



BUYER GUIDE



OUR PROMISE TO YOU

Congratulations on embarking upon this exciting journey! Whether it is your first home or tenth, a primary residence or investment property, it is our honor to be your guide and advocate every step of the way.

Our promise to you is simple: We will treat you with utmost Integrity, Knowledge and Professionalism. This means that we will offer advice that is in YOUR best interest, even if it means foregoing a sale.

Our business has been built with one guiding principle: It's all about you.

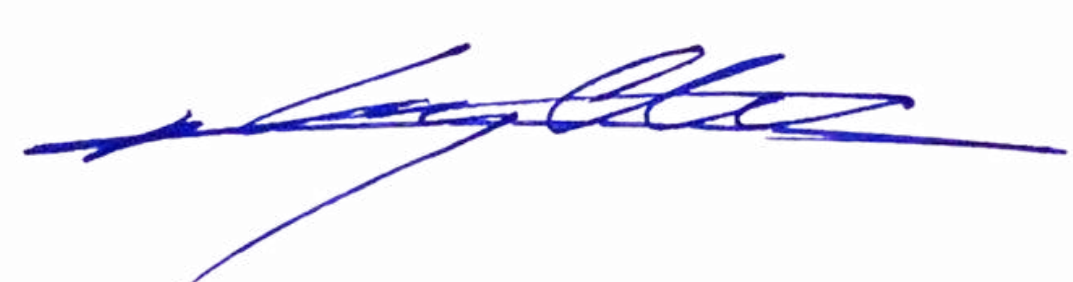
Real Estate is more than a certain number of bedrooms or a particular zip code. It's also about your dreams, concerns, questions, finances, timeline, and lifestyle – and those aspects are important to us.

Most people will only buy or sell real estate a few times in their lifetime, so we do not take this responsibility lightly. After gaining a thorough understanding of your needs and wants, we will dedicate our expertise and the full resources of our team to attaining the optimal result for you.

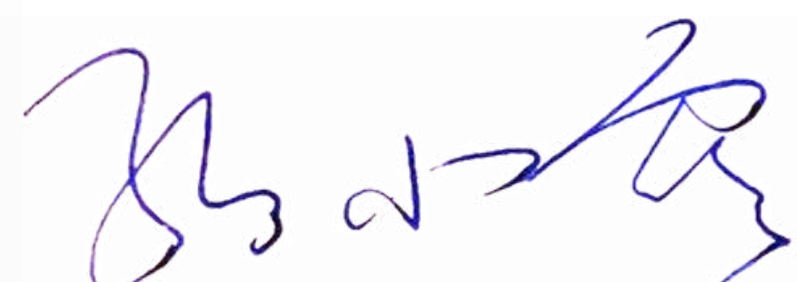
Our focus is centered on your complete satisfaction. As 95% of our business comes from our repeat clients and their referrals, we are committed to you being so happy with our exceptional service that you would recommend us to your friends and family.

The creation of this guide is just one way in which we empower you to make informed decisions throughout this process. We believe that by making sure you are well-equipped with helpful information before, during, and after your transaction, we can work together more effectively to achieve your goal.

We are thrilled to be on this journey with you, and we look forward to helping you every step of the way.



TC Wu



Xiaolu Zhang



Wesley Lau



Tina Lee

Team W



Cheryl She



Angela Mueller



Vivien Lu



Nick Leung

IN OTHER WORDS

We will treat you with integrity, Knowledge and Professionalism.

We will look out for you the same way we look out for a personal friend.

Leveraging our experience and knowledge in real estate, we will share with you all the good and bad of each property and neighborhood.

We will negotiate hard for you.

We will navigate you through the complicated process of real estate purchase.

Why?

Our business is 95% referral-based. We build our business by forming a long-term relationship and happy customers who will refer their friends and family to us.

We are really good at what we do, and we have the track record and reviews to prove it.



50

680+

160+

Top 50 in Washington State by
WSJ's Real Trends 2023

PROPERTIES SOLD

5-star reviews on Zillow

98% 8

Referral Based

dedicated real estate
experts

As Seen On

The Seattle Times

Zillow PREMIER AGENT

seattle
magazine

LUXURY
HOME
MAGAZINE



REALTRENDS | TomFerry
AMERICA'S BEST
REAL ESTATE PROFESSIONALS



Who You Work With Matters

With a rich legacy dating back to 1999, Team W is an industry-leading real estate team that has been serving Seattle and the Eastside for over two decades. With a proven track record of over 650 successful transactions, our strength lies in helping buyers, sellers and investors with navigating the complexities of the market and achieving their real estate goals.

What sets us apart is that 95% of our business comes from repeat clients or referrals, a testament to the trust and satisfaction our clients have in our services. When you choose to work with Team W, you can be confident that you are partnering with a team of professionals who are knowledgeable, proactive, and passionate about serving your best interest.

In addition to our expertise in residential and commercial real estate, our team has extensive experience in real estate investing, development, and property management. This breadth of knowledge enables us to offer our clients valuable insights and significant value to their real estate ventures.

When you work with us, you are not just working with any realtor, but instead, the owner of a successful, well-established business that has been rooted in the greater Seattle area for over 50 years. TC Wu is the owner of WPI Real Estate, a locally owned, family-operated firm with a reputation built on providing exemplary service to our clients and being a lifetime resource that can be counted on time and time again. Our goal is to earn your business for life, and help you make the best decision in real estate for the long-term.

We are excited about the opportunity to serve you and provide you with exceptional service, expert advice, and powerful representation in all aspects of real estate.

CERTIFICATION

Washington State Loan Originator
Washington State Licensed Real Estate Instructor
Certified Residential Specialist (CRS)
Accredited Buyer's Representative (ABR)
Certified Professional Negotiator (CPN)
Certified Real Estate Investment Analyst (REIA)
Residential Construction Certified (RCC)
Accredited Staging Professional (ASP)



BUYER PROGRAM HIGHLIGHTS



Mortgage Coaching and Advocating

We will coach you on how to shop for loans and obtain the most desirable loan program. We will even review and help you analyze the loan proposals.

Private Home Buyer Seminar

Private Home Buying Seminar and provide you with the information so you can be prepared to win in this market. Discuss Common Mistakes, Escrow, Title.

Extensive Network of Contractors

Our service extends beyond the role of a sales broker. Originating as an investment firm that primarily focused on brokering and overseeing our own investment, we leverage our experience in real estate development, investment and property management to provide additional value to our clients, including getting pricing estimates for repairs or remodels.

Strategic Negotiation Experience

We have sold ten times the amount of properties than the average agent in the area. We are experienced negotiators who get you the best price and terms on your property purchase.

Review Inspection with You

We will be there at the inspection, we will go over the entire report and help you determine the best negotiation strategy.

Weekly Update

Weekly updates on the transaction. Our Transaction Coordinator will provide you with weekly reports, and coordinate with your lender, title company, appraiser, Seller's broker and others to ensure deadlines are met.

Best in the Industry Post-Closing Support

Best in the Industry Post-Closing Support. We will stay behind our service and serve as your real estate resource for as long as you own the property.





SERVICE GUARANTEES



Love it or Leave it

When you work with us, we will sell the home you buy through us for free if you are not satisfied with your purchase. During the first 6 months after your closing, if you are dissatisfied with your purchase for any reason, you simply let us know and you will get our incredible home-selling system with no commission.

Home Hunter Service

We will make arrangements and tour the homes with you. We will share with you any concerns we see in the properties as we tour together.

100% Satisfaction Guarantee

If you are not completely satisfied with the job we are doing for you, you can cancel at any time.

Post-Closing Guarantee

Our commitment to you doesn't stop when you close on the property. We will continue to be your resource for all real estate related questions and support for the years to come.



A family consisting of a man, a woman, and two children are captured in mid-air, jumping joyfully on a sandy beach. The background is a clear, bright blue sky. The man is on the right, wearing a white t-shirt and blue jeans. The woman is on the left, wearing a white tank top and light-colored pants. The two children are in the center, one wearing a blue shirt and the other a yellow shirt. They are all smiling and looking upwards.

FROM OUR CLIENTS

“TC Wu and his team are everything you would want in a real estate team. They spent three weeks diligently preparing my house to hit the market. They highlighted all the selling points of my house, recommended all the necessary cosmetic fixes, coordinated vendors, and executed their marketing strategy flawlessly. I would not hesitate to recommend them to anyone that is looking to sell or buy real estate.”

————— Evan W. —————

TC Wu's customer service was unbeatable! As a first-time homebuyer, TC spent time walking us through the process and gave us a lot of sincere advice. **He put himself into our shoes and never rushed us into making decisions. TC and his team went above and beyond in reviewing contracts and documents, planning offer strategies, and negotiating terms.** TC did a wonderful job and helped us get the best result. TC is not only a responsible and trustworthy real estate professional, but also a true friend who cares about his clients. We are very satisfied with TC Wu and his team's service. We definitely will want to work with him again in the future and of course, recommend him to anyone.

_____ Andy S. _____

Working with TC Wu and Team W to find my dream condo was an absolute pleasure. **Not only was he attentive to all of my requirements, he also pointed out things I had never even considered.** TC eventually found a condo that hit all of the marks I wanted with one caveat - asking price was about 50-60k over my budget. He discussed with me a strategy for an offer proposal to get the price I wanted. He immediately went to work putting together the offer and reviewed the documentation with me to make sure that every detail was covered. Thanks to his negotiation skills we ultimately got the condo with our first offer that was 10% below asking price!

_____ Jamin H. _____

I had an incredible experience working with TC . He was patient and did not attempt to pressure me into making a quick decision like many other brokers I've worked with in the past. When we found a property that we loved, TC was laser-focused on helping us secure the property from negotiating a better price, getting non-standard and unfavorable contract terms removed and ensuring that all items were identified and fixed as part of the home inspection. TC is fantastic and I highly recommend him to anyone looking for their next home!

_____ Jacob S. _____

TC gave me the power and the confidence to save me a lot of time. He contacted 2 loan vendors and even met one with me. **He analyzed the quotes line by line and made the recommendation.** It really put my mind at ease and allowed me to focus on property evaluation. When the property that we eventually bought came on the market, TC knows immediately that this one and convinced me to take a look. What a right decision! We made an offer the next day and reached an agreement. I will continue work with TC and his company on my next purchase.

_____ Ling N. _____



TC was wonderful. His negotiation skills were far beyond expectations and is always quick to help. Specifically, he reaches out to inform me of issues that I have not even thought about. **As a first-time home buyer, I can't think of a better person to work with.**

————— Charlie L. —————

TC Wu is an ideal agent-- he's been in Seattle real state for over 20 years and he knows all of the neighborhoods, their investment potential/ numbers/ stats, and looks at past and future trends. He is extremely patient and accessible, which was really important as we were the most difficult of clients, being from out of town, not knowing the area well, and wanting to see houses from Sammamish to Mercer Island to Seattle neighborhoods near UW. **TC gave his well-considered opinion but was never pushy and we never felt like he had an agenda other than helping us find the right house for our family.** He is also extremely kind-hearted and rescued an abandoned cat while in the middle of our packed house-hunting! I would definitely go back to TC Wu and highly recommend him and his work!

————— Karen F. —————

I consider myself very lucky to have worked with TC upon moving to Seattle. He has a deep knowledge of the local real estate market, and he made excellent recommendations when it came to what type of house made the most sense for me and my wife since we were new to the area, including how to avoid common pitfalls for new buyers. **I highly recommend other buyers speak with TC and his team when looking to purchase a home in the Seattle area.**

————— David V. —————

“We’ve bought 1 house, sold 1 house, and bought 1 condo, all using TC and his team. **We relied very heavily on TC’s knowledge and advice and were very happy with the outcome in every transaction.**

————— Bill S. —————

After hearing very positive feedback from a good friend of mine, I decided to ask TC to assist me in acquiring my first commercial property. I was extremely impressed with TC’s knowledge, professionalism, and responsiveness. He patiently guided me through the process and educated me along the way. **As one of TC’s clients, I definitely feel that he manages my money and investments just like his own.** I highly recommend TC as a real estate professional.

————— Fred W. —————



UNDERSTANDING YOUR GOALS



Why are you considering buying?



Needs/Wants please describe your ideal property (location, size, age, timeline, budget)



Have you been pre-approved?



Any other decision makers?



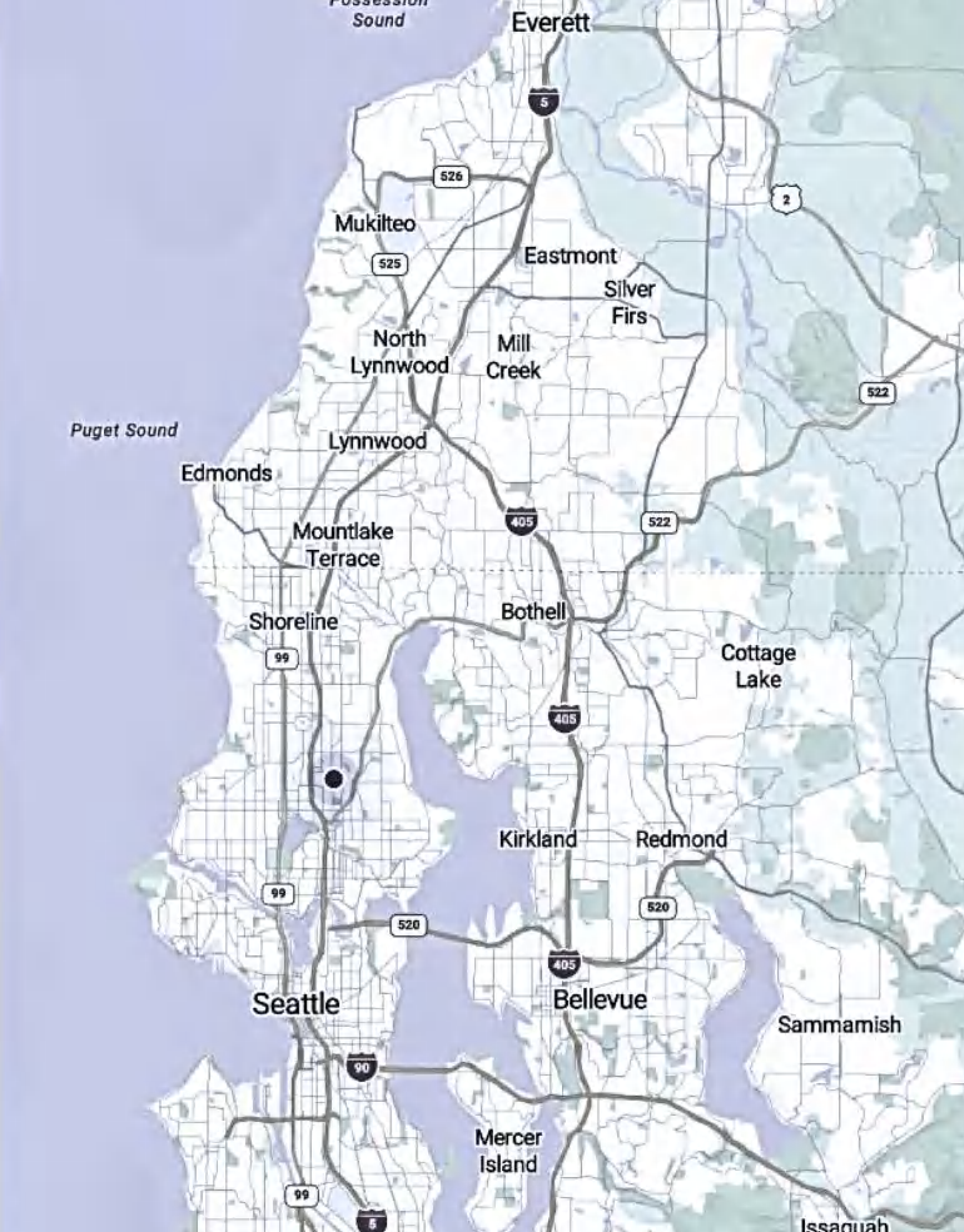
Previous buying/selling experience?



What can I do to provide a 5-star client experience for you?



Do you have any burning questions?





Private Home Buyer Seminar



TEAM W



COMMON MISTAKES TO AVOID

- **Not obtaining a pre-approval by a qualified lender.**

Buying a property is a huge financial commitment. It is important to establish a budget within your comfort level and make sure there would be no unwanted surprises down the road. Additionally, being pre-approved will give you the best chance of getting your offer accepted in a competitive situation.

Pre-approval means that the lender has already verified and approved your credit income and employment. Ideally, underwritten pre-approval is even more solid.

- **Thinking how much you are qualified for is equivalent to how much you want to spend.**

How much you are able to afford might not equate to how much you are willing to spend. Remember, this is a lifestyle decision. Think about other expenses such as travel, education, and emergency reserves. The lenders will base your loan amount on your financial qualifications, which may not be the amount you are comfortable spending. Make provisions for insurance, taxes, homeowner association dues and other unanticipated costs you may incur.

- **Not receiving a Loan Estimate & Estimated Settlement Estimate.**

Within three business days after the lender receives your loan application, you must receive a written statement of fees associated with the purchase. This is both the law and the best way to determine what you will truly pay for the loan.

- **Not getting a rate lock in writing.**

Interest rates fluctuate constantly. Be sure to consult with your lender to lock in the rate to ensure no surprises come up as you approach the closing date. Also, when a lender tells you they have locked your rate, get a written statement detailing the interest rate, the length of the rate lock, and program details.

- **Don't do something that can negatively impact your ability to qualify for a mortgage loan.**

Until your loan closes, steer away from:

- Changing jobs
- Switching banks
- Moving your money around
- Making major purchases
- Open new credit cards or credit line

- **Not shopping for home insurance until you are ready to close.**

Start shopping for insurance as soon as you have an accepted offer. Many buyers wait until the last minute to get insurance and do not leave ample time to shop around.

- **Not figuring out what you really need as you tour through homes.**

There isn't a set number of properties you should see before you decide. Visit as many as it takes to find the one you want. Just be sure to communicate often with Team W about any changes in your criteria. Our job is to help you find a property that meets your needs in the order of priorities.

- **Being absent at the inspection.**

It's not required, but we highly recommend you be present during the inspection. We will also be present throughout the whole inspection with you. At the end of the inspection, the inspector would be able to show you all the areas of concern in person, as well as answer any questions about the home.

- **Misunderstand the nature of the inspection. (A new home still needs an Inspection!).**

Home inspection is a "non-intrusive" examination of the home, which means the inspector would not be opening up walls or tearing up the flooring to find problems. Instead, they look for signs or clues for potential problems. In most cases, it is recommended to conduct a sewer scope to make sure the plumbing is in good working order.

- **Not allowing for possible closing delays in the transaction.**

Sometimes, transactions are delayed for various reasons. Therefore, always have a back-up plan or leave additional time for closing. For example, consider terminating your lease one week or more after your closing date to allow time for moving and possible closing delays.

- **Signing closing documents is not closing.**

You may be scheduled to sign closing documents days before the scheduled closing date. Some lenders require time to review the documents that you sign before releasing the funds to escrow. After receiving the funds, escrow will then complete the recording procedure and switch names on the title, which is the actual closing. Buyers typically receive the keys after the recording of title (possession time is usually 9pm), not at the signing of closing documents.

WHAT IS MULTIPLE LISTING SERVICE MLS?



- There are over 2300 Real Estate offices in MLS
- Over 33,000 Sales Brokers in the MLS
- Designed to Ensure Transparency for Consumers
- Central Database for all Real Estate Websites

8 STEPS TO A SUCCESSFUL REAL ESTATE PURCHASE

Step 1 - Buyer Consultation with Team W

- Learning your needs and wants in order to develop the criteria of your Ideal property.
- Discussing the buying process and creating a preliminary plan and strategy.
- Providing you with Team W Buyer Guide.
- Providing you with Team W Reference Guide.



Step 2 - Pre-approval

- If requested by client, Team W to provide:
- Coaching on how to shop for the ideal lender and loan terms.
- Lender recommendations.
- Assistance in lender comparison.



8 STEPS TO A SUCCESSFUL REAL ESTATE PURCHASE

Step 3 - Property Search

- Organizing and arranging private home tours.
- Providing feedback for each property during the tour.

Discussing with client and, if needed, adjusting criteria with client feedback.



Step 4 - Make an Offer

- Negotiating and advising on strategy and potential issues with the offer.
- Working with the lender to ensure financing is properly initiated.
- Explaining contingencies, offering procedure, title and escrow, and closing process.
- Drafting offer and present to seller's broker.



8 STEPS TO A SUCCESSFUL REAL ESTATE PURCHASE

Step 5 - Mutual Acceptance

- Opening escrow account.
- Coordinating and attending inspection.
- Negotiating based on inspection results.
- Client to submit loan application (if applicable).



Step 6 - Pre-closing Preparation (Pending)

- Coordinating client's deposit of earnest money.
- Coordinating and following up on escrow's document preparation.
- Conducting final walk-through.



8 STEPS TO A SUCCESSFUL REAL ESTATE PURCHASE

Step 7 - Closing Signing

- Client to deliver closing fund per settlement statement.
- Coordinating signing appointment.
- Resolving last-minute issues.



Step 8 - Post Closing

- Assisting with any post-closing issues.
- Coordinating transfer of keys, garage openers, and warranty information.
- Providing utility information to client for account set up.
- Request client review on customer experience.



WE CAN HELP

YOU WITH ANYTHING IN

REAL ESTATE

Wherever you see a home you are interested in viewing, just call Team W for help. Because we share a cooperating relationship with all real estate offices within our community, it means we can show you properties that are listed with us or any broker in our area.

As your Buyer's Broker, we represent you. We also represent you in "For Sale By Owner" transactions, giving you the leverage in any negotiation.

See Listings online...



See A Sign...



See Listings on a Phone App



Just Call Team W



CLOSING COSTS

SELLER

The Seller can generally be expected to pay for:

- Notary fees
- Staging, cleaning, and other costs associated with preparing the home for sale
- Real estate commission (5%-6%)
- County Excise Tax (\$0-500k@1.6%, \$500k-1.5mil@1.78%, \$1.5mil-3mil@3.25%, 3mil+@3.5%)
- Title insurance premium
- 50% of escrow fee
- Payoff seller's underlying lien(s)
- Recording charges for recording seller's documents
- Any unpaid home owner's dues, property tax and utility charges
- Any other miscellaneous charges on estimated HUD statement

CLOSING COSTS

BUYER

The Buyer can generally be expected to pay for:

- Title insurance premium for lender
- 50% of escrow fee
- Real estate commission
- Inspection (\$450-\$650)
- Notary fees
- Recording charges for all documents in buyer's name
- Pro-rated tax homeowner's due from the date of acquisition
- Pre-paid interests from date of funding to 30 days prior to first payment date
- Property insurance premium for the first year
- Home Warranty if applicable
- Loan Fees under various names (such as origination fee, funding fees, processing fees.. etc.)
- Appraisal Fee
- Credit Report Fee
- Points &/or buy downs.
- Any other miscellaneous charges as indicated by Escrow through estimated HUD statement

Get a pre-underwritten pre-approval

- Familiarize yourself with the different loan programs (7/1ARM, 30-year fixed..etc.).
- Have your credit and income verified to eliminate unwanted surprises.
- Assess if you are a good fit with the loan officer's work style.
- Make sure you are comfortable with the estimated PITI (Principal, Interest, Property Tax and Insurance) and/or HOA Dues.
- Receive a pre-approval letter.

Keep variables minimal

- Shop around by keeping the desired loan terms the same.
- Share your income, desired loan amount, intended use, property tax, and loan programs upfront.
- As interest rate fluctuates constantly, ask to receive loan quotes within a short time period.

Loan quotes made simple

- Shop as you get closer to making an offer.
- Request all loan estimates to be received in writing.
- When comparing between two lenders, ignore the non-lender related costs, such as escrow, title fees, as well as the pre-paid expenses, such pre-paid interests.

Selecting the right lender

- Getting a loan is more than the interest rate and closing costs.
- Personal touch and responsiveness is important.
- The loan officer's experience, thoroughness, and ability to get the loan closed ON-TIME is essential.



Borrower:New Homebuyer
TBD
SEATTLE, WA
98125

John Lender
123 Main Street
Kirkland, WA

Loan Number:8021418747

Date Prepared:02/05/2015

Estimate of Closing Costs		
Lender		
Commitment	(B)	\$795.00
Credit Report Fee	(B)	\$14.00
Flood Certification	(B)	\$8.56
Tax Service Fee	(B)	\$90.00
Other		
Appraisal Fee		\$500.00
Closing/Settlement/Attorney Fee	(B)	\$675.00
Government Recording Fees	(B)	\$180.00
Lender Title Insurance	(B)	\$712.50
Owner's Title Insurance	(B)	\$0.00
Title Courier fee	(B)	\$70.00

Total Closing Cost:	\$3,045.06
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Estimated Prepaid Items/Reserves:		
900. Items Required by Lender to be Paid in Advance		
Days of Interest15 Days @ \$29.06 Hazard insurance12 Months @ \$62.50 /Month		\$435.94 \$750.00

1000. Reserves Deposited with Lender		
Hazard Insurance2 Months @ \$62.50 /Month (B) Property Taxes6 Months @ \$312.50 /Month (B)		\$125.00 \$1,875.00
Total Prepaid items/Reserves		\$3,185.94

Total Estimated Funds Needed To Close		
Charges		
Purchase Price:		\$300,000.00
Down Payment:		(\$30,000.00)
Refinance (Include Debts to be paid off): Estimated Closing Costs:		\$0.00 \$3,045.06
Estimated Prepaid Items/Reserves:		\$3,185.94
PMI,MIP,Funding Fee		\$0.00
Discount (if borrower will pay):		\$0.00

Total Charges:		
Credits		
PMI,MIP Financed:		\$0.00
Total Loan Amount (including Funding Fee): Subordinate Financing:		\$270,000.00 \$0.00
Cash Deposit on Sales Contract:		\$0.00
MIP Refund:		\$0.00
Borrower Paid Fees:		\$500.00
New First Mortgage:		\$0.00
CC from 1st/2nd:		\$0.00
CC Paid by Seller:		\$0.00
CC Paid by Broker, Lender, Other:		\$0.00
Total Credits:		\$270,500.00

Cash from/to Borrower at Closing:	\$35,731.00
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Proposed Loan Terms	
Loan Purpose:	Purchase
Occupancy:	Primary Residence
Loan Type:	Conventional
Amortization Type:	Fixed
Lien Position:	First
Estimated Property Value:	\$300,000.00
Interest Rate:	3.875%
Term/Due In:	360 months / 360 months
APR:	4.140%
Loan To Value Ratio:	90.0%
Combined LTV Ratio:	90.0%

Estimated Loan Amount	
Base Loan Amount:	\$270,000.00
Financed MIP/PMI/FF:	\$0.00
Total Loan Amount (incl Funding Fee):	\$270,000.00

Total Estimated Monthly Payment	
Principal & Interest:	\$1,269.64
Other Financing P & I	\$0.00
Hazard Insurance:	\$62.50
Real Estate Taxes:	\$312.50
Mortgage Insurance:	\$99.00
Homeowners Assn	\$0.00
Dues: Other:	\$0.00
Total Monthly Payment:	\$1,743.64

(B) = Borrower Paid
(L) = Lender Paid
(S) = Seller Paid
(P.O.C) = Paid Outside
Closing (LO) = Loan
Originator

Please Note: This document is an Estimated Closing Costs Worksheet and not a Good Faith Estimate. You have not yet applied for a loan with Caliber Home Loans, Inc., nor have you provided us with all of the information necessary to provide a Good Faith Estimate. If you elect to apply for a loan with Caliber Home Loans, Inc., we will provide you with a Good Faith Estimate which will contain an estimate of your specific settlement charges and loan terms. The information contained in this Estimated Closing Costs Worksheet is merely an estimate of the costs associated with obtaining a residential mortgage loan under certain hypothetical circumstances, and we cannot and do not guarantee the accuracy or the applicability of this information to your circumstances.

UNDERSTANDING INSPECTION



A home's physical condition greatly affects its value. Unless you're a professional property inspector, you probably won't be able to estimate how much corrective work a house needs simply by looking at it.

Inspectors are hired to conduct a “visual” inspection of the property. This means they are not authorized to open up walls or tear up flooring to look for defects. However, they exercise reasonable skills in spotting visible symptoms for areas of concern, such as a tree growing too close to the house or the smell of mold on roof or heavy moss.

Patent and latent defects

Patent Defects are right out in the open for all the world to see. You don't need a professional property inspector to point out obvious stuff (like water stains on the ceiling, cracks in the wall, or a flooded basement). You do, however, need a trained professional to tell you whether these defects are signs of major problems or merely inconsequential blemishes. Learn more about patent-defect red flags.

Latent Defects can be of more concern than patent defects because they're hidden and out of sight -- behind walls or concealed in inaccessible areas. Faulty wiring, termite damage, a cracked heat-exchanger in the furnace, and health and safety-code problems (such as lead in the water pipes and asbestos insulation) are some examples of latent physical flaws. Legal blemishes, such as zoning violations and fraudulent title claims, illustrate another kind of invisible latent defect that only experts can detect.





INSPECTION REPORT

Prepared For:

WPI Sample

Property Address:

1234 Hidden Prob St

Seattle, WA 981234



Sample Inspection Services

John Doe Inspector



1.0 Picture 1



1.0 Picture 2

1.2 SKYLIGHTS, CHIMNEYS AND ROOF PENETRATIONS Inspected, Repair or Replace

(1) Daylight observed in three area- chimney and vent pipes. Replace all flashings when roof covering is replaced.



1.2 Picture 6

1.3 ROOF DRAINAGE SYSTEMS Inspected, Repair or Replace

Downspout from gutter requires drain to run into storm drain or at least 6' away from structure. All areas where water is being dumped close to structure contributes to water build-up under concrete slab in Basement.



1.3 Picture 1

2. Exterior

2.0 WALL CLADDING FLASHING AND TRIM

Inspected, Repair or Replace

(1) Asbestos shingles noted at exterior. Though stable when undisturbed, asbestos can be hazardous to one's health if not removed in accordance with government regulations. Go to www.epa.gov/asbestos for more information.



2.0 Picture 1

(2) Wood rot at beam end, over porch steps at rear of home. Repair as necessary.



2.0 Picture 2

2.3 DECKS, BALCONIES, STOOPS, STEPS, AREAWAYS, PORCHES, PATIO/ COVER AND APPLICABLE RAILINGS

Inspected, Repair or Replace

Deck steps are "spongy" and deteriorated in places. This is a trip hazard. Recommend repair or replacement.

3. Interiors

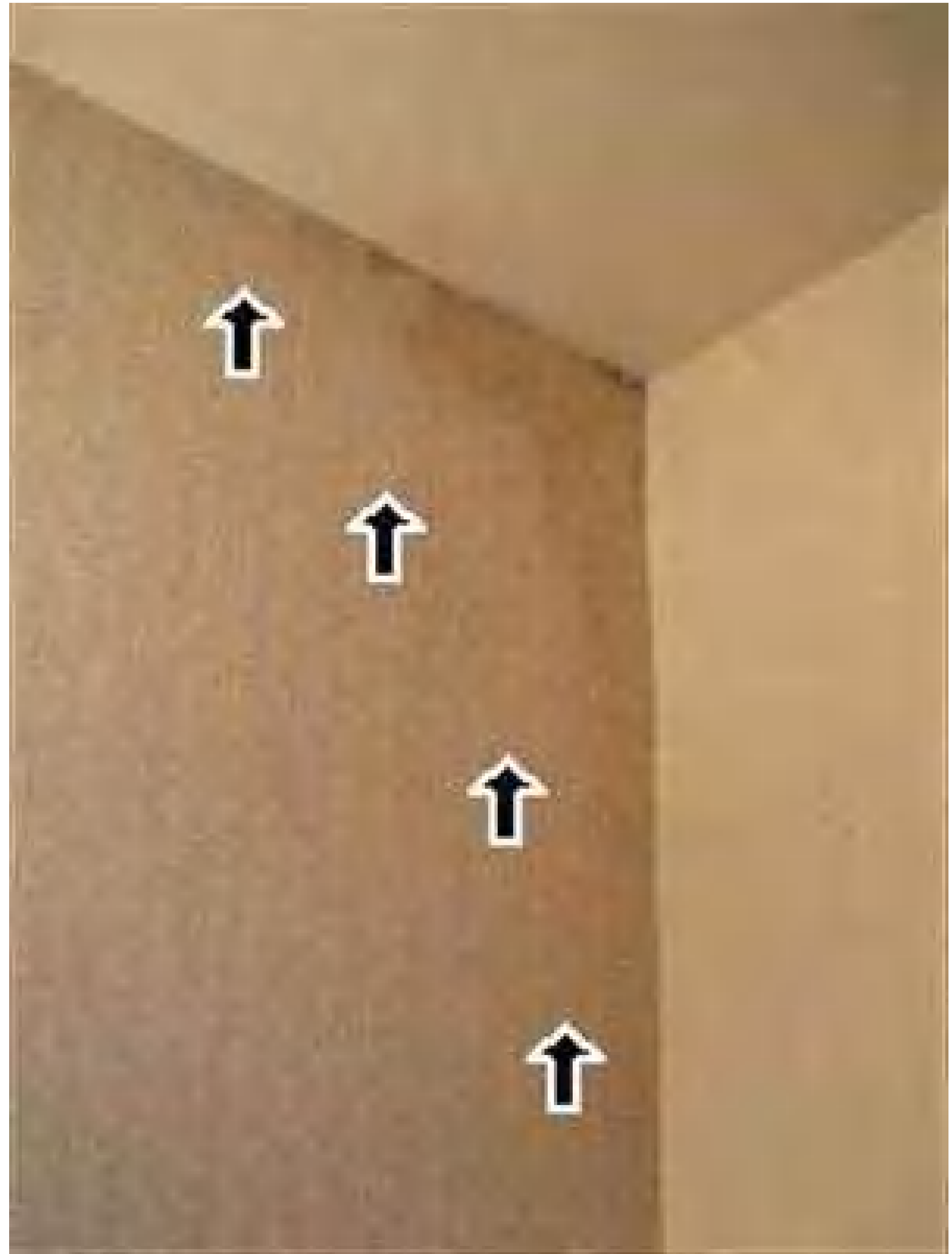
3.1 WALLS

Inspected, Repair or Replace

(1) Wall around toilet has black mold and tested 20% + with moisture meter. Further inspection revealed leak starts at ceiling, from roof, descending downwards towards floor. This is an active leak and further deterioration and/or mold will occur if not repaired.



3.1 Picture 1



3.1 Picture 2



WHAT IS TITLE INSURANCE?

Integrity ♦ Knowledge ♦ Professionalism

What is title insurance?

Unlike other kinds of insurance, title insurance insures against past events affecting the rights to real property, rather than unforeseen future events.

Why is title insurance important?

Title insurance enhances the value of your property. Problems with title can limit the use and enjoyment of your property and you may incur financial loss. For example, a hidden mistake in a prior deed, will or mortgage, may give another party a valid claim against your property. Having title insurance can save you time, money, trouble, and even your home. Title insurance provides a “safety fence” around your property.

How much is title insurance?

Unlike the annual premiums of most other forms of insurance, you pay a small, one-time premium for title insurance. The premium will depend on the type of coverage you and/or your lender requests and applicable rate discount. Call or e-mail Team WPI for a list of title insurance providers and their rate comparisons.

There are two basic types of title insurance policies: an owner's policy and a lender's policy.

Owner's Policy:

Owner's title insurance, which the seller typically pays for at closing, is issued generally in the amount of the purchase price and protects you and your heirs as long as you own the property.

Lender's Policy:

Most lenders require title insurance as security for their investment in the property. The buyer or borrower typically pays for the lender's policy, which is issued for the loan amount.

How does the title company eliminate risks?

The title company conducts an examination of the public records looking for matters affecting the title to the real property. These records include: deeds, civil and probate court records, tax records, easements, maintenance agreements, assessments, debts and other burdens or restrictions on the property. An important part of the title insurance process is eliminating risk prior to insuring thereby reducing the possibility of claim or loss. However, even the most careful examination cannot disclose “hidden hazards” to title.

FIRST AMERICAN TITLE

TITLE RATES

KING, SNOHOMISH, PIERCE, THURSTON COUNTIES

FOR ONLINE RATE QUOTES VISIT WWW.FIRSTAMRATES.COM

Effective February 1, 2017

	1	2	3	4	5	6		1	2	3	4	5	6
AMOUNT OF INSURANCE	BASIC RATE	HOME-OWNERS' RATE WITH EAGLE PROTECTION	STANDARD SHORT TERM RATE	PURCHASE MONEY LOAN RATE	REFINANCE RATE	ALTA FULL LOAN RATE	AMOUNT OF INSURANCE	BASIC RATE	HOME-OWNERS' RATE WITH EAGLE PROTECTION	STANDARD SHORT TERM RATE	PURCHASE MONEY LOAN RATE	REFINANCE RATE	ALTA FULL LOAN RATE
\$20,000	\$600	\$540	\$480	\$460	\$300	\$810	\$780,000	\$2,050	\$1,845	\$1,640	\$968	\$1,025	\$2,768
\$40,000	\$640	\$576	\$512	\$474	\$320	\$864	\$800,000	\$2,085	\$1,877	\$1,668	\$980	\$1,043	\$2,815
\$60,000	\$680	\$612	\$544	\$488	\$340	\$918	\$820,000	\$2,120	\$1,908	\$1,696	\$992	\$1,060	\$2,862
\$80,000	\$720	\$648	\$576	\$502	\$360	\$972	\$840,000	\$2,155	\$1,940	\$1,724	\$1,005	\$1,078	\$2,910
\$100,000	\$760	\$684	\$608	\$516	\$380	\$1,026	\$860,000	\$2,190	\$1,971	\$1,752	\$1,017	\$1,095	\$2,957
\$120,000	\$800	\$720	\$640	\$530	\$400	\$1,080	\$880,000	\$2,225	\$2,003	\$1,780	\$1,029	\$1,113	\$3,004
\$140,000	\$840	\$756	\$672	\$544	\$420	\$1,134	\$900,000	\$2,260	\$2,034	\$1,808	\$1,041	\$1,130	\$3,051
\$160,000	\$880	\$792	\$704	\$558	\$440	\$1,188	\$920,000	\$2,295	\$2,066	\$1,836	\$1,054	\$1,148	\$3,099
\$180,000	\$920	\$828	\$736	\$572	\$460	\$1,242	\$940,000	\$2,330	\$2,097	\$1,864	\$1,066	\$1,165	\$3,146
\$200,000	\$960	\$864	\$768	\$586	\$480	\$1,296	\$960,000	\$2,365	\$2,129	\$1,892	\$1,078	\$1,183	\$3,193
\$220,000	\$1,000	\$900	\$800	\$600	\$500	\$1,350	\$980,000	\$2,400	\$2,160	\$1,920	\$1,090	\$1,200	\$3,240
\$240,000	\$1,040	\$936	\$832	\$614	\$520	\$1,404	\$1,000,000	\$2,435	\$2,192	\$1,948	\$1,103	\$1,218	\$3,288
\$260,000	\$1,080	\$972	\$864	\$628	\$540	\$1,458	\$1,020,000	\$2,465	\$2,219	\$1,972	\$1,113	\$1,233	\$3,328
\$280,000	\$1,120	\$1,008	\$896	\$642	\$560	\$1,512	\$1,040,000	\$2,495	\$2,246	\$1,996	\$1,124	\$1,248	\$3,369
\$300,000	\$1,160	\$1,044	\$928	\$656	\$580	\$1,566	\$1,060,000	\$2,525	\$2,273	\$2,020	\$1,134	\$1,263	\$3,409
\$320,000	\$1,200	\$1,080	\$960	\$670	\$600	\$1,620	\$1,080,000	\$2,555	\$2,300	\$2,044	\$1,145	\$1,278	\$3,450
\$340,000	\$1,240	\$1,116	\$992	\$684	\$620	\$1,674	\$1,100,000	\$2,585	\$2,327	\$2,068	\$1,155	\$1,293	\$3,490
\$360,000	\$1,280	\$1,152	\$1,024	\$698	\$640	\$1,728	\$1,120,000	\$2,615	\$2,354	\$2,092	\$1,166	\$1,308	\$3,531
\$380,000	\$1,320	\$1,188	\$1,056	\$712	\$660	\$1,782	\$1,140,000	\$2,645	\$2,381	\$2,116	\$1,176	\$1,323	\$3,571
\$400,000	\$1,360	\$1,224	\$1,088	\$726	\$680	\$1,836	\$1,160,000	\$2,675	\$2,408	\$2,140	\$1,187	\$1,338	\$3,612
\$420,000	\$1,400	\$1,260	\$1,120	\$740	\$700	\$1,890	\$1,180,000	\$2,705	\$2,435	\$2,164	\$1,197	\$1,353	\$3,652
\$440,000	\$1,440	\$1,296	\$1,152	\$754	\$720	\$1,944	\$1,200,000	\$2,735	\$2,462	\$2,188	\$1,208	\$1,368	\$3,693
\$460,000	\$1,480	\$1,332	\$1,184	\$768	\$740	\$1,998	\$1,220,000	\$2,765	\$2,489	\$2,212	\$1,218	\$1,383	\$3,733
\$480,000	\$1,520	\$1,368	\$1,216	\$782	\$760	\$2,052	\$1,240,000	\$2,795	\$2,516	\$2,236	\$1,229	\$1,398	\$3,774
\$500,000	\$1,560	\$1,404	\$1,248	\$796	\$780	\$2,106	\$1,260,000	\$2,825	\$2,543	\$2,260	\$1,239	\$1,413	\$3,814
\$520,000	\$1,595	\$1,436	\$1,276	\$809	\$798	\$2,154	\$1,280,000	\$2,855	\$2,570	\$2,284	\$1,250	\$1,428	\$3,855
\$540,000	\$1,630	\$1,467	\$1,304	\$821	\$815	\$2,201	\$1,300,000	\$2,885	\$2,597	\$2,308	\$1,260	\$1,443	\$3,895
\$560,000	\$1,665	\$1,499	\$1,332	\$833	\$833	\$2,248	\$1,320,000	\$2,915	\$2,624	\$2,332	\$1,271	\$1,458	\$3,936
\$580,000	\$1,700	\$1,530	\$1,360	\$845	\$850	\$2,295	\$1,340,000	\$2,945	\$2,651	\$2,356	\$1,281	\$1,473	\$3,976
\$600,000	\$1,735	\$1,562	\$1,388	\$858	\$868	\$2,343	\$1,360,000	\$2,975	\$2,678	\$2,380	\$1,292	\$1,488	\$4,017
\$620,000	\$1,770	\$1,593	\$1,416	\$870	\$885	\$2,390	\$1,380,000	\$3,005	\$2,705	\$2,404	\$1,302	\$1,503	\$4,057
\$640,000	\$1,805	\$1,625	\$1,444	\$882	\$903	\$2,437	\$1,400,000	\$3,035	\$2,732	\$2,428	\$1,313	\$1,518	\$4,098
\$660,000	\$1,840	\$1,656	\$1,472	\$894	\$920	\$2,484	\$1,420,000	\$3,065	\$2,759	\$2,452	\$1,323	\$1,533	\$4,138
\$680,000	\$1,875	\$1,688	\$1,500	\$907	\$938	\$2,532	\$1,440,000	\$3,095	\$2,786	\$2,476	\$1,334	\$1,548	\$4,179
\$700,000	\$1,910	\$1,719	\$1,528	\$919	\$955	\$2,579	\$1,460,000	\$3,125	\$2,813	\$2,500	\$1,344	\$1,563	\$4,219
\$720,000	\$1,945	\$1,751	\$1,556	\$931	\$973	\$2,626	\$1,480,000	\$3,155	\$2,840	\$2,524	\$1,355	\$1,578	\$4,260
\$740,000	\$1,980	\$1,782	\$1,584	\$943	\$990	\$2,673	\$1,500,000	\$3,185	\$2,867	\$2,548	\$1,365	\$1,593	\$4,300
\$760,000	\$2,015	\$1,814	\$1,612	\$956	\$1,008	\$2,721							

- 1

BASIC RATE - This rate is applicable when no additional rate reductions or surcharges apply for the issuance of a standard coverage owner's or loan policy.
- 2

HOMEOWNER'S RATE WITH EAGLE PROTECTION - 90% of the Basic Rate. The charge for an Eagle Protection Owner's Policy to insure the buyer on a sale of an existing one to four family residential structure.
- 3

STANDARD SHORT TERM RATE - 80% of the Basic Rate. The charge for residential standard coverage owner's policy to insure the buyer on the sale of property which has been insured in the previous 10 years.

- 4

PURCHASE MONEY LOAN RATE - For an Extended Coverage Loan Policy insuring a purchase money loan on residential property.
- 5

REFINANCE RATE - 50% of the Basic rate. Covers a loan policy when a loan policy has been previously issued on the property.
- 6

ALTA LOAN RATE - Basic Rate plus 35% for Extended Coverage. Covers the charge of an ALTA Extended Loan Policy.

*Please note these rates do not include applicable sale tax.

This is not a complete Schedule of Fees. All fees subject to State sales tax as applicable. Above pricing does not include recording fees, mortgage registration tax or conservation fee. As with any insurance contract, the insuring provisions express the coverage afforded by the title insurance policy and there are exceptions, exclusions and conditions to coverage that limit or narrow the coverage afforded by the policy. Also, some coverage may not be available in a particular area or transaction due to legal, regulatory, or underwriting considerations. Please contact a First American representative for further information. The services described above are typical basic services. The services provided to you may be different due to the specifics of your transaction or the location of the real property involved. First American Title Insurance Company, and the operating divisions thereof, make no express or implied warranty respecting the information presented and assume no responsibility for errors or omissions. First American, the eagle logo, First American Title, and firstam.com are registered trademarks or trademarks of First American Financial Corporation and/or its affiliates.



First American Title™

LIFE OF AN ESCROW

Just the beginning

- Receive purchase & sale agreement and/or loan set-up
- Assign a closer and an escrow number
- Order title report

Search & Review

- Review purchase and sale agreement
- Review preliminary title report
- Contact parties for needed information

Collect & Prepare

- Obtain payoffs on liens/bills to be paid through escrow
- Obtain title clearing documents
- Obtain commission instructions
- Receive loan document from lender
- Prepare settlement statement and documents.

Signing

- Set appointment with parties
- Parties deposit documents and/or funds into escrow.

Time is crucial

- Loan documents returned to lender
- Documents to be recorded are sent to title
- Lender authorizes recording and balances funds with escrow
- Title sends documents to county recorder
- Lender wires loan proceeds to escrow
- Obtain title clearing documents
- Obtain commission instructions
- Receive loan document from lender

Disbursement

- All encumbrances and bills paid
- Proceeds delivered to seller
- Commission checks delivered to agents
- Mortgage broker check delivered

Home Sweet Home

- Final copies to all parties
- Process reconveyances and release documentation
- Title policies to the parties.



FIRST AMERICAN TITLE ESCROW RATES

AREA D – KING, PIERCE, SNOHOMISH, THURSTON COUNTIES

Effective January 10, 2017

RESALE ESCROW RATES

RESALE LIABILITY	ESCROW FEE	SELLER/ BUYER PORTION	REO RATES
\$0-\$100,000	\$970	\$485	\$970
\$100,001-\$200,000	\$1,320	\$660	\$1,320
\$200,001-\$300,000	\$1,500	\$750	\$1,500
\$300,001-\$400,000	\$1,740	\$870	\$1,740
\$400,001-\$500,000	\$1,920	\$960	\$1,920
\$500,001-\$600,000	\$2,040	\$1020	\$2,040

RESALE LIABILITY	ESCROW FEE	SELLER/ BUYER PORTION	REO RATES
\$600,001-\$700,000	\$2,150	\$1,075	\$2,150
\$700,001-\$800,000	\$2,260	\$1,130	\$2,260
\$800,001-\$1,000,000	\$2,340	\$1,170	\$2,340
\$1,000,001-\$2,000,000	\$2,600	\$1,300	\$2,600
Over\$2,000,000: Additional \$200 for every \$250,000 of liability insurance			

OTHER ESCROW RATES

INVESTOR RATE – When either: (a) the seller in the transaction certifies to the Company in writing that the seller has not occupied the property and that the property was owned primarily for the purposes of investment; or (b) the purchaser in the transaction certifies to the Company in writing that the purchaser will not occupy the property and that the property will be owned primarily for the purposes of investment, the Investor Rate shall be \$375.

REO RATE – When the seller (or an entity affiliated with the seller) is an asset company, bank, financial institution, or loan insurer acting as a foreclosing beneficiary that has repossessed the subject property, acquired the property through a foreclosure sale or deed-in-lieu of foreclosure, the REO Rate shall be in accordance with Appendix A for REO Sale Transactions.

RESALE SUBDIVIDER FEE – When: (1) the resale transaction which is the subject of the escrow includes the issuance of a policy of title insurance by First American Title Insurance Company (or an affiliated entity), and (2) the premium for such policy qualifies for the Subdivider Rate under the Company’s Washington title insurance rate schedule (the “Subdivider Rate”), the Subdivider Fee set forth in Section 6 of the Escrow Rate Schedule shall apply.

REFINANCE ESCROW RATE – The refinance escrow rate shall be \$450.

CREDIT UNION REFINANCE ESCROW RATE – When a new lender is a not-for- profit financial cooperative institution designed to benefit community members, the Credit Union refinance escrow rate shall be \$400.

REFINANCE SUBDIVIDER FEE – When both: (a) a party to the transaction is paying, through the subject escrow, for a lender’s policy of title insurance issued by First American Title Insurance Company (or an affiliated entity); and (b) such lender’s policy of title insurance qualifies for a Subdivider Rate, the Refinance Subdivider Fee shall be \$350 if the policy liability is no greater than \$2 million. If the policy liability exceeds \$2 million, the fee will be quoted based on amount of work and liability.

ADDITIONAL MORTGAGES – Concurrent mortgage not taking first mortgage lien position shall be \$250 per mortgage

COMMERCIAL TRANSACTIONS – The escrow rate for commercial transactions shall be quoted based on the amount of work and liability.

GOVERNMENTAL ENTITIES – The escrow rate for governmental entities shall be negotiated, in writing, based on the anticipated amount of work necessary for completion of the escrow closing services.

MISCELLANEOUS FEES

SHORT SALE TRANSACTIONS – A short sale fee of \$300 shall be added to applicable escrow transactions.

SUB-ESCROW SERVICES – The sub-escrow fee shall be \$200, which includes courier services, wire transfers, credit card payoffs and reconveyance/tracking fees. This rate does not apply to commercial transactions handled by the National Commercial Services Division.

MOBILE HOME TITLE TRANSFERS AND ELIMINATION – If the transaction includes a transfer or elimination of a motor vehicle title on a mobile home, an additional processing fee of \$100 will be added.

CO-OP COORDINATION – When the transfer of stock interest and/or a new lease associated with a cooperative corporation is required, an additional fee of \$250 will be added.

ADDITIONAL WORK CHARGES – First American Title Insurance Company reserves the right to amend all fees to compensate for excessive work or liability incurred.

COMPETITOR RATES – First American Title Insurance Company may elect to match any written escrow rate quote from a competitive title and/or escrow company.

SALES TAX – All fees are subject to sales tax as applicable.

For online rate quotes visit www.firstamrates.com

This is not a complete Schedule of Fees. All fees subject to State sales tax as applicable. Above pricing does not include recording fees, mortgage registration tax or conservation fee. As with any insurance contract, the insuring provisions express the coverage afforded by the title insurance policy and there are exceptions, exclusions and conditions to coverage that limit or narrow the coverage afforded by the policy. Also, some coverage may not be available in a particular area or transaction due to legal, regulatory, or underwriting considerations. Please contact a First American representative for further information. The services described above are typical basic services. The services provided to you may be different due to the specifics of your transaction or the location of the real property involved. First American Title Insurance Company, and the operating divisions thereof, make no express or implied warranty respecting the information presented and assume no responsibility for errors or omissions. First American, the eagle logo, First American Title, and firstam.com are registered trademarks or trademarks of First American Financial Corporation and/or its affiliates.



After soon as you accept an offer on your property, you should start shopping around for homeowner's insurance. It is usually a good idea to call your existing insurance provider for your automobiles, because they often give you a discount for having more than one kind of policy. In addition, when you buy a home, most lenders require that you purchase homeowner's insurance so their collateral, the property that you are buying, is protected. The following sections are meant to give you some basic understanding of homeowner's insurance, please consult your insurance agent for details:

The cost of rebuilding

If your home is destroyed, which most frequently happens from fires, your insurance policy should pay for the cost of rebuilding your home. The portion of your policy that takes care of this loss is the dwelling coverage section of the policy.

The amount of this coverage should be equal to the cost of rebuilding the home that you own. The cost to rebuild should be based on the square footage of your home.

Your policy's dwelling coverage amount should not be based on what you paid for the home or the amount of your mortgage.

If you're buying a condominium or cooperative apartment, the insurance for the building is often included as part of the monthly homeowner's association dues that you pay. However, your possession within the unit is usually not protected unless you purchase personal property protection as explained below.

Lawsuit protection

Liability insurance protects you against lawsuits arising from bad things that happen to others while they are on your property. For example, suppose a litigious passerby happens to slip on something that was left on your driveway. Carry enough liability insurance to protect at least two times the value of your assets.

Personal property protection

The amount of personal property coverage is usually set at about 50 to 70% of the amount of dwelling coverage. If you are a condominium or cooperative apartment owner, however, you'll generally need to choose a specific dollar amount for the personal property coverage that you want.

Some policies come with personal property replacement guarantees that pay you for the replacement cost of an item rather than for the actual value of a used item at the time that it's damaged or stolen. If this feature is not part of the standard policy sold by your insurer, you may want to purchase it as a rider (add-on provision), if such a rider is available.

If you ever need to file a claim, having documentation as to what personal property you had helps. The simplest and fastest way to document your personal effects is to make a videotape of your belongings. But be sure to place any documentation somewhere outside your home in case of a fire.





DO YOU NEED A HOME WARRANTY?

Integrity ♦ Knowledge ♦ Professionalism

Most homeowners have never used a home warranty. In fact, some have never even heard of these policies, which are designed to cover the kinds of mechanical breakdowns that regular home insurance doesn't: clogged pipes, furnace failures, appliances that go on the blink.

In California, these policies are already ubiquitous: 9 out of 10 existing homes in the Golden State are sold with a one-year warranty, according to the Home Warranty Association of California, compared to estimates of less than one in five nationally. Warranties in California are typically purchased by home sellers or their real estate agents to avoid Lawsuits if something breaks in the first year. The policies also can give peace of mind to buyers who otherwise might not be able to handle expensive repairs.

"With home prices so high, a lot of people are tapping themselves out just getting into a house," said Art Ansoorian, spokesman for the California warranty association.

Here's how the warranties work:

- For an annual fee of \$250 to \$600 a year, the warranties cover repair or replacement of basic home systems such as plumbing and heating, plus major appliances. Air conditioning, pools, spas, wells and sometimes roofs can typically be added to the basic policy for an extra fee.
- The warranty company contracts with local repair companies to provide service. If something breaks, the homeowner calls the warranty company, which arranges with the local company to dispatch a repair technician.
- If the repair or replacement is covered by the contract, the homeowner just pays for the service visit— typically \$25 to \$75 a pop.

Although most warranties are issued as part of a home sale, providers say a growing number of homeowners decide to keep the policies after the initial coverage period expires. In California, about 65% of the home-owners who have warranties decide to renew.

Many buyers are hoping to avoid repair or replacement costs on aging household systems, but others simply don't want to bother with trying to track down their own repair technicians.

But are home warranties a good idea? Some MSN readers think so. One poster on the Your Money message board said his Fidelity National Home Warranty policy paid for an \$800 electrical panel replacement, a \$1,200 compressor for his air conditioning unit and then a \$3,500 replacement of the A/C system itself — more than paying for the cost of his policy.

Other report that they struggle even to schedule a service call, and find it all but impossible to get aging systems repaired or replaced.

Tracy of Oklahoma City has been battling her warranty provider, American Home Shield, for nearly a year over a 17-year-old, leaking air conditioner. Tracy said the company replaced a similar window unit only after a real estate agent intervened on her behalf, and is balking at replacing the second one.

"Summer is coming, and I fully expect the same round of service calls again," Tracy wrote me in an email.

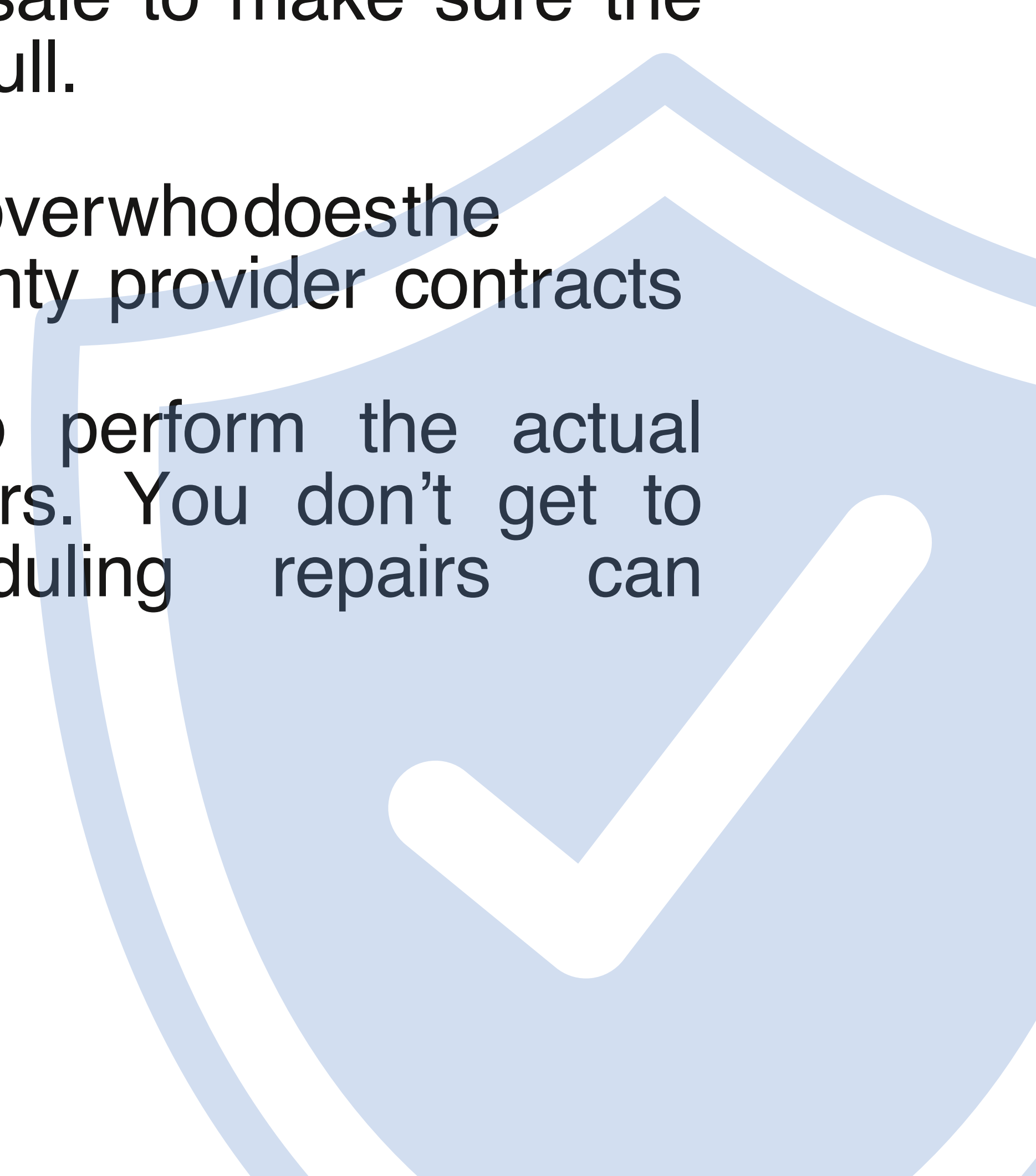
Among the problems:

- The contracts come with loopholes. You need to carefully read your service agreement to determine what is and isn't covered. Coverage for plumbing, for example, typically ends at your home's foundation, so leaks or breakages beyond that would be your responsibility. "Pre-existing" problems typically aren't covered, nor are breakdowns that result from poor maintenance or improper installation.

- Regulation is spotty. Some states hardly supervise home warranty companies at all. Others, like California, regulate them more closely.

If you're considering a warranty, you should find out which government agency, if any, regulates home warranty companies in your state and check its complaint records. If regulation is loose or nonexistent, pick a company that has a long track history in your state and solid financials. (If the company is public, you can ask for an annual report to see if its home warranty operations are making a profit). If someone else—the home seller or a real estate agent—is paying for the policy, check with the company immediately after the sale to make sure the warranty is paid for in full.

- You don't have control over who does the work. The home warranty provider contracts with local service companies to perform the actual inspections and repairs. You don't get to choose, and scheduling repairs can sometimes be a trial.





88 TYPES OF TURBULENCE

PRIOR TO CLOSING

Integrity ♦ Knowledge ♦ Professionalism

THINGS THAT MIGHT GO WRONG DURING YOUR TRANSACTION

The Buyer/Borrower:

1. Does not tell the truth on loan application.
2. Has recent late payments on credit report.
3. Finds out about additional debt after loan application.
4. Borrower loses job.
5. Co-borrower loses job.
6. Income verification lower than what was stated on loan application.
7. Overtime income not allowed by underwriter for qualifying.
8. Applicant makes large purchases on credit before purchasing.
9. Illness, injury, divorce or other financial setback during escrow.
10. Lacks motivation.
11. Gift donor changes mind.
12. Cannot locate divorce decree.
13. Cannot locate petition or discharge of bankruptcy.
14. Cannot locate tax returns.
15. Cannot locate bank statements.
16. Difficulty in obtaining verification of rent.
17. Interest rate increases and borrower no longer qualifies.
18. Loan program changes with higher rates, points, and fees.
19. Child support not disclosed on application.
20. Bankruptcy within the last two years.
21. Mortgage payment is double the previous house payment.
22. Borrower/co-borrower does not have steady two-year employment history.
23. Borrower brings in handwritten pay stubs.
24. Borrower switches jobs with a probation period.
25. Borrower switches from job with salary to 100% commission income.
26. Borrower/co-borrower/seller dies.
27. Buyer changes his/her mind.
28. Buyer feels the house is misrepresented.
29. Veterans DD214 form not available.
30. Buyer comes up short of money at closing.
31. Buyer does not properly "paper trail" additional money that comes from gifts, loans, etc.
32. Buyer does not bring cashier's check to title company for closing costs and down payment.

The Seller:

33. Loses motivation to sell (job transfer does not go through, reconciles marriage, etc.).
34. Cannot find a suitable replacement property.

35. Will not allow appraiser inside home.
36. Will not allow inspectors inside home in a timely manner.
37. Removes property from the premises the buyer believed was included.
38. Cannot clear up liens – is short on cash to close.
39. Did not own 100% of property as previously disclosed.
40. Encounters problems getting partners' signatures.
41. Leaves town without giving anyone Power of Attorney.
42. Delays the projected move-out date.
43. Did not complete the repairs agreed to in contract.
44. Seller's home goes into foreclosure during escrow.
45. Misrepresents information about home and neighborhood.
46. Does not disclose all hidden or unknown defects and they are subsequently discovered.

The Realtor(s):

47. Has no client control over buyers or sellers.
48. Delays access to property for inspection and appraisals.
49. Does not get completed paperwork delivered.
50. Inexperienced in this type of property transaction.
51. Takes unexpected time off during transaction and can't be reached.
52. Misrepresent facts to other parties to the transaction
53. Does not do sufficient homework on their clients or the property and wastes everyone's time.

The Lender(s):

54. Does not properly pre-qualify the borrower.
55. Wants property repaired prior to closing.
56. The market raises rates, points, or costs.
57. Borrower does not qualify because of a late addition of information.
58. Lender requires a last-minute second appraisal or other documents.
59. Lender loses a form or misplaces entire file.
60. Lender doesn't simultaneously ask for all needed information.
61. Lender doesn't fund loan in time for close.

The Property:

62. County will not approve septic system or well.
63. Inspection report reveals substantial damage and seller is not willing to fix.
64. Home was misrepresented as to size and condition.
65. Home is destroyed prior to closing.
66. Home is not structurally sound.
67. Home is uninsurable for homeowner's insurance.
68. Property incorrectly zoned.
69. Portion of home sits on neighbor's property.
70. Unique home and comparable properties for appraisal difficult to find.

The Escrow/Title Company:

71. Fails to notify lender/agents of unsigned or unreturned documents.
72. Fails to obtain information from beneficiaries, lien holders, insurance companies, or Lenders in a timely manner.
73. Lets principals leave town without getting all necessary signatures.
74. Loses or incorrectly prepares paperwork.
75. Does not pass on valuable information quickly enough.
76. Does not coordinate well, so that many items can be done simultaneously.
77. Does not bend the rules on small problems.
78. Finds liens or other title problems at the last minute.

The Appraiser:

79. Is not local and misunderstands the market.
80. Is too busy to complete the appraisal on schedule.
81. No comparable sales are available.
82. Is not on the Lender's "approved list".
83. Makes important mistakes on appraisal and brings in value too low.
84. Lender requires a second or "review" appraisal.

Inspectors:

85. Inspector not available when needed.
86. Inspector too picky about condition of property.
87. Inspector not able to provide inspection report in a timely manner.
88. Inspection reports lack details



BUYER'S IMPORTANT THINGS TO KNOW PRIOR TO CLOSING

Integrity ♦ Knowledge ♦ Professionalism

Commitment/Preliminary Report: The Title Company will issue a report prior to preparing a Policy of Title insurance. The report will show the current ownership of the property and provide an overview of liens and/or encumbrances that existed at the time the report was issued. You will be receiving a copy of the report. Please read it and should you have questions or concern, contact your WPI broker or escrow officer. A copy of the report will be provided to your lender, if applicable.

Need for POA: Please let us know if you and everyone on title will be available to sign the closing paperwork in person (typically, one to five business days prior to scheduled closing date). If you are not be available to sign in person, please let us know as early as possible so we may help you make the proper arrangements: such as power of attorney or remote signing.

Loan: If you are obtaining a new loan, please provide escrow and your broker with the Lender information, if you haven't done so, including the loan officer name and phone number, as soon as possible. It is not ideal, but if you change lenders for any reason during the transaction, please notify us immediately. If questions arise during the loan process, please call your loan officer directly for the fastest answer to your questions.

US Notary: Some documents in your closing files may need to be signed by you in front of a US notary. If you are travelling or out of the country around the closing date, please let your WPI broker know in advance.

Homeowner's Insurance: Your lender will require Homeowner's Insurance be in place prior to closing. As timing is critical at closing, please contact your insurance agent as soon as possible to discuss your insurance needs. Binder start date to be the closing date, and provide your lender with your insurance agent's contact information. Most insurance providers give discounts if you have your auto and home policies with the same company. Payment of the premium and impounds, if any, will be included in your closing amount and paid through escrow.

Signing Appointment: After your loan is approved, escrow receives the loan documents, you will be contacted to schedule your signing appointment. Signing should take approximately 1 hour. Your broker is usually not present but can be present upon request.

Closing Funds: The escrow company will provide you with the amount needed prior to or at your signing appointment. The funds must be in the form of a cashier's check or wire transfer, payable to the name of the Escrow Company. If you anticipate a wire transfer, please contact escrow for wiring instructions. "Good Funds" Law requires that deposited funds must be cleared prior to closing.

Identification: Please bring to your one current form of identification issued by a federal or state government with your picture, signature, and physical description; ie: driver's license, military ID, or passport. If you fail to bring a picture ID to the closing, escrow will not be able to notarize documents and proceed with the closing.

Recording and Possession: After signing all closing documents and depositing funds to close, if any, recording and disbursement will occur on the closing date as schedule per contract. Escrow will call all parties upon receipt of recording number, which means the transaction has officially closed. Possession of the property and delivery of keys are not handled by escrow, these items are arranged through your real estate professional. Typically, seller has possession of the property until 9am on the day of recording occurrence.

Title Company

123 NE 1st St., Suite 110, Bellevue, WA 98005
Phone: 123.456.7891

FINAL MASTER STATEMENT

Settlement Date: September 30, 20XX
Disbursement Date: September 30, 20XX

Escrow Number: 0245433-OC
Escrow Officer: XXXXXX
Email: XXX@abc.com

Borrower: John Doe

Seller: Mary Jane

Property: ABC Main Street
Seattle, WA 98109

Lender: ABC Bank

SELLER			BORROWER	
\$	DEBITS	\$ CREDITS	\$	DEBITS \$ CREDITS
FINANCIAL CONSIDERATION				
		900,000.00	900,000.00	
		Sale Price of Property		
		Deposit		30,000.00
		Loan Amount		810,000.00
		Buyer's funds to close		50,475.21
PRORATIONS/ADJUSTMENTS				
	62.49	Sewer Capacity at \$359.33 09/30/22 to 11/01/22	62.49	
	2.24	HOA Dues Monthly at \$67.25 09/30/22-09/30/22	2.24	
1,740.00		County Taxes at \$3,518.25 07/01/22 to 09/30/22		1,740.00
COMMISSIONS				
27,000.00		Commission - Listing Office		
27,000.00		Commission - Selling Office		
NEW LOAN CHARGES - Rocket Mortgage LLC, ISAOA				
Total Loan Charges: \$4,521.37				
		Broker Compensation to Goodrate Mortgage LLC	9,720.00	
		Underwriting Fee to Rocket Mortgage LLC, ISAOA	1,050.00	
		Appraisal Fee to Solidifi		
		\$860.00 paid outside closing by Borrower		
		Credit Report to Advantage Credit	37.43	
		Flood Determination Fee to CoreLogic Flood Services	8.00	
		Flood Life of Loan Coverage to CoreLogic Flood Services	5.00	
		Life of Loan Tax Service to CoreLogic Tax Services	58.00	
		MERS Registration Fee to MERS	24.95	
		Prepaid Interest to Rocket Mortgage LLC, ISAOA \$129.38 per day from 09/30/22 to 10/01/22	129.38	
		Rocket Mortgage LLC, ISAOA		
		Homeowner's Insurance to Rocket Mortgage LLC, ISAOA	234.99	
		3,000 Months at \$78.33 per Month		
		Property Taxes to Rocket Mortgage LLC, ISAOA 2,000 Months at \$586.37 per Month	1,172.74	
		Aggregate Adjustment to Rocket Mortgage LLC, ISAOA		78.32
		Lender Credits		7,840.80

SELLER			BORROWER	
\$	DEBITS	\$ CREDITS	\$	DEBITS \$ CREDITS
		TITLE & ESCROW CHARGES		
	440.40	Title - Escrow Additional Work - QCD and Cashier check to Chicago Title Company of Washington		
	1,431.30	Title - Escrow Fee to Chicago Title Company of Washington	1,431.30	
		Title - Lender's Title Insurance to Chicago Title Insurance Company	1,150.70	
	4.88	Title - Recording Service Fee to Simplifile to Chicago Title Insurance Company	9.36	
	2,321.17	Title - Owner's Title Insurance to Chicago Title Insurance Company		
		Policies to be issued:		
		Owners Policy		
		Coverage: \$900,000.00 Premium: \$2,321.17		
		Loan Policy		
		Coverage: \$810,000.00 Premium: \$1,150.70		
		GOVERNMENT CHARGES		
	204.50	Recording Fees (\$640.50) to Snohomish County Treasurer	438.00	
		Mortgage \$229.50		
		Deed \$206.50		
		Deed \$204.50		
	10.00	Affidavit Processing Fee to Snohomish County Treasurer		
	15,125.00	Transfer Taxes (\$15,125.00) to Snohomish County Treasurer		
		HOA CHARGES		
		HOA 2 mo dues to Woodland Place Condominium	134.50	
		Per purchase contract		
	320.00	HOA Demand Fee to Homewise Docs.com GG86J354W		
		HOA NEW Account Set up to Navigate Community Management	175.00	
		MISCELLANEOUS CHARGES		
		Homeowner's Insurance Premium to Safeco Ins 12 months	940.00	
		#CH2314663		
		County Taxes - 2nd 1/2 2022 to Snohomish County Treasurer	3,518.25	
		#011482-000-005-00		
		Courier Fee to Indy Stealth	37.39	
		#207422 -		
	500.00	CPA Fee to Hanjin Moss YI, PS		
	231.79	Final Utilities to Alderwood Water & Waste Dist. #35008235-1		
	90,000.00	FIRPTA withhold to United States Treasury		
	176.40	Reimbursement=		
	359.33	Sewer Capacity to 10/31/22 to King County Finance		
		#903591		
186,864.57	900,064.73	Subtotals	920,337.72	920,384.33
733,200.16		Balance Due TO Seller/Borrower	46.61	
900,064.73	900,064.73	TOTALS	920,384.33	920,384.33

THIS IS A CERTIFIED COPY OF THE ORIGINAL DOCUMENT(S) BY
CHICAGO TITLE COMPANY OF WASHINGTON


Chicago Title Company of Washington, Settlement Agent



WORD OF HONOR

Integrity ♦ Knowledge ♦ Professionalism

If I will:

- Serve you with integrity, knowledge, & professionalism.
- Make my best effort to find a home to meet your needs.
- Commit my time, energy, resources and experience to find exactly what you want.
- Incur all my car, phone, and administrative expenses.
- Continue your home search until you find a home.

Will you

- Let me know if you feel you need to speak with a different realtor.
- Let me know if your plan changes.
- Continue to work with us to find you the right home.



Reference Guide

Property Tax

Moving Checklist

Sewer Capacity Charges

Lead-based Paint (Built before 1978)

Onsite Sewage System (Septic Tank)

Oil Tank

Property Surveys

ALTA Title Policy Comparison

Law of Agency Pamphlet





Washington State Property Taxes

The Washington State Constitution limits the annual rate of property taxes to be imposed to 1% of property's fair value. In Washington, 36% of property taxes are distributed for use by the state, while 59% are distributed to local districts. Local counties receive 18% of all property taxes to use within their general funds, while cities receive 33.75% of the assessment. The remainder of the local district portion of the property taxes is distributed to cemeteries, hospitals, flood control, airports and other districts. Washington uses 5% of its levied property taxes for land preservation, medical services, affordable housing, parks, criminal justice and ferry services.

If your existing mortgage payment does not include a reserve account for property taxes. (where the property tax and insurance are paid by your lender) Please be sure to make payments on your own.

Due dates for Washington State Property Taxes:

1st half of property tax due date: April 30th
2nd half of property tax due date: October
30th

King County Treasury Services - Property Tax Payments

<http://info.kingcounty.gov/finance/treasury/propertytax/>

Snohomish County Assessor - Property Tax Payments

<https://snohomishcountywa.gov/2934/Assessor>





MOVING CHECKLIST

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Address Change

Give forwarding address to Post Office.
Contact accounts and credit cards.
Contact subscriptions, given notices several weeks prior.
Contact friends & relatives, unless you owe them money.

Bank (if your existing banking institution has no branch in your new city)

Transfer your bank accounts to new branch locations. Cancel any direct deposit or automatic payments from your accounts.
Transfer funds, arrange check-cashing in new city.
Set up auto-pay for new banks.
Arrange credit reference.

Delivery Service

Change delivery address for online shopping retailers.

Medical, Dental and Prescriptions

Ask your doctor and dentist for referrals; transfer needed prescriptions, eyeglasses, x-rays. Obtain birth records, medical records, etc.

Insurance

Notify company of new location for coverage; Life, Health, Fire and Auto.

Utility Companies

Change your utilities, including phone, power and water, from your old address to your new address.
Get refunds or any deposits made for gas, light, water, telephone, fuel, garbage, cable.

Pets

Ask about regulations for licenses, vaccinations, tags, etc.

Before Your Moving Day

Make reservations with airlines, hotels, and car rental agencies, if needed.
Have your car checked and serviced for the trip.
Get estimates from professional movers or truck rental companies if you are moving yourself.
Once you have selected a mover, discuss insurance, packing, loading, delivery and the claims procedure.
Sort through your possessions. Decide what you want to keep, sell or donate to charity.
Obtain a change of address packet from the post office and send to creditors, magazine subscriptions and catalog vendor.
Arrange for a babysitter on moving day.
Defrost your refrigerator and freezer.
Pack your belongings. Pack a "First Day" box for items that would be used before you could unpack everything.
Make a list of every item and box loaded on the truck.
Label each box with the contents and the room where you want it to be delivered.
Set aside legal documents and valuable items that you do not want packed.
Pack clothing and toiletries, along with extra clothes in case the moving company is delayed.
Double-check closets, cupboards, attic, basement and garage for any left-behind items.

At Your New Address

Be on hand at the new home to answer questions and give instructions to the mover.
Check off boxes and items as they come off the truck.
Install new locks.
Check on service of telephone, gas, electricity, water and garbage.
Examine your goods for damage.
Register car within five days after arrival in new state or a penalty may have to be paid when getting a new license plate.
Obtain inspector sticker and transfer motor club membership.
Apply for state driver's license with new address recorded.
Register children at school.
Arrange for medical service: Doctor, dentist, veterinarian, etc.
Visit city offices and register for voting.





SEWAGE CAPACITY CHARGE

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What is the capacity charge?

The sewage treatment capacity charge is a charge in addition to sewer service billed to those customers who connected to the sanitary sewage system on or after Feb. 1, 1990. It is to fund the expanding infrastructure.

Who must pay?

All homeowners and building owners in King County's service area whose home or building was newly connected to the King County sewer system on or after Feb. 1, 1990 pay the capacity charge. King County provides sewage treatment services to most cities and sewer agencies in King County, areas of south Snohomish County, and a small part of Pierce County.

How is it billed?

King County sends capacity charge bills to property owners about three months after connection to the sewer system. King County will then send a bill every three months for 15 years, or until the balance of the property's account is paid.

You can remit payment by U.S. mail or by using the online payment system.

What are my payment options?

At any time during the 15-year duration of the charge, you may pay the remaining balance in one lump sum at a discount. If you include the payoff amount in your mortgage, it might provide a tax advantage. However if you are likely to sell your property within a few years of buying it, you may not want to prepay future charges because the remaining payments could be passed along to the next owner.

You can now pay your bill online at <http://www.kingcounty.gov/paycapacitycharge>.

What do I do when I sell my home and the 15-year billing period is not over?

It is a negotiable item between Buyer & Seller. Please consult with us regarding disclosure to prospective buyers and escrow agents handling your transaction. (RCW 64.06.020 and RCW 60.80).

Will I also get a bill for sewer service?

Yes. You will receive a sewer service bill from your local sewage service provider. The bill from your local agency will include both local charges for sewage collection and regional charges from King County for sewage treatment and disposal. The bill from King County will be for the capacity charge only.

Who can I contact about my bill?

King County Capacity Charge Program
201 S. Jackson, M.S. KSC-NR-0502
Seattle, WA 98104
Phone: 206-296-1450
Fax: 206-263-6073
E-mail: CapChargeEscrow@kingcounty.gov





Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead. Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.

Women of childbearing age should know that lead is dangerous to a developing fetus.

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.





THERE ARE SEVERAL TYPES OF SURVEYS

The type of survey that we order for closing is called a “**Location Survey.**” A Location Survey shows the location of the improvements on the property in relation to the apparent boundary lines of the property. It generally involves a physical inspection of the property and is accurate to plus or minus a few feet.

This type of survey will generally cost a few hundred dollars. It should not be used for the purpose of identifying the property’s boundary lines, such as for construction or permit purposes (you’ll need a Boundary Survey for that). When you go to closing, you should feel free to ask the settlement attorney any questions you might have about what is shown on the survey.

A “**Boundary Survey**” is used to identify a property’s boundary lines. In this type of survey, the surveyor will set (or recover) the property corners and produce a detailed plat or map. To accomplish this, the surveyor will research the public records and do research in the field, take measurements and perform calculations.

This type of survey is what is necessary for construction and permit purposes, and it can be expensive — possibly even several thousand dollars — depending on the size of the property and how complicated the records are.

For commercial closings, lenders will usually require a type of survey called an “**ALTA/ASCM Survey.**” ALTA stands for American Land Title Association, and ASCM stands for American Congress on Surveying and Mapping. An ALTA/ASCM survey is a Boundary Survey that must meet certain stringent standards established by these two organizations.

If you are buying a house and you plan on doing construction in the short term, such as putting on an addition or installing a fence, it might make sense to obtain a Boundary Survey as part of your purchase closing. That way, you would not be paying for a Location Survey for the closing and then having to pay for a Boundary Survey after closing.

You would just need to inform the title company so that they can arrange for the surveyor to perform a Boundary Survey instead of a Location Survey.





Onsite Sewage System (Septic Tank)

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If you have an onsite sewage (OSS) system, you are required to operate and maintain it properly. For those who have a pump to pump the wastewater (effluent) into the drainfield or filtering system, you will be required to keep written records. Why? Because a well operated and maintained system treats the wastewater completely, and therefore protects the public's health, groundwater, lakes, streams and drinking water wells.



How do I know where my OSS is?

There may be septic tank access covers exposed in your yard (see photo.) If no covers are visible, please contact Eastgate Environmental Health at 206 4778050 and ask for a copy of the "as built" drawings for your property or search and download a property's as built drawings.

As built drawings are the drawings submitted to Public Health in order to get a building permit. These drawings show where the system has been placed.

What are the components of my OSS and what do they do?

The on site sewer system collects, treats and disposes of household wastewater. In order to do that, there are two steps: waste separation and percolation through soil.

1. Septic tank. All of the household waste, from your toilet, bath, laundry, sinks, etc. drains into the septic tank. In the tank, it separates. The light particles rise to the top creating a scum layer, heavier particles sink to the bottom creating a sludge layer, and leaving a clearer liquid in the middle. When the sludge and scum layers get too thick, the tank needs to be pumped. The liquid remaining between the sludge and scum layers is partially treated wastewater called "effluent." There are 2 chambers in the septic tank which make the effluent go through the separation process twice.

2. The soil treatment effluent then moves to a soil treatment system, such as a drainfield under the yard, or a mound. In a conventional OSS, the gravity moves the effluent from the septic tank into and through the drainfield soil. For more information, see "[How a septic system works](#)".

Most new OSS now use an electric pump chamber rather than gravity to pump the effluent into the soil treatment system. When your system includes a pump chamber, it is a 3rd component that needs monitoring and maintenance.



How does the septic tank work?

When the wastewater from sinks, toilets, tubs, garbage disposals, and laundry leaves the house it goes into the septic tank.

This tank has 2 consecutive chambers in which a simple separation takes place.

The lighter waste floats to the top, and forms a "scum layer."

The heavier waste sinks to the bottom and forms the "sludge layer." The clear, or "clarified" liquid in the middle is what will go out to the drainfield after the second separation chamber.

While in the septic tank, anaerobic bacteria eat and digest suspended food and waste further clarifying the

wastewater that goes to the drainfield. The clearer the wastewater is, the easier it is for the drainfield to complete the purification process.

How does the drainfield work?

The drainfield is either spread out under your yard or built into your yard as a mound or other soil treatment system. No matter what kind of system you have, the function is the same. The drain field completes the treatment. The effluent (partially treated wastewater) is piped into the

drainfield, where it must trickle through sandy or loamy type soil for 2 or 3 feet. During this trickle down, aerobic bacteria and minerals in the soil break down the remaining organic material and kill the remaining germs. The soil also chemically locks up chemicals like phosphates.

If treatment is not completed during this part of the process, waste can contaminate the ground water, streams, lakes and create a Public Health hazard.

What happens during the rainy season is my drainfield compromised?

It can be if the drainfield is saturated, and the "effluent" (wastewater) doesn't have 2 to 3 feet to trickle down through. This can cause a Public Health hazard. However, current regulations prevent building drainfields where soils might become saturated. Therefore, your drainfield should work well year round unless:

It is very old. The site where the drainfield is has changed (caused by extensive landscaping changes, increased building around you), or you use more water than the system is designed for.

What kind of laundry soap should be used, powder or liquid?

Current research indicates that it doesn't matter which you use, powder or liquid, but what DOES MATTER are 2 things: 1) how much detergent you use per load, and 2) how often you wash clothes or dishes. An important way to maintain your system is to do loads of wash over several days rather than all in one day. Use the dishwasher sparingly, too.

Remember: the system works best when wastewater has time to separate, and the bacteria have time to break down the organic matter. Too much water going into the system too often rushes water through the system too fast.





PLIA's Heating Oil Pollution Liability Insurance Program

Why You Should Register

- Property owners are responsible for cleaning up contamination if their tank leaks.
- Pollution coverage is often not available from private insurance companies.

The coverage is free of charge to the owner. There is no premium or deductible required.

What Is Covered By This Insurance

- PLIA will pay up to \$60,000 to clean up contamination, not covered by other insurance, on your property and/or a neighboring property.
- The contamination must come from a leak that starts **after** a heating oil tank is registered with us. The tank may be underground, aboveground, or in a basement.
- The tank must be registered in the current owner's name.
- Reimbursement up to \$1,500 to repair damages on neighboring property (third party coverage), such as landscaping, flooring, painting, etc.

What Is Not Covered

Leaks from abandoned or decommissioned tanks, or other sources.

Leaks that start before registering with PLIA.

*Property restoration on your property (first party coverage).

- Removal/repair/replacement of the tank/lines/furnace (this does not include reimbursement of new tank replacement costs according to RCW 70.149.120).
Emergency heat restoration.
- Heating oil lost in the release.

Success Of The Program

This program began on January 1, 1996. As of July 2012, we have received more than 2,900 claims and spent more than \$27 million on cleanups.

Registration Information

- To register, you must complete and return the form on the reverse side of this brochure to PLIA.

We will mail you a confirmation of registration within 14 days.

- If you do not receive a confirmation letter within 14 days, please call us at **1-800-822-3905**.
- You must be registered with us **before** the leak starts in order for the cleanup to be covered.

How Claims Are Filed

You must first confirm that a release from your tank has occurred. Contact PLIA as soon as practicable to begin the claim process by calling **1-800-822-3905**. You will have 30 days from the date the tank is disconnected from the furnace to file a claim with us. Claims filed after 30 days will not be covered.

We will investigate the claim, which may include taking photos of your property and the failed tank.

*You must hire a contractor to do the cleanup from the list we will provide to you.

All work must be approved by us before the work begins.

The information in this publication does not include all the information in the insurance policy or rules governing the Heating Oil Pollution Liability Insurance Program (chapter 374-70 Washington Administrative Code). We will provide these documents to you if you need to file a claim, or at your request.



Published by:

State of Washington
Pollution Liability Insurance Agency
PO Box 40930
Olympia, WA 98504-0930
(800) 822-3905
Fax: (360) 407-0509
www.plia.wa.gov

ALTA Homeowner's Policy

COMPARE THE ADVANTAGES

There are generally 3 types of title policies that are issued to insure ownership of your home. The information below will help you understand the coverage variations. The American Land Title Association (ALTA) Homeowner's Policy has the most coverage available, but not all policy types may be available in each state. Discuss your selection with your local title provider.



		ALTA Standard Owners	ALTA Std. Policy with Extended Coverage	ALTA Home- owners
1	Someone else owns an interest in your title	✓	✓	✓
2	Someone else has rights affecting your title because of recorded leases, contracts, or options	✓	✓	✓
	Someone else has rights or claims based upon possession under an unrecorded lease or month-to-month tenancy		✓	✓
3	Someone claims to have rights affecting your title because of forgery or impersonation	✓	✓	✓
4	Someone else has a recorded easement on the land	✓	✓	✓
	Someone else has an unrecorded easement on the land		✓	✓
5	Someone else has a right to limit your use of the land	*	*	✓
6	Your title is defective. Some examples of these defects are:	✓	✓	✓
	Someone else's failure to have authorized a transfer or conveyance of your title	✓	✓	✓
	A defective judicial or administrative proceeding	✓	✓	✓
	A document (including an electronic document) on which your title is based	✓	✓	✓
	was signed using a falsified, expired, or otherwise invalid power of attorney	✓	✓	✓
	was not properly authorized, executed, created, signed, witnessed, sealed, acknowledged, notarized (including by remote online notarization), or delivered	✓	✓	✓
	was not properly filed, recorded, or indexed in the Public Records	✓	✓	✓
	The repudiation of an electronic signature by a person that executed a document because the electronic signature on the document was not valid under applicable electronic transactions law	✓	✓	✓
7	Any of Covered Risks 1 through 4 occurring after the policy date.			✓
8	Someone else has a lien on your title including a:			
	Lien of real estate taxes or assessments imposed on your title by a governmental authority that are due or payable, but unpaid;	✓	✓	✓
	Mortgage;	*	*	✓
	Judgment, state or federal tax lien;	*	*	✓
	Charge by homeowner's or condominium association assessed prior to policy date; or	*	*	✓
	Statutory Lien, attaching before or after the policy date, for service, labor, material, or equipment furnished in connection with an improvement or work related to the Land and furnished before the policy date	*	✓	✓
9	Someone else has an encumbrance on your title	*	✓	✓
10	Someone else claims to have rights affecting your title because of fraud, duress, incompetency, or incapacity	**	**	✓
11	You do not have actual vehicular and pedestrian access to and from the land, based upon a legal right	**	**	✓
12	You are forced to remove or remedy a violation existing at the policy date of any covenant, condition or restriction affecting the land, even if it is excepted in Schedule B		**	✓***

		ALTA Standard Owners	ALTA Std. Policy with Extended Coverage	ALTA Home-owners
13	Your title is lost because of a violation existing at the policy date of a covenant, condition or restriction, even if it is excepted in Schedule B			✓
14	The violation or enforcement of any law, ordinance, permit or government regulation (including those relating to building and zoning), but only to the extent of the violation or enforcement described in a notice recorded in the Public Records, that identifies a restriction, regulation, or prohibition relating to:			****
	the occupancy, use, or enjoyment of the land;	✓	✓	✓
	the character, dimensions, or location of an improvement on the land;	✓	✓	✓
	the subdivision of the land; or	✓	✓	✓
	Environmental remediation or protection on the land	✓	✓	✓
15	An enforcement of a governmental forfeiture, police, regulatory, or national security power, but only to the extent of the enforcement described in a notice recorded in the Public Records	✓	✓	✓****
16	Because of a violation existing at the policy date of a State or Municipal subdivision law or State or Municipal subdivision regulation affecting the land:			****
	You are unable to obtain a building permit from a Municipal authority;			✓
	You are ordered by a State or Municipal authority to remove or remedy the violation; or			✓
	Someone else refuses to perform a contract to purchase the land, lease it or make a mortgage loan on it based on that violation			✓
17	You lose your title because of the right to take the land by condemning it, if:			
	There is a notice of the exercise of the right recorded in the Public Records and the notice describes any part of the land; or	✓	✓	✓
	The taking happened before the policy date and is binding on you if you bought the land without knowing of the taking	**	**	✓
18	You are ordered by a State or Municipal authority to remove or remedy your existing structures – other than boundary walls or fences – because any portion was built without obtaining a building permit from the proper Municipal authority			✓****
19	You are ordered by a State or Municipal authority to remove or remedy your existing structures, because they violate an existing State or Municipal zoning law or zoning regulation			✓****
20	You are not able to use the land because use as a single-family residence violates an existing State or Municipal zoning law or zoning regulation			✓
21	You are forced to remove your existing structures because they encroach onto your neighbor's land		✓	✓****
22	Someone else exercises a legal right refusing to perform a contract to purchase the land, lease it or make a mortgage loan on it, because your neighbor's existing structures encroach onto the land		✓	✓
23	You are forced to remove your existing structures, which encroach onto an easement or over a building set-back line, even if the easement or building set-back line is excepted in Schedule B			✓
24	Your existing structures are damaged because of the exercise of the right to maintain or use any easement affecting the land, even if the easement is excepted in Schedule B			✓
25	Your existing improvements, are damaged because of the future exercise of a right to use the surface of the land for the extraction or development of oil, gas, minerals, groundwater or any other subsurface substance, even if those rights are excepted or reserved from the description of the land or excepted in Schedule B			✓
26	Someone else tries to enforce a discriminatory covenant, condition or restriction that they claim affects your title which is based upon race, color, religion, sex, handicap, familial status, or national origin	✓	✓	✓
27	A State or Municipal taxing authority assesses supplemental real estate taxes not previously assessed against the land for any period before the policy date because of construction or a change of ownership or use that occurred before the policy date	**	**	✓
28	Your neighbor builds any structures after the policy date – other than boundary walls or fences – which encroach onto the land			✓
29	Your title is unmarketable, which allows someone else to refuse to perform a contract to purchase the land, lease it or make a mortgage loan on it	✓	✓	✓
30	Someone else owns an interest in your title because a court order invalidates a prior transfer of the title under federal bankruptcy, state insolvency, or similar state or federal creditors' rights law	**	**	✓
31	The residence with the address shown in Schedule A is not located on the land at the policy date			✓
32	The map, if any, attached to the policy does not show the correct location of the land according to the Public Records			✓
33	Your coverage continues in full force and effect after you convey title to into Living Trust	✓	✓	✓
34	Your coverage continues in full force and effect after you convey title to your wholly owned corporation, partnership, or LLC	✓	✓	

For use in the following states: AK, AZ, CA, ID, MI, MN, MT, ND, SC, SD, TN, UT, WA and WY.

*The ALTA standard coverage Owner's Policy only provides coverage in these risk areas against recorded documents, and not for all risks.

**The policy only provides coverage here in certain limited circumstances, and not as broadly covered as the Homeowner's Policy.

***This coverage does not extend to any violation that relates to (a) any obligation to perform maintenance or repair on the land; or (b) environmental protection of any kind, including hazardous or toxic conditions or substances, unless there is a notice recorded in the Public Records, describing any part of the land, claiming a violation exists. Our liability for this coverage is limited to the extent of the violation stated in that notice.

****Our liability for this coverage is limited as stated in the Policy, which may be less than your actual loss or the Policy Amount.

Because of the nature of and location of certain properties, an inspection of the property may be necessary to determine if additional exceptions from coverage need to be shown in Schedule B of the ALTA Residential Policy or ALTA Homeowner's Policy, which will be noted in the preliminary report. The foregoing chart is intended to highlight only some important aspects of coverage and is not to be construed as expanding or limiting the coverage as set forth in the before mentioned policies. Copies of these policies are available upon request. Decisions on coverage should be made only after a complete review of all of the language of the policies themselves.



REALESTATEBROKERAGEINWASHINGTON

Introduction

This pamphlet provides general information about real estate brokerage and summarizes the laws related to real estate brokerage relationships. It describes a real estate broker's duties to the seller/landlord and buyer/tenant. Detailed and complete information about real estate brokerage relationships is available in chapter 18.86 RCW.

If you have any questions about the information in this pamphlet, contact your broker or the designated broker of your broker's firm.

LicensingandSupervisionofBrokers

To provide real estate brokerage services in Washington, a broker must be licensed under chapter 18.85 RCW and licensed with a real estate firm, which also must be licensed. Each real estate firm has a designated broker who is responsible for supervising the brokers licensed with the firm. Some firms may have branch offices that are supervised by a branch manager and some firms may delegate certain supervisory duties to one or more managing brokers.

The Washington State Department of Licensing is responsible for enforcing all laws and rules relating to the conduct of real estate firms and brokers.

AgencyRelationship

In an agency relationship, a broker is referred to as an “agent” and the seller/landlord and buyer/tenant is referred to as the “principal.” For simplicity, in this pamphlet, seller includes landlord, and buyer includes tenant.



For Sellers

A real estate firm and broker must enter into a written services agreement with a seller to establish an agency relationship. The firm will then appoint one or more brokers to be agents of the seller. The firm’s designated broker and any managing broker responsible for the supervision of those brokers are also agents of the seller.



For Buyers

A real estate firm and broker(s) who perform real estate brokerage services for a buyer establish an agency relationship by performing those services. The firm’s designated broker and any managing broker responsible for the supervision of that broker are also agents of the buyer. A written services agreement between the buyer and the firm must be entered into before, or as soon as reasonably practical after, a broker begins rendering real estate brokerage services to the buyer.



For both Buyer and Seller - as a Limited Dual Agent

A limited dual agent provides limited representation to both the buyer and the seller in a transaction. Limited dual agency requires the consent of each principal in a written services agreement and may occur in two situations: (1) When the buyer and the seller are represented by the same broker, in which case the broker’s designated broker and any managing broker responsible for the supervision of that broker are also limited dual agents; and (2) when the buyer and the seller are represented by different brokers in the same firm, in which case each broker solely represents the principal the broker was appointed to represent, but the broker’s designated broker and any managing broker responsible for the supervision of those brokers are limited dual agents.



Duration of Agency Relationship

Once established, an agency relationship continues until the earliest of the following:

1. Completion of performance by the broker;
2. Expiration of the term agreed upon by the parties;
3. Termination of the relationship by mutual agreement of the parties; or
4. Termination of the relationship by notice from either party to the other. However, such a termination does not affect the contractual rights of either party.

Written Services Agreement

A written services agreement between the firm and principal must contain the following:

1. The term (duration) of the agreement;
2. Name of the broker(s) appointed to act as an agent for the principal;
3. Whether the agency relationship is exclusive (which does not allow the principal to enter into an agency relationship with another firm during the term) or nonexclusive (which allows the principal to enter into an agency relationship with multiple firms at the same time);
4. Whether the principal consents to limited dual agency;
5. The terms of compensation;
6. In an agreement with a buyer, whether the broker agrees to show a property when there is no agreement or offer by any party or firm to pay compensation to the broker's firm; and
7. Any other agreements between the parties.

A Broker's Duties to All Parties

A broker owes the following duties to all parties in a transaction:

1. To exercise reasonable skill and care;
2. To deal honestly and in good faith;
3. To timely present all written offers, written notices, and other written communications to and from either party;
4. To disclose all existing material facts known by the broker and not apparent or readily ascertainable to a party. A material fact includes information that substantially adversely affects the value of the property or a party's ability to perform its obligations in a transaction, or operates to materially impair or defeat the purpose of the transaction. However, a broker does not have any duty to investigate matters that the broker has not agreed to investigate;
5. To account in a timely manner for all money and property received from or on behalf of either party;
6. To provide this pamphlet to all parties to whom the broker renders real estate brokerage services and to any unrepresented party;
7. To disclose in writing who the broker represents; and
8. To disclose in writing any terms of compensation offered by a party or a real estate firm to a real estate firm representing another party.

A Broker's Duties to the Buyer or Seller

A broker owes the following duties to their principal (either the buyer or seller):

1. To be loyal to their principal by taking no action that is adverse or detrimental to their principal's interest in a transaction;
2. To timely disclose to their principal any conflicts of interest;
3. To advise their principal to seek expert advice on matters relating to the transaction that are beyond the broker's expertise;
4. To not disclose any confidential information from or about their principal; and
5. To make a good faith and continuous effort to find a property for the buyer or to find a buyer for the seller's property, until the principal has entered a contract for the purchase or sale of property or as agreed otherwise in writing.

LimitedDualAgentDuties

A limited dual agent may not advocate terms favorable to one principal to the detriment of the other principal.

A broker, acting as a limited dual agent, owes the following duties to both the buyer and seller:

- 1.To take no action that is adverse or detrimental to either principal's interest in a transaction;
- 2.To timely disclose to both principals any conflicts of interest;
- 3.To advise both principals to seek expert advice on matters relating to the transaction that are beyond the limited dual agent's expertise;
- 4.To not disclose any confidential information from or about either principal; and
- 5.To make a good faith and continuous effort to find a property for the buyer and to find a buyer for the seller's property, until the principals have entered a contract for the purchase or sale of property or as agreed otherwise in writing.

Compensation

In any real estate transaction, a firm's compensation may be paid by the seller, the buyer, a third party, or by sharing the compensation between firms. To receive compensation from any party, a firm must have a written services agreement with the party the firm represents (or provide a "Compensation Disclosure" to the buyer in a transaction for commercial real estate).

A services agreement must contain the following regarding compensation:

- 1.The amount the principal agrees to compensate the firm for broker's services as an agent or limited dual agent;
- 2.The principal's consent, if any, and any terms of such consent, to compensation sharing between firms and parties; and
- 3.The principal's consent, if any, and any terms of such consent, to compensation of the firm by more than one party.

ShortSales

A "short sale" is a transaction where the seller's proceeds from the sale are insufficient to cover seller's obligations at closing (e.g., the seller's outstanding mortgage is greater than the sale price). If a sale is a short sale, the seller's real estate firm must disclose to the seller that the decision by any beneficiary or mortgagee, to release its interest in the property for less than the amount the seller owes to allow the sale to proceed, does not automatically relieve the seller of the obligation to pay any debt or costs remaining at closing, including real estate firms' compensation.



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