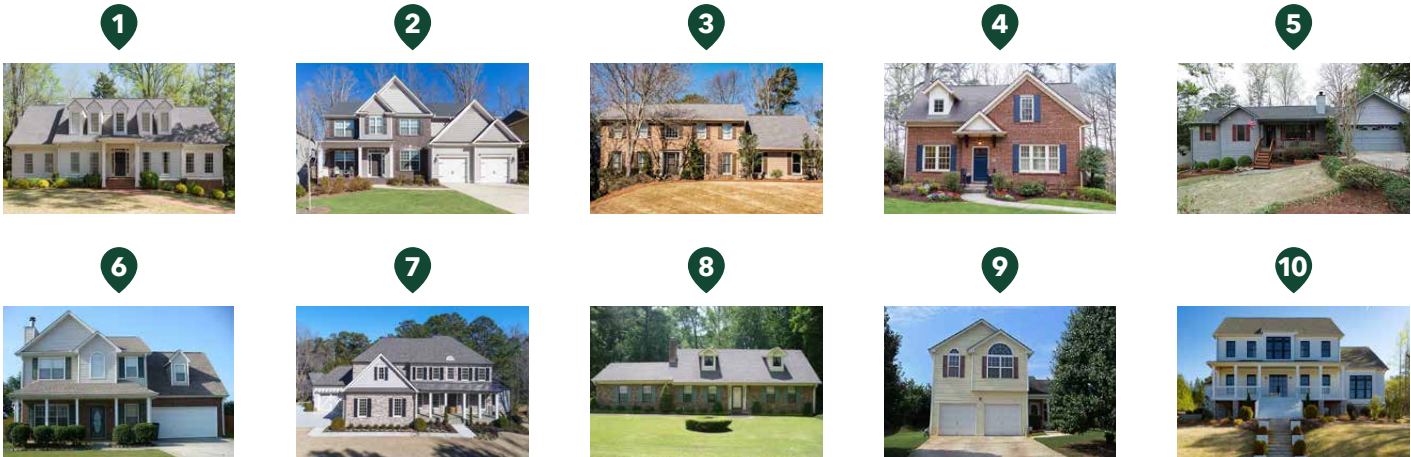


### NEEL, ROBINSON & STAFFORD, LLC

Neel, Robinson & Stafford, LLC has provided professional real estate services to thousands of satisfied clients in Atlanta for over 25 years. Our practice concentrates on building trust with a team of dedicated and knowledgeable attorneys and staff members to ensure outstanding customer service, legal expertise and a seamless closing process to all clients. Please click the link above for more information about the firm, locations and contact information.

# Metro Atlanta Coverage


In the last year, Dorsey Alston has had transactions in 20 counties in Georgia, including the 10 core Metro Atlanta counties.








# Community Involvement


Dorsey Alston, Realtors® is a proud supporter of a variety of organizations in the neighborhoods we serve, including public and private schools, the arts, youth organizations, business associations, and charities. Below are a few examples of the places you'll see Dorsey Alston agents helping out in the community.





























































































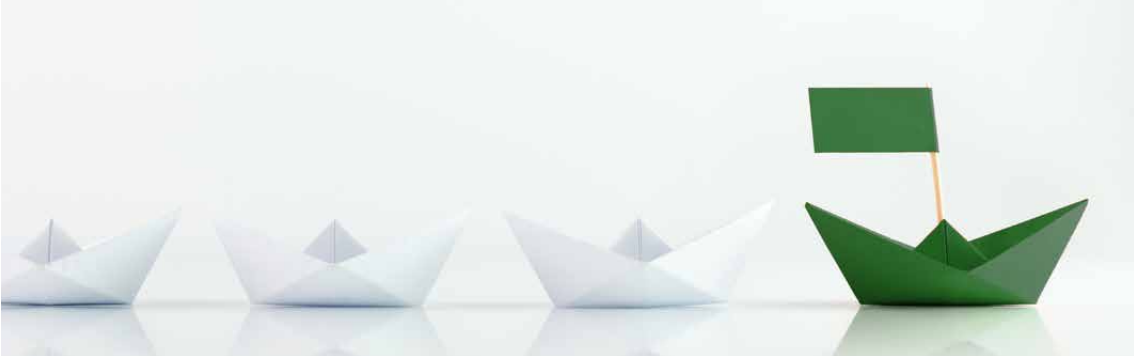












## About Britton

Britton is a native of Atlanta. She grew up in the Buckhead and Historic Brookhaven areas. She attended The Lovett School and Woodward Academy and earned a B.A. from The University of Mississippi “Ole Miss” in 1998. After leaving corporate sales, she began her real estate career in her father’s commercial real estate business. This experience gave her a tremendous amount of knowledge once she transitioned into residential real estate, where she has become a top producer.

Britton currently lives in Chastain Park with her husband and three children. They have attended Jackson & Sarah Smith Elementary schools where she was involved with the PTA as a committee chair and PTA Sponsor. In addition she is extremely supportive of the Chastain/North Buckhead community with their participation in NYO, Chastain Park Conservancy and Chastain Friends for CHOA. As this community evolves, so does she by staying up-to-date on all of the positive progress and real estate opportunities in Atlanta, as well as opportunities to make this one of the best communities in Atlanta.

### PROFESSIONAL DEVELOPMENT

- Certified Commercial Investment Member Candidate
- Urban Land Institute Certificate Education Program

### MEMBERSHIPS

- National Association of Realtors®
- The Atlanta Board of Realtors®, Multi-Million Dollar Sales Club
- Peachtree Presbyterian Church
- CCIM Candidate
- ULI Young Leaders
- Capital City Club

### COMMUNITY INVOLVEMENT

- Jackson and Sarah Smith PTA
- NYO
- Chastain Park Conservancy
- Chastain Friends for CHOA
- Peachtree Presbyterian Church
- Hospice Atlanta Volunteer and Patron
- Sunshine House Volunteer

📞 404.352.2010 📠 404.518.5830 [brittonmcleod@dorseyalston.com](mailto:brittonmcleod@dorseyalston.com)





# Testimonials

**“Working with Britton was a great experience!** I did not realize the emotional roller coaster ride that comes with selling a house with 2 small children. However, throughout the entire process, Britton walked us through the whole process. She was always available with **great wisdom/insights** and advocated for us during negotiations. We felt fortunate to have someone who will always be there to answer all our questions even after the transaction is done!”

– Meg & Kevin Sessions

**“Britton was an invaluable resource** to our family when we moved to Atlanta from Austin, TX. First, by helping us find an ideal rental in Chastain Park with a great public school and convenient commute to work. And then by helping us find the perfect house to renovate and become our new home. Britton is **responsive, knowledgeable** and **fun** to work with which is why we’d recommend her to any person looking to buy in the Chastain Park area.”

– Brendan & Kathryn Pribish

**“She always went over and above what most realtors would do for a client.** Since we had already moved out of town and our house was still under construction, it wasn’t the typical selling scenario. Not only was she our eyes and ears on the ground through the building process, she arranged for our completed home to host a catalog shoot. Because of her contacts, we were able to off set our mortgage payments for a few months! Britton did a great job negotiating for us once we got a contract and made it as seamless as possible through the inspection process. And most importantly she really cares about her clients. **You can tell in how she invests so much time in providing the best service during and after the transaction.**”

– Elizabeth & Drew Johnson

“Britton would be an asset to anyone wanting to sell their home. She was always accessible and a great advisor through the whole process. Britton’s knowledge, experience and network of vendors helped us address our inspection items immediately. **She truly cares about her clients.**”

– Carrie & Matt Lovein

“We are so happy that a friend referred Britton to us to sell our house! **It could not have gone any better!** From the get go she helped us decide what we needed to do to the house to prep it sell, and had plenty of contacts to help us with the work. She immediately set up caravans, multiple open houses, and sent out mailings which brought a lot of traffic to our house, which was on a busy road in Buckhead, so not necessarily the most desirable location. After each showing and open house, she did a great job of following up with both us and the prospective buyers for feedback. She is well connected in the real estate industry in Atlanta and is very knowledgeable about the market. We had just had a baby the first time we listed, so we ended up taking it off the market for a little while until things settled down personally for us. When we put it back on in January, we got a great offer the 2nd day it was listed and ended up under contract and closing. We are so excited to begin the process with Britton for finding our next house in Atlanta! I highly recommend using Britton for all of your real estate needs! **She is a go-getter, a great negotiator, a true professional, and someone that will go above and beyond for her clients, even after the deal is done. I am thrilled to not only have sold our house, but have also gained a friend in Britton as well!**”

– Johannah & Rhett Lambert

“I had the pleasure of meeting Britton through another one of her clients who is a good friend of mine. I was in love with my friend’s house and impressed by her realtor which was Britton, which is why I wanted Britton to be my realtor. **I also feel more confident with a realtor who has been in the business long enough to have the much-needed connections to get a quick closing process executed.** I could not be happier with the results. I was working full time and in graduate school so I was a bit hard to get a hold of when looking at houses. Britton was very patient with me over 2 years and was not overly pushy and gave me just the amount of needed space and knew when it was time to step up. I was up and down of wanting to buy and finally got serious the last 3 months and found my dream home that Britton scooped up before pictures of the house were even on the market. Britton quickly grasped a good idea of what we wanted and were looking for and found exactly that. I still haven’t seen a house come up as good since we bought our house. Another aspect I really appreciated and liked about Britton is her closing capabilities. **Her advice was impeccable and saved me a good bit of money by acting fast and closely avoiding a bidding war.** I loved going in with the clean offer that she suggested and then getting a lot of things we wanted at the end. She also is extremely helpful after the buying/closing process by providing people to help make any repairs on the house or anything you may desire. Britton is a stellar agent and comes highly recommended!”

– Caroline Moorehouse





## Closing Coordination for Unrepresented Buyer of your Listing

- Get CBS code from listing agent
- Organize and order inspection
- Notify listing agent of inspection time and date
- Order termite inspection and inform client
- Send client electronic reminders of all contract deadlines
- Verify we have a copy of earnest money
- Send client "Contract to Close" email with deadlines and utility info (include calendar invites for important dates)
- Send selling agent co-op email with deadlines & utility info request
- Send contract to the attorney with lender info
- Send contract to the lender with attorney info
- Verify contract has HOA info & agent contact info
- Verify buyer has made loan application
- Verify Lender has received Intent to Proceed
- Schedule Closing
- Write up and negotiate amendment to address concerns
- Send amendments to attorney and lender
- Send co-op closing confirmation email with directions
- Order home warranty if applicable & send to attorney if required
- Email lender to check on status of appraisal
- Call lender to check status of conditional approval
- Send copy of termite letter/bond to the attorney
- Verify attorney has clear title (on cash transactions)
- Check with office for any missing items, turn in remaining items
- Schedule the walk through with buyer and inform co-op
- Verify that attorney has all items needed to close
- Call lender and attorney for package and signed CD
- Remind buyer of utilities and closing time



“

I believe that if we are to  
create peace in the world, we must  
first create peace in the home.

—Richard O’Keef



# DORSEY ALSTON

REALTORS®

100 West Paces Ferry Road  
Atlanta, Georgia 30305  
404.352.2010 | dorseyalston.com

1000 Johnson Ferry Road  
Marietta, Georgia 30068  
404.352.2012 | dorseyalston.com

*COMING SOON*  
853 North Highland Avenue  
Atlanta, Georgia 30306  
404.352.2010 | dorseyalston.com

It's good to be green.