

# BUYER'S GUIDE

JosephSullivan  
REAL ESTATE



**MATTHEW & NORMA PACE**  
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# BUYER'S GUIDE

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WHAT YOU CAN EXPECT FROM US

# MEET OUR TEAM



*Anica Huyser*  
REALTOR®



*Bree Pace*  
REALTOR®



*Brittany Epperson*  
REALTOR®



*Brian Rodriguez*  
REALTOR®



*Maria L. Diaz*  
REALTOR®



*James Ponton II*  
REALTOR®



*Phuong Beckman*  
REALTOR®



*Kelly Smith*  
REALTOR®



*Rodney Sesler*  
REALTOR®

• Creditability & Integrity • Loyalty & Respect • Timely Guidance

# MEET YOUR REAL ESTATE STRATEGIST



*Matthew Pace*

Managing Broker | Owner | Retired U.S. Army

*Let's Connect*



(813) 898-7150



Matt@josephsullivan.net



www.josephsullivan.net



1073 E Brandon Blvd,  
Brandon, FL 33511

After a distinguished tenure with a Fortune 50 enterprise, Matthew seamlessly transitioned into a new chapter as a Managing Broker, REALTOR®, and Real Estate Investor, catering to the Greater Tampa Bay area. His professional ethos revolves around values-driven, customer-centric practices and fact-based decision-making, anchored by unwavering pillars of integrity, selflessness, vitality, meticulous attention to detail, and an innovative mindset.

Retiring from a 20+ year career in the United States Army in 2007, Matthew's commitment to excellence continued with academic pursuits. He pursued a Doctorate in Business Administration with a focus on Strategy & Innovation at Capella University. His academic journey reflects a multidisciplinary foundation in business, security management, and technology, boasting three graduate degrees from the University of Maryland Global Campus and American Military University. Additionally, he holds a Bachelor's Degree in Business & Management from the University of Maryland Global Campus, where he served as an Associate Professor for 15 years in the Cyber Security and Information Systems Divisions.

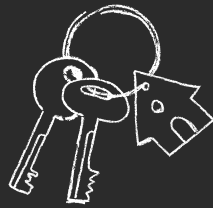
Married to the former Norma Malone for 39 years, Matthew and Norma are the proud parents of 39-year-old twin daughters (Breonna and Brittany), both licensed Real Estate Agents serving the Greater Tampa region. This dynamic duo has not only enriched the real estate landscape but also blessed Matthew and Norma with five beautiful grandchildren, ranging in age from 5 to 16 years—three girls (Siena, Kylee, and Zaida) and two boys (Cade and Zain). Matthew's commitment to family mirrors his dedication to his professional pursuits, creating a legacy that spans both business and personal spheres.

# LET'S FIND YOUR DREAM HOME!

*We're here to guide you through the process, every step of the way.*



# THE HOME BUYING PROCESS



- MEET WITH YOUR AGENT
- GET PRE-APPROVED
- FIND YOUR HOME
- MAKE AN OFFER
- ORDER INSPECTION & APPRAISAL
- PREPARE FOR CLOSING
- GET YOUR KEYS!



# PREPARING TO BUY

- » *Determine* HOW MUCH YOU CAN SPEND
- » *Save* FOR A DOWN PAYMENT
- » *Check* YOUR CREDIT
- » *Get Pre-Approved* FOR A HOME LOAN



BUT 1ST, GET PRE-APPROVED!

*House shopping is an exciting time!*

GET PRE-APPROVED FOR A LOAN FIRST SO YOU CAN BE READY TO MAKE AN OFFER WHEN YOU FIND A HOME THAT YOU LOVE.





# PRE-QUALIFIED VS PRE-APPROVED

*What's the difference*

BETWEEN BEING PRE-QUALIFIED AND PRE-APPROVED?

## PRE-QUALIFIED

In order to be pre-qualified, a lender may or may not check your credit score and won't require documentation, only going off what you tell them. This will give you an idea of what you could qualify for, but when you're serious about buying, you'll need to get pre-approved.

## PRE-APPROVED

To be pre-approved, the lender will pull your credit and ask you for documentation to verify your finances. Before making an offer on a house, it is best to get pre-approved to show sellers your offer is serious and that a lender has already approved you for enough money to purchase the home.



# WHICH LOAN IS RIGHT FOR YOU?

## CONVENTIONAL LOAN

The most common type of home loan, which is offered through private lenders.

## FHA LOAN

Loans designed for those with high debt-to-income ratios and low credit scores, and most commonly issued to first-time homebuyers. Offered by FHA-approved lenders only and backed by the Federal Housing Administration.

## VA LOAN

Loans designated for veterans, spouses, and reservists, offered through private lenders and guaranteed by the U.S. Department of Veteran Affairs.

## USDA LOAN

Loans for homebuyers in designated rural areas, backed by the U.S. Department of Agriculture.

| TYPE OF LOAN | DOWN PAYMENT | TERMS       | MORTGAGE INSURANCE               | MINIMUM CREDIT SCORE |
|--------------|--------------|-------------|----------------------------------|----------------------|
| CONVENTIONAL | 3 - 20%      | 15-30 Years | On down payments under 20%       | 620                  |
| FHA          | 3.5 - 20%    | 15-30 Years | For 11 years or life of the loan | 500                  |
| VA           | None         | 15-30 Years | None                             | 640                  |
| USDA         | None         | 15-30 Years | None                             | 640                  |

# QUESTIONS TO ASK WHEN CHOOSING A LENDER

## *Interviewing Lenders*

IS AN IMPORTANT STEP IN DETERMINING WHAT TYPE OF HOME LOAN IS BEST FOR YOU.

Not all lenders are the same, and the type of loans available, interest rates, and fees can vary. Here are some questions to consider when interviewing lenders:

- » Which types of home loans do you offer?
- » What will my interest and annual percentage rates be?
- » Do I qualify for any special programs or discounts?
- » What estimated closing costs can I expect to pay?
- » What is your average loan processing time?





# TRUSTED LENDERS

## SWIFT HOME MORTGAGE | JOSH HIGH

(813) 606-4255  
Josh@swifthm.com  
Swifthomemortgage.com  
1093 E Brandon Blvd Brandon, FL 33511

## SWIFT HOME MORTGAGE | KAYDEE SMITH

(813) 731-1380  
Kaydee@swifthm.com  
Swifthomemortgage.com  
Swifthomemortgage.com

## FLORIDA MORTGAGE FIRM | SCOTT STONE

(813) 220-0979  
Scott@flmortgagefirm.com  
Qualifywithscott.com  
2216 S Alexander St, Plant City, FL 33563

## HMA MORTGAGE | BERNIE ACOSTA | HABLAS ESPANOL

(787) 550-0798  
Bernie@eliteteam.net  
Eliteteam.net  
122835 NW 41st Street Ste 210 Gainesville FL 32606

## FLUXX FUNDING | ROBERT PEREDES | HABLAS ESPANOL

(813) 300-71281  
Robert@fluxxfunding.com  
Fluxxfunding.com  
410 S Ware Blvd, #402, Tampa, FL 33619

## ACRISURE MORTGAGE | ROBERT FILLIGER

(321) 505-2839  
Rfilliger@acrisuremortgage.com  
Acrisuremortgage.com  
132 W. Plant St, Ste 210, Winter Garden, FL 34787

# HOME LOAN APPLICATION

## DOCUMENTS CHECKLIST

*To determine loan eligibility,*

LENDERS TYPICALLY REQUIRE THE FOLLOWING TYPES OF DOCUMENTS FROM EACH APPLICANT

### INCOME

- ☐ Federal tax returns: last 2 years
- ☐ W-2s: last 2 years
- ☐ Pay stubs: last 2 months
- ☐ Any additional income documentation: pension, retirement, child support, Social Security/disability income award letters, etc

### ASSETS

- ☐ Bank statements: 2 most recent checking and savings account statements
- ☐ 401(k) or retirement account statement and summary
- ☐ Other assets: statements and summaries of IRAs, stocks, bonds, etc.

### OTHER

- ☐ Copy of driver's license or ID and Social Security card
- ☐ Addresses for the past 2-5 years and landlord's contact info if applicable
- ☐ Student loan statements: showing current and future payment amounts
- ☐ Documents relating to any of the following if applicable: divorce, bankruptcy, collections, judgements or pending lawsuits

# FINDING YOUR DREAM HOME

*Create a list of what you want*

IN YOUR NEW HOME. INCLUDE MUST-HAVES AS WELL AS WHAT YOU WOULD LIKE TO HAVE BUT AREN'T NECESSARILY DEAL BREAKERS.





# HOUSE WANTS & NEEDS LIST

## *Determine the Features*

YOU ARE LOOKING FOR IN YOUR IDEAL HOME AND  
PRIORITIZE WHICH ITEMS ARE MOST IMPORTANT TO YOU.

No house is perfect, but this will help us find the best match for you.

### TYPE OF HOME:

☐ Single Family Home      ☐ Townhouse      ☐ Condo

### CONDITION OF HOME:

☐ Move-In Ready      ☐ Some Work Needed is OK      ☐ Fixer Upper

### DESIRED FEATURES:

\_\_\_\_ Bedrooms      \_\_\_\_ Bathrooms      \_\_\_\_ Car Garage      (Circle)  
Small or Large Yard

Ideal Square Footage: \_\_\_\_\_

Desired Location/Neighborhood/School District: \_\_\_\_\_

### MUST HAVE

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### WOULD LIKE TO HAVE

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# HOUSE HUNTING TIPS

*When looking for a home,*



## INVESTIGATE THE AREA

Drive around neighborhoods that interest you to get a feel of the area, how the homes are cared for, what traffic is like, etc.



## ASK AROUND

Talk to family, friends and co-workers to see if anyone might know of a house for sale in an area you're interested in. One of them may even know of someone that's thinking about selling but hasn't put the house on the market yet.



## KEEP AN OPEN MIND

Finding your dream home isn't always an easy task! Have a priorities list but keep an open mind when viewing houses.



## TAKE PICTURES & NOTES

When you visit multiple houses it gets difficult to remember specific details about each one. Take photos and notes while touring houses so that you can reference them later when comparing the properties that you've seen.



## BE READY TO MAKE AN OFFER

When you find a home you want to buy, keep in mind there may be others interested in it as well. Be ready to make a solid offer quickly in order to have the best chance at getting that home.

# MAKING AN OFFER

*When we have found a home*

THAT YOU'RE INTERESTED IN BUYING, WE WILL QUICKLY AND STRATEGICALLY PLACE AN OFFER.

There are several factors to consider that can make your offer more enticing than other offers:

## PUT IN A COMPETITIVE OFFER

We will decide on a reasonable offer price based on:

- Current market conditions
- Comparable properties recently sold in the area
- The property value of the house
- The current condition of the house

## PAY IN CASH VS. LOAN

Paying in cash versus taking out a loan offers a faster closing timeline and less chances of issues arising, making it more appealing to sellers.

## PUT DOWN A LARGER DEPOSIT

An offer that includes a larger earnest money deposit presents a more serious and competitive offer.

## ADD A PERSONAL TOUCH

Include a letter to the sellers with your offer, letting them know what you love about their home. Adding this personal touch can give you an advantage over other offers by making yours stand out from the rest.

## OFFER A SHORTER CLOSING TIMELINE

An offer with a shorter timeframe for closing is generally more attractive to sellers over one with an extended time period with a house sale contingency. A typical closing timeframe is 30-45 days.



# NEGOTIATIONS

*A seller can accept or decline*

YOUR OFFER, OR COME BACK WITH A COUNTER OFFER.

If they send you a counter offer, be prepared to negotiate to come up with reasonable terms for both parties. This process can go back and forth until an agreement is made.



# UNDER CONTRACT & IN ESCROW

*Once you and the seller*

have agreed on terms, a sales agreement is signed and the house is officially under contract and in escrow. Here are the steps that follow:

## PUT YOUR DEPOSIT INTO AN ESCROW ACCOUNT

Your earnest money deposit will be put into an escrow account that is managed by a neutral third party (typically a title company or bank) who holds the money for the duration of the escrow period. They will manage all the funds and documents required for closing, and your deposit will go towards your down payment which is paid at closing.

## SCHEDULE A HOME INSPECTION

Home inspections are optional but highly recommended to make sure that the home is in the condition for which it appears. Inspections are typically completed within 10-14 days after signing the sales agreement.

## RENEGOTIATE IF NECESSARY

The home inspection will tell you if there are any dangerous or costly defects in the home that need to be addressed. You can then choose to either back out of the deal completely, ask for the seller to make repairs, or negotiate a lower price and handle the repairs yourself.

## COMPLETE YOUR MORTGAGE APPLICATION

Once you've come to an agreement on the final offer, it's time to finalize your loan application and lock in your interest rate if you haven't done so already. You may need to provide additional documentation to your lender upon request.

## ORDER AN APPRAISAL

An appraisal will be required by your lender to confirm that the home is indeed worth the loan amount. The appraisal takes into account factors such as similar property values, the home's age, location, size and condition to determine the current value of the property.

# WHAT NOT TO DO DURING THE HOME BUYING PROCESS

*It's Extremely Important*

NOT TO DO ANY OF THE FOLLOWING UNTIL AFTER THE HOME BUYING PROCESS IS COMPLETE:

- ✗ BUY OR LEASE A CAR
- ✗ CHANGE JOBS
- ✗ MISS A BILL PAYMENT
- ✗ OPEN A LINE OF CREDIT
- ✗ MOVE MONEY AROUND
- ✗ MAKE A MAJOR PURCHASE



Any of these types of changes could jeopardize your loan approval. It's standard procedure for lenders to also do a final credit check before closing.





# FINAL STEPS BEFORE CLOSING

## INSURANCE REQUIREMENTS

Most lenders require both homeowner's insurance and title insurance. See following pages for more detailed information on each of these.

## CLOSING DISCLOSURE

At least 3 days before closing, lenders are required to provide you with a Closing Disclosure with your final loan terms and closing costs for you to review. Closing costs for the buyer typically range from 2-5% of the purchase price, which can include lender fees, lender's title insurance, and HOA dues if applicable.

## FINAL WALK THROUGH

Within 24 hours of closing we will do a final walk through of the home before signing the final paperwork. This last step is to verify that no damage has been done to the property since the inspection, that any agreed upon repairs have been completed, and that nothing from the purchase agreement has been removed from the home.

*Next Step - Closing!*



# HOMEOWNERS INSURANCE

## WHY DO YOU NEED HOMEOWNERS INSURANCE?

Homeowners insurance protects your home and possessions against damage and theft and is required by lenders before finalizing your loan. Policies vary and are completely customizable, so it's recommended to get quotes from multiple companies to compare price, coverage and limits.

## WHAT DOES THIS INSURANCE COVER?

Homeowners insurance typically covers destruction and damage to the interior and exterior of a home due to things like fire, hurricanes, lightning, or vandalism. It also covers loss or theft of possessions, and personal liability for harm to others.

## WHAT DOESN'T IT COVER?

Most policies do not cover flood or earthquake damage, and you may need to purchase an additional policy for this type of coverage.

## WHAT ARE POLICY RATES BASED ON?

Rates are mostly determined by the insurer's risk that you will file a claim. The risk is based on your personal history of claims, frequency and severity of claims, past history of claims on the home, as well as the neighborhood statistics and the home's condition.

## HOW CAN YOU QUALIFY FOR DISCOUNTS?

Many insurance companies offer discounts to seniors, and also to customers who have multiple policies with them, like auto or health insurance. Having a security system, smoke alarms and carbon monoxide detectors can also lower annual premium rates. When getting quotes, be sure to ask each company about their discounts and cost savings options.

# TITLE INSURANCE

## WHAT IS TITLE INSURANCE?

Title insurance protects the lender and/or homeowner from financial loss against claims regarding the legal ownership of a home.

## HOW DOES TITLE INSURANCE COVERAGE WORK?

There are two types of title insurance: one for lenders and another for homeowners. Lender's title insurance is required by lenders but it does not cover you. A separate homeowners policy is needed to protect yourself from a claim on your home, and from being held financially responsible for possible unpaid property taxes from previous owners.

## IS A TITLE SEARCH SUFFICIENT?

While most lenders require a title search, the title insurance ensures that if anything is missed during the search, those insured will be protected if any legal issues arise.

## HOW MUCH DOES TITLE INSURANCE COST?

Title insurance is a one-time fee that is paid at closing, which costs between \$500-\$3,500 depending on the state, insurance provider and the purchase price of the home. Some companies will offer a discount if you bundle the lender's and owner's policies, but typically the buyer purchases the lender's policy and the seller pays for the owner's policy.





# CLEARED TO CLOSE

*Closing is the final step*

of the buying process. On the day of closing, both parties sign documents, funds are dispersed, and property ownership is formally transferred from the seller to the buyer.



# CLOSING DAY

*Congratulations, You Made it to Closing!*

On the day of closing you'll be going over and signing the final paperwork, and submitting a cashier's check (or previously arranged wire transfer) to pay the remaining down payment and closing costs.

## ITEMS TO BRING TO CLOSING:

- ✓ Government Issued Photo ID
- ✓ Homeowner's Insurance Certificate
- ✓ Certified Funds or Cashier's Check
- ✓ Final Purchase Agreement

*Enjoy Your New Home!*



# SUCCESS STORIES

Wondering who to trust to sell or find your home? Call Matthew Pace. He listened, did the work, and managed the entire transition while I was out of state. He came highly recommended by a friend who was thrilled with his results, and now he's on my speed dial for the next move.

- C J Uribe



The Pace Team impressed us with their market knowledge, enthusiasm, and strategic approach. Their recommendations made our home shine, and their communication was exceptional from start to finish. After selling five homes, this was our best real estate experience yet.

- M. Hess



You won't be disappointed with The Pace Team. They truly listen to their clients' needs and consistently deliver outstanding results. I'll be choosing them first for my next property or home purchase.

- L Graham





# TRUSTED VENDORS

## HOME INSPECTION

Paramount Home Inspectors  
Paramountinspectors.com  
(813) 616-1399

## HOME WARRANTY

First American Home Warranty  
Go.fahw.com  
(800) 992-3400

## HOUSE CLEANING

Estafani Cleaners  
POC: Daiana Estefani  
(813) 816-3959

## TITLE COMPANY

Insured Title Agency  
Insured-title.com  
(813) 855-3585

## HANDYMAN

Pro Handyman Solutions  
POC: Oscar  
(813) 822-7076

## PAINTER

Bay Professional Painters  
POC: Moises Rodriguez  
(813) 504-6381

## ELECTRICIAN

All-Star Electrical  
Allstarelectrician.com  
(888) 952-5578

## PLUMBER

Bayshore Plumbing  
Tampaplumbingfl.net  
(813) 835 - 5633

## APPLIANCE REPAIR

WeFix Appliance  
We-Fixappliance.com  
(727) 349-4942

## LANDSCAPING

Tezna Landscaping  
Teznalandscaping.com  
(813) 708-7390

## ROOFING

Heaven Sent Roofing  
heavensentroofingfl.com  
(813) 734-2516

## A/C & HEATING

Hot 2 Cold AC  
hot2coldairconditioning.com  
(813) 580-8800

## HOME STAGING

Dwell & Company  
Dwellstaging.com  
(844) 433-9355

## MOVING COMPANY

Brothers EZ Moving  
Brothersezmoving.com  
(813) 505-2560

## CARPET CLEANER

Stanley Steamer  
Stanleysteamer.com  
(800) Steamer

## PHOTOGRAPHY

Red Letter Drones & Photos  
Redletterdrones.io  
(813) 825-4755

## HOME INSURANCE

Noble Insurance  
Nobullinsurance.com  
(727) 533-5734

## REAL ESTATE ATTORNEY

Martinez Law, PA  
Martinezlawfla.com  
(813) 803-4887

JosephSullivan  
REAL ESTATE





Joseph Sullivan

REAL ESTATE

*Buy with Confidence*