



**ANTHONY TEAM REALTY**

MORE KNOWLEDGE, EXPERIENCE, TECHNOLOGY, RESULTS.



WELCOME HOME

TIM SHEFFERLY | REALTOR® BROKER | ANTHONY TEAM REALTY



MORE KNOWLEDGE, EXPERIENCE, TECHNOLOGY, RESULTS.



## Tim Shefferly

Realtor® Broker

Anthony Team Realty

(317) 843-7766

(317) 220-6002

[tim.shefferly@talktotucker.com](mailto:tim.shefferly@talktotucker.com)

[anthonyteamrealty.com](http://anthonyteamrealty.com)

### About Tim

Tim is your real estate coach for buying or selling your home.

His success in real estate is due to passion, professionalism and commitment to serving whatever your real estate needs may be. Tim is constantly educating himself on the latest trends in the marketplace so he can find the right home for you or price your home to sell accordingly. He has an amazing team behind him to help in all facets of the real estate transaction.

In addition to being a real estate broker, Tim also coaches for the Hamilton Southeastern boys lacrosse team. Coaching has taught him many valuable lessons on staying calm in the heat of the moment. This kind of on-the-field team experience equips him to confidently guide you throughout the process of buying or selling a home.

Prior to becoming a real estate agent, Tim was an at-home dad raising two boys. In that 18+ years, he learned quickly what comforts, designs, and features help make a home a perfect fit.

# BUYING PROCESS OVERVIEW

Your guide to purchasing your new home

- 1 THE BENEFITS OF HOME OWNERSHIP
- 2 AN OVERVIEW OF THE HOME BUYING PROCESS
- 3 WHY YOU NEED A BUYER'S AGENT
- 4 YOU AND YOUR SALES ASSOCIATE
- 5 CREDIT AND YOU
- 6 GET PREAPPROVED
- 7 IDENTIFY YOUR WANTS AND NEEDS
- 8 FOCUS YOUR HOME SEARCH
- 9 PRESENT AN OFFER
- 10 NEGOTIATE YOUR TERMS
- 11 FROM CONTRACT TO CLOSE
- 12 ENJOY YOUR NEW HOME

GLOSSARY



MORE KNOWLEDGE, EXPERIENCE, TECHNOLOGY, RESULTS.



# 1

## BENEFITS OF HOME OWNERSHIP

### 7 Reasons to Own Your Home

---

**1. Tax breaks.** The U.S. Tax Code lets you deduct the interest you pay on your mortgage, your property taxes, as well as some of the costs involved in buying your home.

**2. Appreciation.** Real estate has long-term, stable growth in value. While year-to-year fluctuations are normal, median existing-home sale prices have increased on average 6.5 percent each year from 1972 through 2005. In addition, the number of U.S. households is expected to rise 15 percent over the next decade, creating continued high demand for housing.

**3. Equity.** Money paid for rent is money that you'll never see again, but mortgage payments let you build equity ownership interest in your home.

**4. Savings.** Building equity in your home is a ready-made savings plan. And when you sell, you can generally take up to \$250,000 (\$500,000 for a married couple) as gain without owing any federal income tax.

**5. Predictability.** Unlike rent, your fixed-mortgage payments don't rise over the years so your housing costs may actually decline as you own the home longer. However, keep in mind that property taxes and insurance costs will increase.

**6. Freedom.** The home is yours. You can decorate any way you want and benefit from your investment for as long as you own the home.

**7. Stability.** Remaining in one neighborhood for several years gives you a chance to participate in community activities, lets you and your family establish lasting friendships, and offers your children the benefit of educational continuity. Online resources: To calculate whether buying is the best financial option for you, use the "Buy vs. Rent" calculator at [www.GinnieMae.gov](http://www.GinnieMae.gov).

# 2

## THE BUYING PROCESS

Step-by-step-process to buying a home



Our agent is amazing!

We have used her

before and will again.

~Tammy

### 3

## WHY YOU NEED A BUYERS AGENT

You'll Have an Expert to Guide You Through the Process

---

Buying or selling a home requires forms, reports, documents, and statements. A knowledgeable expert will help you prepare the best deal and avoid delays or costly mistakes.

**Get objective information and opinions.** I can provide local community information on utilities, zoning, schools, and more. I'll also be able to provide objective information about each property. I will be able to help you answer these two important questions: Will the property provide the environment I want for a home or investment, and will the property have resale value when I am ready to sell?

**Find the best property out there.** It will take some investigation by your REALTOR® to find all available properties.

**Benefit from our negotiating experience.** There are many negotiating factors, including but not limited to, price, financing, terms, date of possession, and inclusion or exclusion of repairs, furnishings, or equipment. I can advise you as to which investigations and inspections are recommended or required.

**Before you talk to a builder, talk to me.** I am your new home specialist. There is no cost to you. I know what you should receive and what "extras" might be available. Questions concerning site location, builder, design and decor are important, and I can provide insight into which amenities will add to the resale value of your home. I know you are building not only for today... but also for tomorrow.

**When visiting an open house.** The agent who is holding the open house represents the seller. Their fiduciary duty is to the seller, which means they must represent the seller to the best of their abilities. Anything you say to that agent can be used during negotiations. A buyer's agent always has your best interests in mind. If you are already working with a buyer's agent, be sure to let the open house agent know with whom you are working.

# 4

## YOU AND YOUR SALES ASSOCIATE

### Sales Associates Depend on You

---

Sales Associates spend many hours holding houses open, researching financing alternatives, keeping abreast of the current market and market trends, and pursuing continuing education studies. All of this activity (and much more) is done with a desire and a dedication to earn the loyalty of clients and build a reputation for efficient, friendly and professional service. Each Associate's success depends on referrals, recommendations and repeat business.

The Tucker Sales Associate you choose can give you information about any property on the market, even when the sign in the front yard belongs to another company or a builder. You only need one Sales Associate to help you find the home of your dreams.

#### **Sales Associates are Self-employed**

Self-employed means that a Sales Associate does not receive a salary, a company car, an expense account, vacation pay, insurance or retirement benefits, etc. In addition to these expenses, the Associate also pays license fees, Brokers Listing Cooperative® fees and annual membership dues to local, state and national REALTOR® associations.

Each Tucker Associate has a contractual agreement with the F. C. Tucker Company, Inc. This agreement states that the individual may list and sell real estate as an Independent Contractor representing the F. C. Tucker Company.

#### **Sales Associates Earn Commissions**

At the time of closing, after all the work has been completed to the satisfaction of everyone concerned, the real estate commission is subtracted from the seller's proceeds. This commission is then divided between the company and the Sales Associate representing the seller, and the company and Sales Associate representing the buyer.

Each member of the Tucker Team is dedicated to giving each client (past, present and future) the very best service. They exemplify the professionalism you've come to expect when you Talk to Tucker®— Indiana's #1 Real Estate Company.



Our agent was on top of the whole process, she constantly had updates on amendments, timelines, etc ... before I even thought to ask for them.

~ Matt



You helped us tremendously  
when settling into Indy!

We will always appreciate  
that, and will certainly pass  
on your information to  
family and friends.

~Ryan

  
**ANTHONY TEAM REALTY**  
MORE KNOWLEDGE, EXPERIENCE, TECHNOLOGY, RESULTS.

# 5

## CREDIT AND YOU

### What You Can Do to Improve Your Credit

---

Credit scores, along with your overall income and debt, are big factors in determining whether you'll qualify for a loan and what your loan terms will be. So, keep your credit score high by doing the following:

1. **Obtain free credit report** from [www.annualcreditreport.com](http://www.annualcreditreport.com) and check for any errors but discuss with lender before making any corrections or paying off anything if within 12 months of buying.
2. **Pay down credit card bills.** If possible, pay off the entire balance every month. Transferring credit card debt from one card to another could lower your score.
3. **Don't charge your credit cards to the maximum limit.**
4. **Don't order items on credit** such as appliances and furniture, until the day after you close on your new home.
5. **Don't open new credit card accounts before applying for a mortgage.** Too much available credit can lower your score.
6. **Shop for mortgage rates all at once.** Too many credit applications can lower your score.
7. **Avoid finance companies.** Even if you pay the loan on time, the interest is high and it will probably be considered a sign of poor credit management.

This information is copyrighted by the Fannie Mae Foundation and is used with permission of the Fannie Mae Foundation. To obtain a complete copy of the publication, "Knowing and Understanding Your Credit", visit [www.homebuyingguide.org](http://www.homebuyingguide.org).



James provided stellar service in an extremely competitive, low-inventory, seller's market. He was aggressive in finding potentially good matches and getting us in for early showings. He and the team provided strategies that ultimately helped us win our home in a multi-offer situation.

~Shannon & Filiberto

# 6

## GET PREAPPROVED

We Recommend that You Begin the Loan Preapproval Process

---

Getting preapproved requires that a lender verify your financial information, and it serves as their commitment to lend a specified amount based on that information. It will give you a number of advantages. When you find a property, sellers will take your offer more seriously given that you have a lender that has committed to backing your offer.

It also gives you the assurance that you're looking at homes you can confidently afford to finance. Your efforts will be focused on properties that match your financing abilities.

You'll have an edge over other buyers who aren't preapproved. In situations where there are multiple offers on a property, this can be the difference between having your offer accepted or losing the property to another buyer.

I'm eager to help you get preapproved either through Tucker Mortgage or any other company.



## FINANCING METHODS

### Fixed-Rate Mortgage

The interest rate stays the same for the entire term of the loan —usually 15 or 30 years — so the interest and principal portions of your monthly payment remain the same. Your payments are stable and predictable, but initial interest rates tend to be higher on a fixed-rate mortgage than on adjustable-rate loans.

### Adjustable-Rate Mortgage (ARM)

The interest on an adjustable-rate mortgage is linked to a financial index, such as a Treasury security, so your monthly payments can vary, up or down, over the life of the loan - usually 30 years. Some adjustable-rate mortgages have a cap on the interest rate increase to protect the borrower. The lower initial payments on ARMs make it easier for buyers to qualify.

### Conventional Loan

A conventional loan can have as little as 3% down with mortgage insurance. To avoid mortgage insurance, you have to have a minimum of 20% down. The maximum amount for conventional loans is \$424,100. Loans above \$424,100 require a jumbo loan. The advantage of a conventional loan is that there is no upfront mortgage insurance payment and mortgage insurance can be removed when you have paid the loan down to 80%.

### FHA

An FHA loan requires at least a 3.5% down payment. The advantage of an FHA loan is that it has lower credit score guidelines and allows higher debt to income ratios to qualify. This is generally a good choice for first time homebuyers, but be sure to talk to a trusted lender to determine if this is the right product for you.

### VA

A VA loan requires zero down payment and does not require mortgage insurance. It also has lower credit score guidelines and allows higher debt to income ratios. This loan is reserved for qualified veterans. To determine if you qualify, you can work with your trusted lender to obtain your certificate of eligibility.

### USDA

USDA loans require zero down payments, but they do require guarantee insurance, which is similar to mortgage insurance. Homes are restricted to designated rural areas determined by USDA, and USDA has maximum household income limits for eligibility.





## LOAN PREAPPLICATION CHECK LIST

When applying for a mortgage, your Tucker Mortgage loan officer will require some information and documentation to finalize the application.

### Information Needed For Application

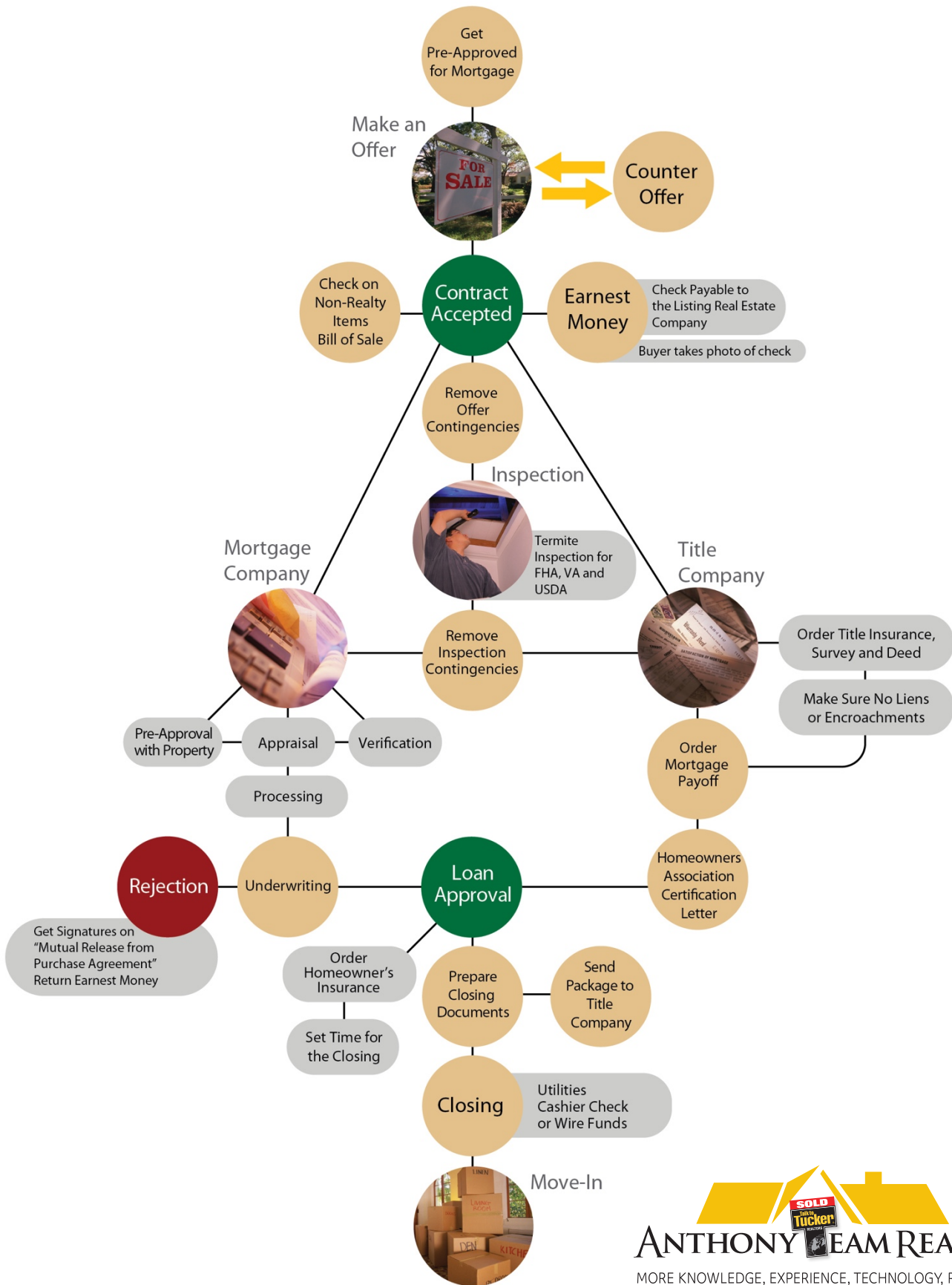
1. Full Name, date of birth, and Social Security Numbers for all borrowers
2. Last 2 year's residence history (dates included)
3. Last 2 years employment history (dates and job title)

### Documentation Needed For Application

1. Last 2 pay stubs for all borrowers
2. Last 2 years W2's / 1099's for all borrowers
3. Last 2 months bank statements (all pages)

Additional Items may be required

# LOAN PROCEDURES CHART



# 7

## IDENTIFY YOUR WANTS AND NEEDS Discover What is Most Important to You

---

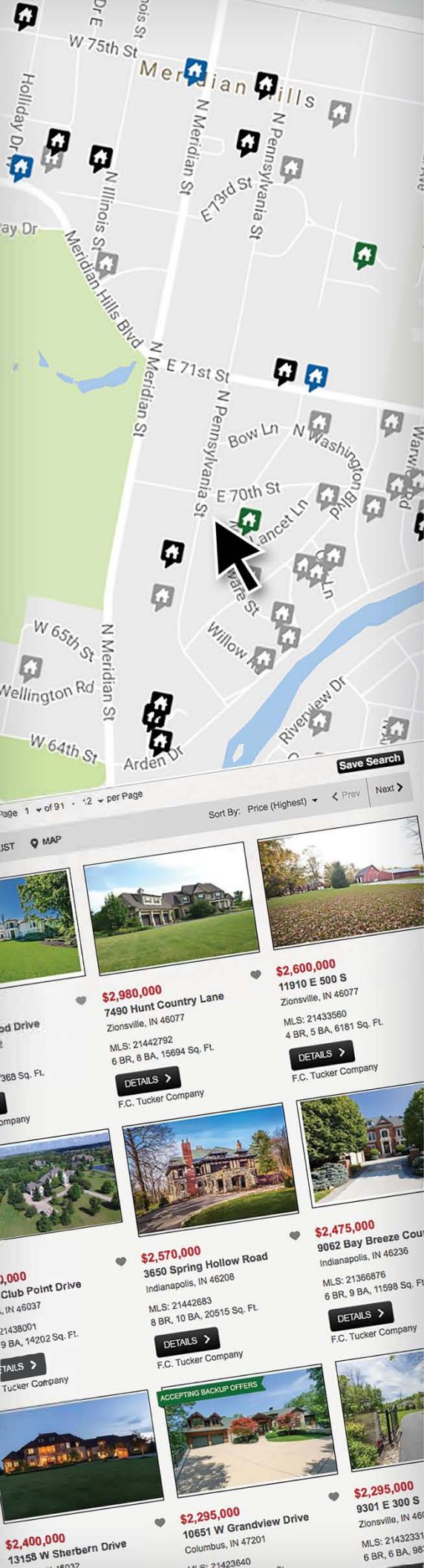


What are you looking for in your next home? How much space will you need? Are there specific amenities you can't live without? These are all important questions to ask yourself as you begin the home search process. I will open the door to a bigger and better real estate market and create a plan that will allow you to find a home that's as unique as you.

Thank you, thank you,  
thank you! You made  
our dream of owning a  
home come true. You  
are patient and take the  
time to make sure  
your clients are your  
highest priority.

~ Tamekia





# 8

## FOCUS YOUR HOME SEARCH

Utilize our Tools and Expertise to Simplify the Process

As you begin your home search, I will provide you with access to all properties in the Brokers Listing Cooperative® (BLC®). By constantly monitoring properties that come on the market, price changes and appraised values, I will guide you through this ever-changing market. When you find a property that you would like to visit, I will then work with the seller's agent to coordinate a day and time that works with your schedule. Additionally, F.C. Tucker has a wide array of innovative technology tools that we can use to make sure you never miss an opportunity.

### TalkToTucker.com

- Every home listed in Central Indiana
- Most accurate data available
- See homes the minute they come on the market
- Custom neighborhood searches with thousands of photos available nowhere else
- Easy access to open houses, new listings and home vendors
- Enter the street address of any home for sale in central Indiana. You'll get price, photos, features and more. Find homes for sale nearby with your phone's GPS.

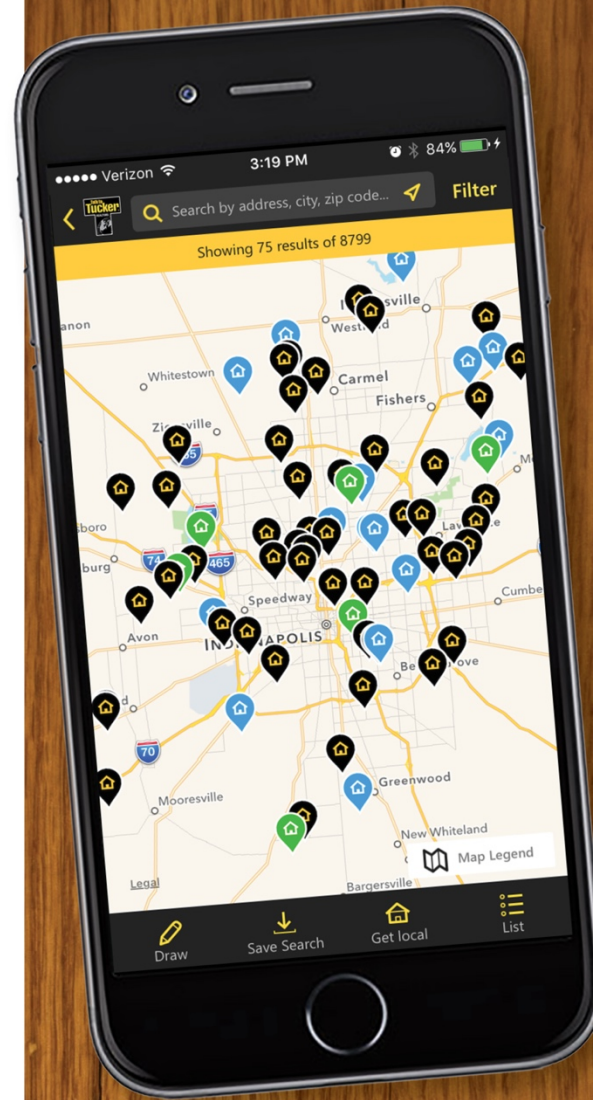
Your one-stop solution for real estate.



## Tucker App

Why use the new Tucker App to search for homes?

- It's FAST. New listings appear within minutes of hitting the market.
- National search sites can't match our speed or accuracy.
- The Tucker app has 100% of the homes, not just ours, everyone's. You don't need to look anywhere else. And the app is so easy to use, you won't WANT to look anywhere else.
- Over 6,500 Tucker-exclusive photos of over 800 neighborhoods—photos not found on any other app.
- In-depth statistics and analysis at the neighborhood level.
- Find out what homes have sold for and which ones are pending.
- The new Tucker app is one of the only places to accurately see which homes are accepting backup offers.
- Find every upcoming open house from every participating company.
- Create advanced saved searches and save your favorite homes.
- If you wish, you'll receive daily emails of new listings and/or price changes.
- You can even take private notes, and add your own photos to listings as you tour homes during your buying process.



# BLC® EXAMPLE SHEET

## 12345 S Main Road Indianapolis, IN 46201

Prop Sub/Trans: **Single Fam/Sale** Media: **24** Status: **Active**  
 School Dist: **Main Street Community** Area: **0000 - Marion - Center** BLC#: **21400000** List/MoRnt \$: **\$500,000**  
 Subdivision: **NO SUBDIVISION** Virtual Tour: <http://virtualTourHere.com> DOM/CDOM: **5/319** Year Built: **2016**  
 Legal Desc: **MINOR PLAT 000 LOT 0 0.00** New Const: **No** Stage: Map: **S-0000 E-0000**  
 Bldr/Prct/Cont:



Tax ID: **000000000** MultiTax ID: Solid Waste: **No**  
 Semi Tax: **\$2,500** Tax Year Due: **2014** Tax Exempt: **HmTxEx, MortTaxEx**

	Soft
Upper:	0
Main:	3,959
Apprx M/U Ttl:	3,959
Basement:	1,462
Apprx M/U & Bsmt:	5,421
% Fin Bsmt:	75+%
Source:	Floorplan

	FB	HB	BD
Upper:	0	0	0
Main:	2	1	4
Bsmt:	0	1	0
Total:	2	2	4

Beds: **4**  
 Baths: **2/2**  
 # Rooms: **12**  
 Floor #: **1 Level**  
 Levels: **1 Level**  
 Unit Entry Lvl:

Garage: **Yes, 3CarAttach, GarDrOpenr, FinGarage, LoadSide, ServiceDoor**  
 Parking: **Fireplace: 1, FamilyRm, GasLog**  
 Basement: **Yes, 9ft+Ceil, Finished, DayliteWin**  
 Foundation: **BsmtPrCnc**

Recent: **06/07/2017 : NEW**

### Room Information

Room Type	Dimensions	Level	Floors	Window Trtmnt	Room Type	Dimensions	Level	Floors	Window Trtmnt
Master Bedroom	20x19	Main	Carpeting	Yes	2ndBedroom	12x12	Main	Carpeting	Yes
3rdBedroom	14x12	Main	Carpeting	Yes	4thBedroom	14x12	Main	Tile-Ceramic	Yes
BonusRoom	11x08	Basement	Carpeting	No	BonusRoom	11x10	Basement	Other	No
BreakfastRoom	14x09	Main	Tile-Ceramic	Yes	DiningRoom	15x12	Main	Carpeting	Yes
FamilyRoom	22x22	Main	Carpeting	Yes	Kitchen	18x16	Main	Tile-Ceramic	Yes
LivingRoom	17x15	Main	Carpeting	Yes	Office	19x14	Main	Carpeting	Yes
Rec/PlayRm	22x18	Basement	Carpeting	No	Workshop	22x17	Basement	Other	No

### Directions

South on Main Street from Main Road is on the east side of road Turn South-County Road will curve and become Main Street.

### Agent to Agent Remarks: Exclusions & Commission Disclosures & Financial Information

#### Pre-Qual Only

	Description
Lifestyle: <b>Detached</b>	Arch Style: <b>Contemp</b>
Exterior: <b>Brick</b>	Porch: <b>PatioCovrd, PorchCovrd</b>
Master Bedroom: <b>DblSinks, FullShrStl, SplitBedRm, Suite, WalkinClos</b>	Areas: <b>FoyerLarge, Jk&amp;JilBath, FormalLvRm, LndryRmMn</b>
Appliances: <b>CookTopEle, Dishwasher, GrbgDispsl, Microwave, OvenBltIn, OvenCnvctn, OvenDouble, Refrigratr, WarmDrawer</b>	Eating Area: <b>BrkfstBar, BrkfstRoom, FormalDR, PntryWkIn</b>
Equipment: <b>SmokeAlarm, SmpPmp w/Bac, SmpPmpDual, SurrndSnd, WtrSftnPd</b>	Interior Amen: <b>B/IBkShlv, CeilCath, CeilRsed, WlkInClos, WinTherm, WdWkPaintd</b>
Lot Info: <b>CreekOnPrp, NotInSubdv, TreeMature</b>	Exterior Amen: <b>BarnPole, DrvConcret, DrvGravel</b>
Lot Size: <b>403,366</b> Acres: <b>5-10 Acres</b>	# of Acres: <b>9.26</b> Condo Descrip:

### Utilities/Environmental

Heating: <b>HeatPump</b>	Fuel: <b>Electric</b>	Green Certificate: <b>No</b>
Cooling: <b>CeilPadFan, CentrIElec, HeatPump</b>	Primary Wtr Source: <b>PrivWell</b>	
Water Heater: <b>Electric</b>	Primary Sewage Disp: <b>Septic</b>	
Utility Option: <b>HighSpdAvl</b>		

### Financial/Association Information

Possible Financing: **Conventnl, ICON** Fee Paid: Fee Amnt:  
 Ownership Int: **NoAssoc**

# 9

## PRESENT AN OFFER

Stay Competitive and Achieve Your Goals

---

Before an offer is even written, I will provide you with a snapshot of the marketplace, including listings in the area that are comparable to the property you want. This crucial information will help establish an appropriate starting offer and ensure that your offer stays competitive.

I will then write the offer and present it with the necessary research and documentation to the seller's agent for review.

### Paperless Documentation

The home sale process can generate hundreds of pages of paperwork that must be exchanged, delivered and saved. F.C. Tucker uses a leading paperless solution through Dotloop™ to securely manage your documents. This cloud-based program allows everyone involved in your transaction to securely manage, share and sign documents through mobile technology. We can even include your loan officer in the "loop."



My first home purchase experience was easier than I expected because of Jim's caring support and attention to detail. Knowing that he was always one step ahead and looking out for me throughout the process was priceless. Thank you! ~ Yolanda

Our agent was responsive to our specific needs. All questions through the process were answered quickly. We felt confident with each suggestion or suggested course of action. We value your services and would definitely use The Anthony Team again.

~ Ric & Jen

# 10

## NEGOTIATE YOUR TERMS

Use a Strategic Approach to Reach an Agreement

---

**Offer.** You will work with your buyer's agent to create a purchase agreement. The purchase agreement is where you set out the specific terms under which you will purchase the property. You can negotiate price, possession, closing date, which appliances stay with the home, taxes, inspection, and much more. I will help you determine the best approach to negotiating each of the items. The seller can then accept, reject or counter your offer.

**Counteroffer.** The counteroffer(s) is where you and the seller work toward an agreement acceptable to both parties. There may be several counteroffers before you reach the final agreement.

**Earnest Money.** Earnest money allows the buyer the opportunity to show the seller that they are "earnest" about their offer. Earnest money is submitted with an offer and the check is deposited and held by the listing agent's broker upon acceptance of the offer. Earnest money is held in a non-interest bearing account and is applied to the buyer's down payment costs at closing.

**Contingencies.** Contingencies are conditions that must be met for the purchase of the home to proceed. Common contingencies include financing, inspection, insurance and appraisal.

## FROM CONTRACT TO CLOSE

Work with Our Team to Ensure a Seamless Experience

---

### After the sale and prior to closing, I will

- Refer you to Tucker's Home Services— an exclusive service for Tucker customers— which will offer you the services of a personal service coordinator.
- Assist in obtaining a homeowners' insurance policy.
- Coordinate possession details and final utility readings.
- Help you arrange for any necessary inspections of the property in order to evaluate the major elements of the home and review the report with you.
- Assist you in determining the appropriate financing and help you select the best financial institutions to obtain your mortgage.
- Inform you of the amount that your wire transfer will need to be at the time of closing. Most banks require ten days for any deposit to clear before they will issue a wire transfer.
- Assist you in obtaining a Power of Attorney if needed.

**Appraisal.** For purchases where a lender is involved, the appraisal is ordered by the lender. The appraisal must meet the purchase price of the home for the lender to agree to finance the purchase. Appraisals are a subjective opinion of the market value of the property and, thus, can sometimes come in lower than the purchase price of the property.

**Inspection.** The inspection process is designed to help the buyer understand the condition of the home they are purchasing. I always recommend that a buyer get a home inspection. The inspection is ordered by the buyer and paid for at the time of the inspection. An inspector will look for safety issues, major repair items and maintenance items. Once the inspection is complete, we will work together to determine if we want the seller to make repairs to the home before the purchase moves forward.

**Insurance.** Homeowners will need to apply for homeowner's insurance. They should be prepared to provide the BLC® sheet to their insurance agent. Flood insurance can be costly, so it is important for a buyer to know if flood insurance will be required.

**Final Walkthrough.** The final walkthrough is an opportunity for the buyer to ensure that all repairs have been made and that the sellers have left the home in "broom swept" condition. Buyers should also make sure that all appliances that the sellers agreed to leave are in the home.



# 12

## ENJOY YOUR NEW HOME

The Best is Yet to Come

---

Now that the home is officially yours, the fun part begins. Do you need to hire a moving company, painter, plumber or any other professional? I can recommend a number of experienced and reliable contractors in the area to make sure life in your new home is off to a great start.

### **Tucker Home Services**

No one can serve you better than F.C. Tucker's Home Services network. Your dedicated Personal Service Coordinator will work with you to provide the information and services you need before, during and after your move. Through F. C. Tucker's Home Services you will receive a higher level of service and may receive savings for a variety of requests including, roofing & siding, moving companies, security systems, general contractors, lawn care/ landscaping, painters, heating & cooling, carpet cleaners, flooring, plumbing, carpentry, windows & doors, electricians, remodeling, window treatments and over 200 additional services.

### **Home Warranties**

Home warranties are designed to insure the home buyer against budget-busting repairs of critical systems in your new home. It is important for the buyer to understand any limitations to their coverage and to call the home warranty company first if a repair is needed.

As an agent, I work largely by referral. If you would like your friends and family to experience the same customer service that I offered to you, please do not hesitate to refer them to me.

# WHY THE F.C. TUCKER COMPANY?

## The Benefits of Buying Your Home Through the F. C. Tucker Company

---

- Serving Indiana's real estate needs since 1918.
- Indiana's Largest Real Estate Company. The *Indianapolis Business Journal* has ranked the F. C. Tucker Company as the undisputed leader in the Indianapolis real estate marketplace.
- With our growing network of statewide affiliates, we're also the undisputed leader in Indiana and one of the largest independent REALTORS® in the nation.
- We know that the ONLY reason we're Indiana's number one real estate firm is because we do our best to insure the complete satisfaction of ALL of our clients. When you're looking to buy or sell a home, talk to the company that's talking success—Talk to Tucker®.
- F. C. Tucker is a member of the Realty Alliance, a strategic alliance of the top 50 independent real estate companies in the nation.
- We are members of the Leading Real Estate Companies of the World, the #1 Global Referral Network. Your property is marketed to buyers on six continents.
- The F. C. Tucker Company's market penetration is one of the highest in the United States.



# GLOSSARY

---

**Adjustable-Rate Mortgage (ARM):** A loan characterized by a fluctuating interest rate, usually one tied to a bank or savings and loan association cost-of-funds index.

**Agent:** Like brokers, real estate agents (REALTORS®, sales associates, licensees, etc.) are trained and licensed to conduct real estate transactions. Agents, however, must operate under the supervision of a broker, and their training is not as extensive.

**Amortized loan:** A loan in which the principal as well as the interest is payable in monthly or other periodic installments over the term of the loan.

**Appraisal:** An estimate of the quantity, quality or value of something. The process through which conclusions of property value are obtained; also refers to the report that sets forth the process of estimation and conclusion of value.

**Appreciation:** An increase in the worth of value of a property due to economic or related causes, which may prove to be either temporary or permanent; opposite of depreciation.

**Assessed value:** The valuation placed upon property by a public tax assessor for the purposes of taxation.

**Broker:** A real estate broker is a person licensed to carry out real estate transactions and receive a fee for these activities.

**Brokerage:** The bringing together of parties interested in making a real estate transaction.

**Chain of title:** The succession of conveyances, from some accepted starting point, whereby the present holder of real property derives title.

**Closing:** The occasion when a sale is finalized; the buyer signs the mortgage and closing costs are paid.

**Closing agent:** Presides over the closing; works on the buyer's behalf to transfer title and ownership from the seller to the buyer.

**Closing costs:** Expenses (over and above the price of the property) incurred by buyers and sellers in transferring ownership of a property.

**Closing statement:** A detailed cash accounting of a real estate transaction showing all cash received, all charges and credits made and all cash paid out in the transaction.

**Cloud on title:** Any document, claim, unreleased lien or encumbrance that may impair the title to real property or make the title doubtful; usually revealed by a title search and removed by either a quitclaim deed or suit to quiet title.

**Collateral:** Property pledged as security for a debt, such as the real estate pledged as security for a mortgage.

**Commission:** Payment to a broker for services rendered, such as in the sale or purchase of real property; usually a percentage of the selling price of the property.

**Competitive Market Analysis (CMA):** A comparison of the prices of recently sold homes that are similar to a seller's home in terms of location, style and amenities.

**Contingency:** A condition that must be met before a contract is legally binding.

**Conventional loan:** A loan that requires no insurance or guarantee.

**Counteroffer:** A new offer made in response to an offer received. It has the effect of rejecting the original offer which cannot be accepted thereafter unless revived by the offeror.

**Debt-to-income ratio:** The ratio used to qualify potential borrowers for a loan. Compares total monthly housing expense and other debt with total monthly income.

**Deed:** A written instrument that, when executed and delivered, conveys title to or an interest in real estate.

**Default:** Failure to make mortgage payments on a timely basis or to comply with other conditions of the mortgage.

**Discount point:** A unit of measurement used for various loan charges; one point equals one percent of the amount of the loan.

**Down payment investment:** Part of the purchase price which the buyer pays in cash and does not finance with a mortgage.

**Earnest money:** Money deposited by a buyer under the terms of a contract, to be forfeited if the buyer defaults but applied to the purchase price if the sale is closed.

**Easement:** A right to use the land of another for a specific purpose, such as for a right-of-way or utilities.

**Equity:** The interest or value that an owner has in property over and above any indebtedness.

**Escrow account:** The trust account established by a broker under the provisions of the license law for the purpose of holding funds on behalf of the broker's principal or some other person until the consummation or termination of a transaction.

**Evidence of title:** Proof of ownership of property; commonly a certificate of title, an abstract of title with lawyer's opinion or title insurance.

**Federal Housing Administration (FHA) Loan:** A loan insured by the Federal Housing Administration and made by an approved lender in accordance with the FHA's regulations.

**Foreclosure:** A legal procedure whereby property used as security for a debt is sold to satisfy the debt in the event of default in payment of the mortgage not or default of other terms in the mortgage document. The foreclosure procedure brings the rights of all parties to a conclusion and passes the title in the mortgaged property to either the holder of the mortgage or a third party who may purchase the realty at the foreclosure sale.

**Homeowner's insurance policy:** A standardized package insurance policy that covers a residential real estate owner against financial loss from fire, theft, public liability and other common risks.

**Housing expense ratio:** The relationship between the monthly payments made for housing costs and monthly income.

**HUD 1 Statement:** An itemized statement of all charges that will be collected at closing, whether they are required by the lender or a third party.

**Leverage:** The use of borrowed money to finance an investment.

**Lien:** The right given by law to certain creditors to have their debts paid out of the property of a defaulting debtor, usually by means of a court sale.

**Limited agency:** Representing both parties in a transaction where both parties agree to it.

**Loan origination fee:** A fee charged to the borrower by the lender for making a mortgage loan. The fee is usually computed as a percentage of the loan amount.

**Loan-to-value ratio:** The relationship between the amount of the mortgage loan and the value of the real estate being pledged as collateral.

**Mortgage:** A conditional transfer or pledge of real estate as security for the payment of a debt. Also, the document creating a mortgage lien.

**Mortgage lien:** A lien or charge on the property of a borrower that secures the underlying debt obligations.

**Broker's Listing Cooperative (BLC):** A marketing organization composed of member brokers who agree to share their listing agreements with one another in the hope of procuring ready, willing and able buyers for their properties more quickly than they could on their own.

**Negative amortization:** Payment terms under which the borrower's monthly payments do not cover the interest due; as a result, the loan balance increases.

**Payment cap:** The limit on the amount the monthly payment can be increased on an adjustable-rate mortgage when the interest rate is adjusted.

**Prepaid items:** On a closing statement, items that have been paid in advance by the seller, such as insurance premiums and some real estate taxes, for which he or she must be reimbursed by the buyer.

**Prepayment penalty:** A charge imposed on a borrower who pays off the loan principal early. This penalty compensates the lender for interest and other charges that would otherwise be lost.

**Principal:** The original amount (as in a loan) of the total due and payable at a certain date.

**Private Mortgage Insurance (PMI):** Insurance provided by private carrier that protects a lender against a loss in the event of a foreclosure or deficiency.

**Prorations:** Expenses, either prepaid or paid in arrears, that are divided or distributed between buyer and seller at closing.

**Rate cap:** The limit on the amount the interest rate can be increased at each adjustment period in an adjustable-rate loan. The cap may also set the maximum interest rate that can be charge during the life of the loan.

**Real estate:** Land; a portion of the earth's surface extending downward to the center of the earth and upward indefinitely into space, including all things permanently attached to it, whether naturally or artificially.

**Realtist:** Members of the National Association of Real Estate Brokers use the term Realtist.

**REALTOR®:** Members of the National Association of REALTORS® use the term REALTOR.

**Survey:** The process by which boundaries are measured and land areas are determined; the on-site measurement of lot lines, dimensions and position of a house on a lot, including the determination of any existing encroachments or easements. Surveys prepared from public records are called location surveys. Surveys prepared on-site by a professional surveyor are called stake surveys.

**Title:** (1) The right to or ownership of land. (2) The evidence of ownership of land.

**Title insurance:** A policy insuring the owner or borrower against loss by reason of defects in the title to a parcel of real estate, other than encumbrances, defects and matters specifically excluded by the policy.

**Veterans Affairs (VA) loan:** A mortgage loan on approved property made to a qualified veteran by an authorized lender and guaranteed by the Department of Veterans Affairs in order to limit the lender's possible loss.

**Zoning:** The division of a city or county by legislative regulations into areas (zones), specifying the uses allowable for the property in those areas. Buyers are encouraged to investigate any zoning issues directly with the appropriate city or county division.



## F. C. TUCKER COMPANY OFFICE LOCATIONS

### METROPOLITAN INDIANAPOLIS OFFICES

#### **9201 Group**

9201 N. Meridian Street  
Indianapolis, IN 46260  
317-566-2399

#### **Carmel**

350 Veterans Way, Suite 100  
Carmel, IN 46032  
317-846-7751

#### **Castleton**

9111 Allisonville Road  
Indianapolis, IN 46250  
317-849-5050

#### **Downtown**

342 Massachusetts Avenue  
Indianapolis, IN 46204  
317-686-0612

#### **East**

28 Yorkshire Boulevard  
Indianapolis, IN 46229  
317-891-0100

#### **Fishers**

12692 East 116th Street  
Fishers, IN 46037  
317-570-3800

#### **Geist**

9930 Geist Crossing  
Indianapolis, IN 46256  
317-841-8880

#### **Keystone at the Crossing**

3405 East 86th Street  
Indianapolis, IN 46240  
317-259-6000

#### **Meridian North**

9277 North Meridian Street  
Indianapolis, IN 46260  
317-844-4200

#### **Meridian North**

9279 N. Meridian Street  
Indianapolis, IN 46260  
317-843-7766

#### **Mooreville**

136 Meadow Lakes Drive  
Mooreville, IN 46158  
317-210-9570

#### **Noblesville**

100 Lakeview Drive  
Noblesville, IN 46060  
317-776-0200

#### **South**

195 N. Emerson Avenue  
Greenwood, IN 46142  
317-888-3311

#### **West**

10188 E. US Hwy. 36  
Avon, IN 46123  
317-271-1700

#### **Zionsville**

10 North First Street  
Zionsville, IN 46077  
317-873-5391

#### STATEWIDE OFFICES

#### **Anderson**

309 West 11th Street  
Anderson, IN 46016  
765-643-3391

#### **Auburn**

269 Duesenberg Road  
Auburn, IN 46706  
260-572-8200

#### **Bloomington**

487 S. Clarizz Blvd.  
Bloomington, IN 47401  
812-336-7300

#### **Bluffton**

107 W. Market Street  
Bluffton, IN 46714  
(260)-489-0013

#### **Clinton**

1766 E. State Road 163  
Clinton, IN 47842  
765-832-2011

#### **Columbus**

430 Washington Street  
Columbus, IN 47201  
812-418-8522

#### **Covington**

214 4th Street  
Covington, IN 47932  
765-362-4700

#### **Crawfordsville**

200 E. Market Street  
Crawfordsville, IN 47933  
765-362-4700

#### **Evansville - Commercial**

7820 Eagle Crest Blvd Suite  
200, Evansville, IN 47715  
812-473-6677

#### **Evansville - Eagle Crest**

7820 Eagle Crest Blvd Suite 200  
Evansville, IN 47715  
812-479-0801

#### **Evansville - Pearl**

5625 Pearl Drive Suite 101  
Evansville, IN 47712  
812-426-9020

#### **Evansville - Virginia Street**

4841 East Virginia Street  
Evansville, IN 47715  
812-473-0123

#### **Fort Wayne**

10347 Dawson's Creek Blvd  
Bldg 5, Suite C  
Fort Wayne, IN 46825  
260-489-0013

#### **Fort Wayne - Downtown**

618 S. Harrison Street  
Fort Wayne, IN 46802

#### **Goshen**

2004 Elkhart Road Ste A  
Goshen, IN 46526  
(574) 533-4600

#### **Greencastle**

1013 Indianapolis Road  
Greencastle, IN 46135  
765-653-8702

#### **Henderson, KY**

2202 US Highway 41 N  
Henderson, KY 42419  
(270) 827-1131

#### **Jasper**

901 Newton Street  
Jasper, IN 47546  
812-482-1424

#### **Kokomo**

1825 South Plate Street  
Kokomo, IN 46902  
765-452-8216

#### **Lafayette**

1425 Sagamore Parkway North  
Lafayette, IN 47904  
765-448-4884

#### **Lafayette Commercial**

123 N 8th Street  
Lafayette, IN 47901  
765-447-8886

#### **Madison**

1315 Clifty Dr  
Madison, IN 47250  
812-265-3122

#### **Marion**

605 N. Western Avenue  
Marion, IN 46952  
765-662-6099

#### **Muncie**

3417 W. Bethel Avenue  
Muncie, IN 47304  
765-289-2400

#### **New Castle**

208 South Main Street  
New Castle, IN 47362  
765-521-9464

#### **Newburgh**

8944 Ruffian Lane  
Newburgh, IN 47630  
812-853-3381

#### **North Vernon**

216 North State Street  
North Vernon, IN 47265  
812-352-6300

#### **Peru**

24 W Main Street  
Peru, IN 46970  
765-327-2432

#### **Princeton**

210 E. Broadway  
Princeton, IN 47670  
812-386-6200

#### **Rockville**

225 West Ohio Street  
Rockville, IN 47872  
765-569-2000

#### **Shelbyville**

204 N. Harrison Street  
Shelbyville, IN 46176  
317-398-8709

#### **South Bend**

1416 Mishawaka Ave  
South Bend, IN 46615  
(574) 245-5040

#### **Terre Haute**

1216 South Third Street  
Terre Haute, IN 47802  
812-238-9996

#### **Valparaiso**

13 Lincolnway Suite 203  
Valparaiso, IN 46383  
(219) 309-9930

#### **Vincennes**

621 Main Street  
Vincennes, IN 47591  
812-882-4444

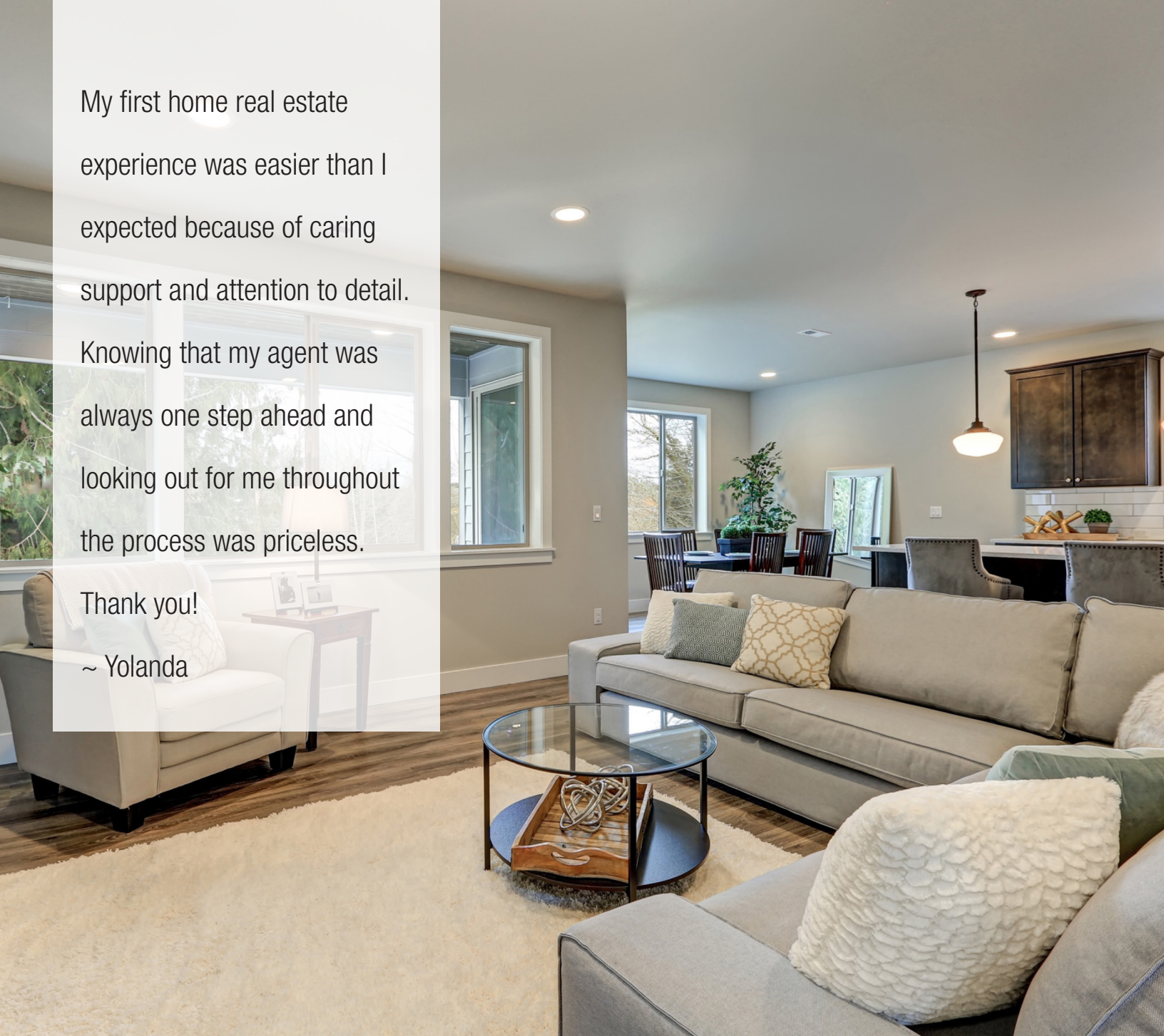
#### **Wabash**

692 N Cass Street  
Wabash, IN 46992  
260-563-4962

My first home real estate experience was easier than I expected because of caring support and attention to detail. Knowing that my agent was always one step ahead and looking out for me throughout the process was priceless.

Thank you!

~ Yolanda



**Tim Shefferly**

Realtor® Broker  
Anthony Team Realty  
(317) 843-7766  
(317) 220-6002  
tim.shefferly@talktotucker.com  
anthonyteamrealty.com



MORE KNOWLEDGE, EXPERIENCE, TECHNOLOGY, RESULTS.