

BUYER'S GUIDE



COMPASS

GUIDING YOU HOME

Buying a home is one of the most emotionally and financially significant decisions most people will make in their lifetime. With our industry knowledge, exceptional tech tools, and national network, the entire process will be simple and pain-free. Rest assured that you will be in dedicated, trustworthy hands as we guide you to your new dream home.

How we support you

- Provide real-time market insights on comparable homes with the Compass CMA tool (competitive market analysis)
- Curate a group of listings based on your preferences using Compass Collections
- Use our knowledge of on and off-market listings to find homes that meet your criteria
- Tour the area and share local expertise
- Build your 'buyer team' by connecting you with financing organizations and vendors
- Negotiate the best terms of sale to get your offer accepted



Proven Success

18

Years of Collective Experience

\$150M+

Lifetime Sales Volume*

130

Clients Served*

THE HOME BUYING PROCESS AT A GLANCE

01

Find an Agent

02

Sign Buyer Representation Agreement

03

Get Pre-Qualified

04

Find Properties

05

Submit an Offer

Prepare for Purchase

06

Sign Contract

07

Home Inspection, Disclosures, Reports, and Repairs

08

Loan Application and Appraisal

09

Closing & Welcome Home!

Contract to Close

STEPS TO HOMEOWNERSHIP

01

Find an Agent

Connect with a licensed Compass real estate agent with local knowledge of the neighborhoods you're considering to help guide your search.

02

Buyer Representation Agreement

First, we will establish a mutual business agreement. This document is designed to increase transparency by laying out my obligations to you, in addition to details on term length, compensation, termination, exclusivity, representation, and property criteria. Once we are both aligned with the terms of the agreement, you will be asked to sign before I can show you or send you any properties.



03

Get Pre-Qualified

Getting a pre-approval letter from a lender before submitting an offer is important because it shows the seller and the listing agent that you already started the process and are more likely to meet the proposed settlement date. A pre-approval letter and a good faith estimate from a lender will also give you insight into the projected down payment, closing costs, and expected monthly payment.

STEPS TO HOMEOWNERSHIP

04

Find Properties

Working together to identify your ideal home's location and amenities, we will go to viewings and open houses to visit different property types in a range of areas. I will activate a collection or specialized search for properties as they hit the market.



05

Submit an Offer

Once you find a home you love, we will draft an offer, which is an agreement to pay a certain price for the home if accepted and may include other terms such as if you are waiving any contingencies or in how many days you are willing to close. The offer is typically packaged with a Proof of Funds (POF) and Pre-Approval Letter. Note that the seller can return with a counter-offer price or other terms - you can accept, reject, or make another counter-offer. I will be by your side to guide you through the decision-making process.

06

Sign Contract

Your contract is the agreement between you and the seller to purchase the property for a specific price. Also defined in the contract of sale is the settlement company, date of settlement, and earnest money deposit amount.

If required, an Escrow Deposit is the amount of money that the buyer will put in an escrow in good faith to demonstrate to the Seller that they are serious about purchasing the property. The money will only be deposited if the contract is signed and agreed by both parties.

STEPS TO HOMEOWNERSHIP

07

Home Inspection, Disclosures, Reports, and Repairs

It is my responsibility to coordinate all desired home inspections within the agreed timeline and contractual contingencies. We will also review and discuss the disclosures and preliminary title report. You may approve or negotiate credits and/or repairs. Prior to closing, remember to schedule a final walk-through of the property to verify property is still in acceptable condition and any negotiated repairs were done.

08

Loan Application and Appraisal

If you are obtaining financing, your lender will let you know the list of financial documents necessary to provide to the lender, including a couple months of bank statements, tax records, pay stubs etc. Typically, you will have a mortgage contingency of the agreed upon length to obtain a mortgage commitment. Once your lender has all of your documents, they will review them and issue a Clear-to-Close, which means your loan is complete and the file will be sent to the title company for closing. Your lender will have an appraisal done on the property.



09

Closing

Congratulations! You are now a homeowner. Welcome home!

WHAT OUR CLIENTS ARE SAYING

“

“Working with Andrea was a pleasure. She is an excellent communicator, and we were always informed of our choices and how those choices would affect our outcome. Andrea is a gifted listener; she has the experience and knowledge that helped us sell our home for the best possible price. She has valuable input, excellent knowledge of the market, and she knew how best to prepare our home for sale. We felt very well heard and well taken care of in every step of the process. Selling a home can be very stressful, but working with Andrea made the process of updating, and selling our property manageable and exciting. She was committed to us as her clients. Andrea’s direction and attention to detail resulted in us obtaining multiple offers on our property and a sale price in an amount that was well over the asking price. I highly recommend Andrea to anyone who is looking to buy or sell a home.”

Buyer/Seller | Alameda, CA

“Amy Weston is a fabulous realtor! She was recently our agent for both buying our new home and selling our previous home. She has a great pulse on the market and connections to find before-market homes, which is how we moved so fast to make an offer on a home the day after it hit the market. Amy was always quick to respond, which is crucial with so much communicating that needs to happen fast. She was a joy to work with, enthusiastic about things that excited us, without pressuring in any way. We trusted her and followed all of her recommendations for refreshing our old house and staging it, as well as getting the proper inspections completed before moving forward on the new home. She handled all of the work to refresh the old house, from choosing paint colors and carpet to hiring and meeting all the workers at the house. We just reaped the benefits when all that work truly paid off, like she said it would. We couldn't be happier with the sale and purchase of our homes and with the agent who was by our side. She's like one of the family now.”

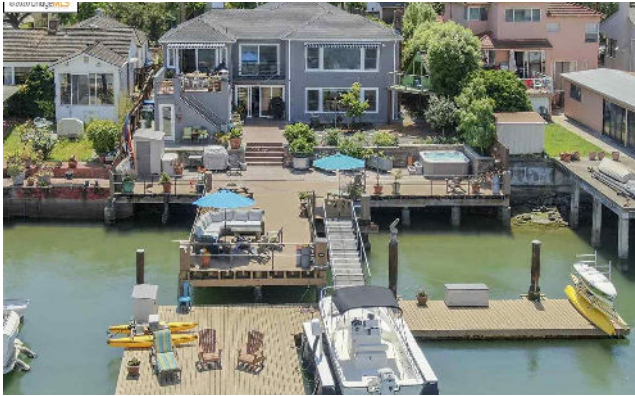
Buyer/Seller | Alameda, CA

“Kim is a hustler and SUPER responsive - We looked at houses with her for a few weeks, when we finally made our first offer, and with her help it was ACCEPTED (can you believe it?!). From the time we met Kim to the day we moved into our beautiful new home it was less than 1.5 months! Kim is amazing and if you get the chance to work with her, take it!”

Buyer | Alameda, CA

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NOTABLE BUYER TRANSACTIONS



2945 Marina Drive
Alameda East End
3 BD 3 BA 2550 SF \$2,120,000



1716 Cornell Drive
Fernside
3 BD 2 BA 2253 SF \$1,650,000



29 Sanford Lane
Lafayette
5 BD 5 BA 5150 SF \$3,800,000



42 McDonnell Road
Bay Farm Island
3 BD 3 BA 2040 SF \$1,900,000



419 Morrison Lane
Alameda Landing
5 BD 4 BA 2879 SF \$1,750,000



4606 San Sebastian Avenue
Glenview
2 BD 2 BA 1313 SF \$1,505,000

COMPASS EXCLUSIVE TOOLS AT MY FINGERTIPS

In the world of real estate today, it's not enough to simply keep up with the latest technology — you deserve an agent who's always one step ahead. At Compass, I have access to AI-driven technology to deliver a modern buyer experience that is collaborative, seamless, and hassle-free.

Private Exclusives

A private exclusive listing is an off-market home that can be shared by a Compass agent directly with their colleagues and their buyers. As your agent I can provide visibility into these listings.



Compass Collections

With Compass Collections I can curate a group of listings based on your personal preferences in a visual workspace. There, you can compare multiple properties, monitor market activity in real time, stay in constant contact with me, and invite collaborators to join in on the discussion - all in one central place.

Compass CMA

Powered by AI, Compass CMA is a tool that lets me provide you with real-time market insights on comparable homes in the area. Now you can feel more confident that your next home is in the right price range and that you are making a competitive offer.

Compass Search

Compass Search lets you sort by a wide range of features and amenities to pinpoint the perfect home. Plus, you can discover exclusive Compass listings that you cannot find anywhere else and receive real-time notifications of new homes with customized Saved Searches.

KEY TERMS TO KNOW

Adjustable Rate Mortgage (ARM)

A mortgage with an interest rate that changes over time in line with movements in the index. ARMs are also referred to as AMLs (Adjustable Mortgage Loans) or VRMs (Variable Rate Mortgages).

Adjustment Period

The length of time between interest rate changes on an ARM. For example, a loan with an adjustment period of one year is called a one-year ARM, which means that the interest rate can change once a year.

Amortization

Repayment of a loan in equal installments of principal and interest, rather than interest-only payments.

Annual Percentage Rate (APR)

The total finance charges (interest, loan, fees, points) expressed as a percentage of the loan amount.

Assumption of Mortgage

A buyer's agreement to assume liability under an existing note that is secured by a mortgage or deed of trust. The lender must approve the buyer in order to release the original borrower (usually the seller) from liability.



Balloon Payment

A lump sum principal payment due at the end of some mortgages or other long-term loans.

Cap

The limit on how much an interest rate or monthly payment can change, either of each adjustment or over the life of the mortgage.

Certificate of Reasonable Value (CRV)

A document that establishes the maximum value and loan amount for a VA guaranteed mortgage.

KEY TERMS TO KNOW

Closing Statement

The financial disclosure statement that accounts for all of the funds received and expected at the closing, including deposits for taxes, hazard insurance, and mortgage insurance.

Condominium

A form of real estate ownership where the owner receives title to a particular unit and has proportionate interest in certain common areas. The unit itself is typically a separately owned space whose interior surfaces (walls, floors, and ceilings) serve as its boundaries.

Contingency

A condition that must be satisfied before a contract is binding. For example, a sales agreement may be contingent upon the buyer obtaining financing.

Conversion Clause

A provision in some ARMs that enables you to change an ARM to a fixed-rate loan, usually after the first adjustment period. The new fixed rate is generally set at the prevailing interest rate for fixed-rate mortgages. This conversion feature may cost extra.

Cooperative

A form of multiple ownership in which a corporation or business trust entity holds title to a property and grants occupancy rights to shareholders by means of proprietary leases or similar arrangements.

Earnest Money / Escrow Deposit

The portion of the down payment delivered to the seller or escrow agent by the purchaser with a written offer as evidence of good faith.

Escrow

A procedure in which a third party acts as a stakeholder for both the buyer and the seller, carrying out both parties' instructions and assuming responsibility for handling all paperwork and distribution of funds.

FHA Loan

A loan insured by the Insuring Office of the Department of House and Urban Development; the Federal Housing Administration.

KEY TERMS TO KNOW



Federal National Mortgage Association (FNMA)

Popularly known as Fannie Mae. A privately owned corporation created by Congress to support the secondary mortgage market. It purchases and sells residential mortgages insured by the FHA or guaranteed by the VA, as well as conventional home mortgages.

Fee Simple

An estate in which the owner has unrestricted power to dispose of the property as they wish, including leaving by will or inheritance.

Finance Charge

The total cost a borrower must pay, directly or indirectly, to obtain credit.

New Development

If you visit new construction communities on your own, please remember to register your agent. This will provide you with support from both the realtor and the developer through the building process.

Open House

A convenient way for listing agents to show a property. Typically Saturday and Sunday afternoons.

WE LOOK FORWARD TO WORKING WITH YOU

We go above and beyond to support our clients search for their perfect home, providing guidance and advice through every step of the process to make it seamless and hassle-free. Together, we will collaborate to find a home that meets your needs, your budget, and your lifestyle - so that you can confidently make your dream home yours when you find it.



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BUYER REPRESENTATION AGREEMENT

Before we start seeing properties, I ask clients to sign this agreement that allows Compass and me, as your agent, to legally and exclusively represent you and your interests. It establishes a formal relationship between us and outlines the terms and conditions under which I will represent you with your property search.

Essential Components of the Buyer Representation Agreement:

1. Scope of Services: Defines the services I will provide you including property search, property showings, negotiation, and assistance with the purchase process.

2. Property Type and Location: The agreement may include details about the type of property you are interested in (e.g. single family, condo, commercial property, etc.) and the geographic area where you are looking to purchase.

3. Duration: The agreement specifies the period during which you are committed to working exclusively with me (typically 6 months).

4. Compensation: The agreement specifies how Compass will be compensated as it relates to your representation. We can have a conversation at the start of your search to discuss payment scenarios so we can memorialize it in writing in this agreement. Commissions are negotiable.

We will review the agreement together before I ask you to sign anything.

50 THINGS A BUYER'S AGENT DOES TO ENSURE A SUCCESSFUL TRANSACTION

01. We will meet for a buyer consultation.
02. Collect market data and recent comparables in neighborhoods you're interested in.
03. We will complete a buyer questionnaire to understand your needs and objectives.
04. If necessary, I will research off-market opportunities for you to find additional suitable inventory.
05. Create a 'Collection' so you're aware of listings that fit your criteria.
06. Align on the best communication plan throughout the entire process.
07. Select properties to show you based on your criteria.
08. Pull market trend data to understand what's happening within the broader region.
09. Coordinate showing appointments to gain access to desired listings.
10. Learn relevant details and attributes of the properties shown, including number of bedrooms, bathrooms, square footage, acreage, etc.
11. Attend broker tours to view other available properties on the market.
12. Stay connected to local buyers, sellers, and other agents to maintain a constant view of what drives the market.
13. Encourage you to reach out to a lender for pre-approval and provide recommended lenders (at least 3) if requested.
14. Reach out to agents with similar listings to understand traffic and buyer demand.
15. Provide objective advice and help you evaluate the pros and cons of different properties.
16. Prepare a Comparative Market Analysis (CMA).
17. Understand the current condition of the property for negotiation purposes with the assistance of experts.
18. Advise you on potential offer strategies that reflect current market conditions.
19. Help you obtain HOA documents if needed.
20. Review all transaction documents with you in advance of writing any offer.
21. Review all forms in the disclosure package.
22. Coordinate additional access to the property, if necessary.

23. Join you while you meet with experts about desired improvements including landscaping, painting, fixture updates, minor and major renovations, etc.
24. If requested, recommend at least three vendors to you on your specific request.
25. Maintain consistent communication to provide market updates.
26. Monitor any changes in the market to refine offer strategy and make needed updates (revising price, terms, etc.) accordingly.
27. Explain the offer process, timeline, and recommended preparation.
28. Align on offer strategy and prepare the offer on your behalf.
29. Notify the listing agent you are submitting an offer.
30. Advise and strategize with you on counteroffer response.
31. Negotiate terms as needed with the listing broker and seller in writing
32. Notify you when terms are agreed upon.
33. Assist with the review of the final contract, disclosures, pre-qualification letter, and wiring instructions, if applicable.
34. Coordinate the signing of the final agreement.
35. Facilitate deposit of earnest money and down payments.
36. Create and execute closing timeline and transaction review.
37. Stay in close contact with all relevant parties through next steps.
38. Share estimated timeline and all documents with client and Attorney(s), if applicable.
39. Coordinate and confirm inspection.
40. Coordinate and confirm appraisal has been received.
41. Confirm loan approval has been received.
42. Coordinate final walk-through and address issues that may arise by communicating with the seller's agent.
43. Remind you to order home warranty (if applicable).
44. Remind you to order homeowners insurance and set up utilities.
45. Request final closing figures from the closing agent (attorney or title company).
46. Advise you to carefully review closing figures with settlement service provider.
47. Facilitate closing for you and the seller.
48. Confirm recording of deed, if applicable.
49. Transfer of keys and property access.
50. Welcome you to your new home!