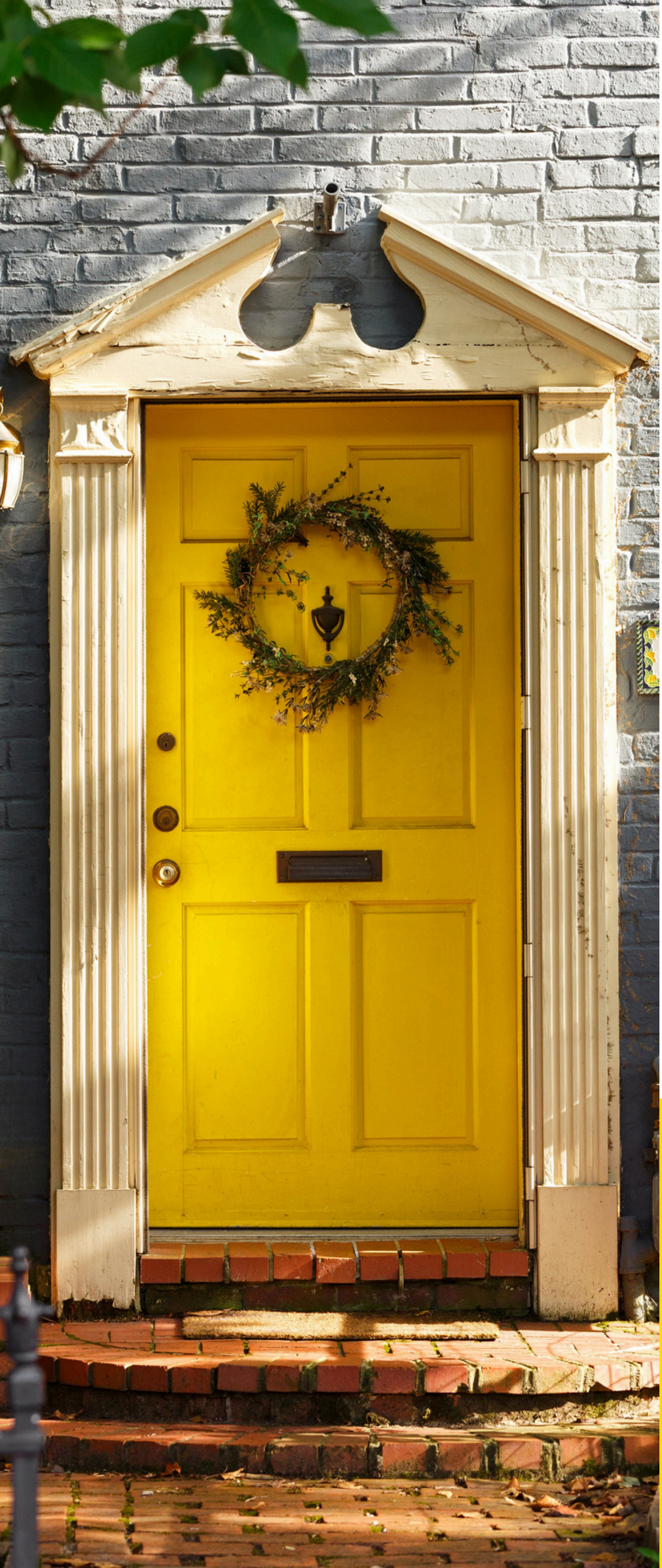


BUYING YOUR HOME

Marcus Leonard

REALTOR

LEONARD REALTY

405.343.1936

marcus@leonardrealtyok.com

www.marcusleonardagent.com

2801 E Memorial Rd, Ste 140
Edmond, OK 73013

405.595.0580

July 2026

Hello, My Name is Marcus

I am a real estate professional. I help buyers, sellers and investors meet their real estate goals. My mission is to provide excellent service through hard work, integrity, expertise, clear communication and a personal touch.

405.343.1936 marcus@leonardrealtyok.com www.marcusleonardagent.com

Experience

I'm a licensed Oklahoma real estate agent with Leonard Realty. It's my mother's brokerage, and I grew up watching her help people find their place in this community. I took my own road to get here, earning a graphic design degree and running my own business in college before finding my way back to the family trade. When I'm not with clients, you'll find me in the Paseo Arts District, where I help direct JRB Art at the Elms gallery. I'm so happy to be doing work that connects people with the place they'll call home!

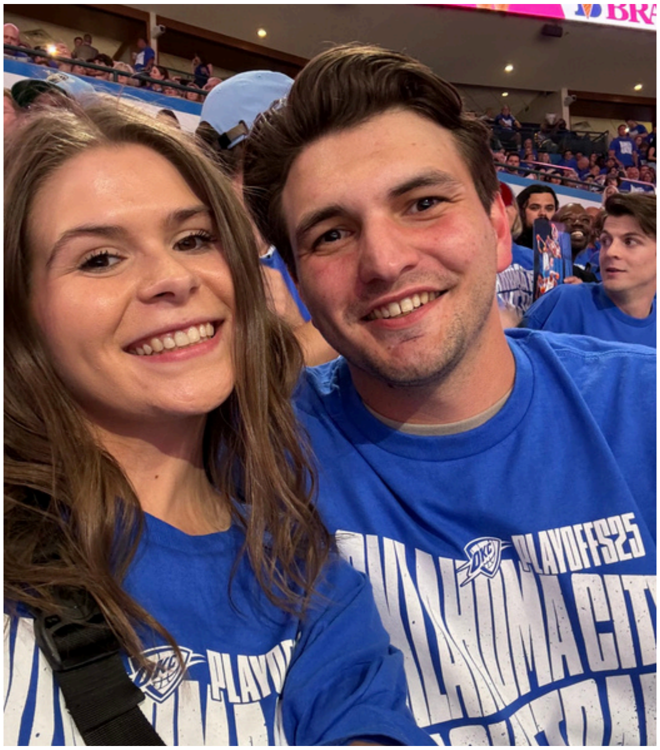
Expertise/Designations/Education

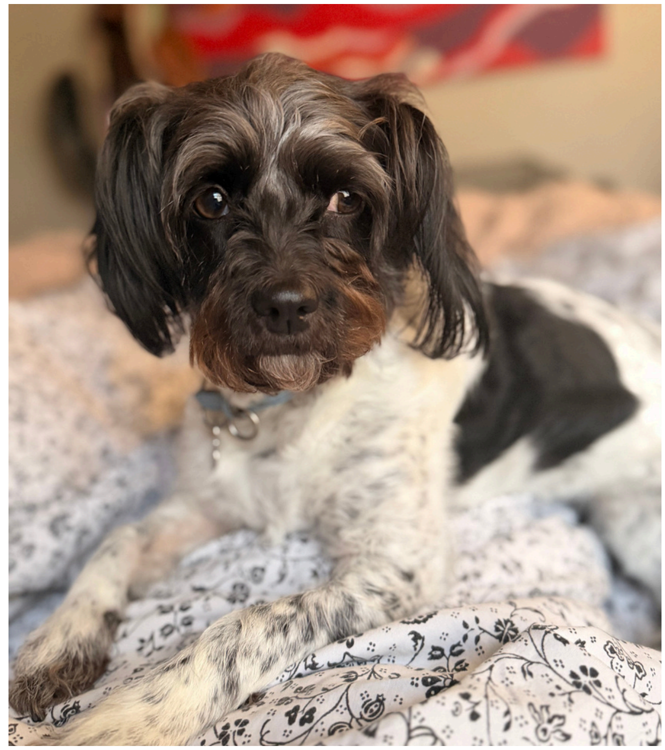
I am a real estate agent licensed by the Oklahoma Real Estate Commission and affiliated with Leonard Realty. I bring a design-trained eye to the business, holding a graphic design degree from Oklahoma Christian University, where I ran my own business as a student. That entrepreneurial background shapes my approach today. For me, real estate is all about family. I grew up around it, admired how my mother built her business from scratch, and learned the profession alongside her as my managing broker. Beyond real estate, I help direct JRB Art at the Elms, one of Oklahoma City's premier galleries, which keeps me grounded in the community.

Clients for Life

I will work hard to become your "Realtor for Life." My business depends on satisfied clients, both as repeat customers and referrals sources. Please refer to my online reviews to see what those who have used my services have to say about their experience. My hope is that you will be extremely satisfied and confident in referring me to your friends and family. My greatest joy is when clients become friends – and five-star reviews are the icing on the top!

Qualities/Traits
I'm accessible, determined, creative, detail oriented and multiple clients have said I am patient. While professionalism is important to me, so is having a friendly rapport with my clients.





Personal
I'm married to Martha Beliveau Leonard, and we share our home with our pup Bentley. We're active in our local community and love supporting the arts scene here in Oklahoma City. My favorite hobbies include being with friends and family, playing tennis, trying new restaurants, collecting art, painting and traveling. Creativity runs through everything I do, from collecting and design to my real estate work.

Communication
I recognize that communication is extremely important to my clients. I am accessible directly via my cell phone and email.

My Quality Commitment to You
I will work hard for your satisfaction. Please let me know if there is something I could be doing better or differently. Open communication is vital.

Why LEONARD REALTY?

Real estate agents must place their license under a broker, and I'm proud to have mine with Leonard Realty. The brokerage exists because of my mother's journey through the profession. Before founding it, she spent time with three brokerages, two national and one independent, gaining valuable experience along the way.

After earning her GRI and CRS designations, she got her broker's license in February of 2021. As that year unfolded, it became clear it was time to branch out on her own. Opening Leonard Realty meant she could run the business with the care and quality she believes in, while creating opportunities for other agents to succeed. She jokes it was her mid-life crisis, and she's having a blast. The brokerage has grown to 11 agents.

Joining the family brokerage holds a special place in my heart. My mother has always had my back and encouraged every one of my business ventures. She's my biggest coach, so I take great pride in building a business of my own under the family name. Family matters deeply to me, and working in real estate truly feels like home.

Why You Need Your Own Real Estate Agent on Your Team

In today's market, you may wonder why you need a buyer's agent, with the option to use the seller's agent on the table. It's important to have your own real estate agent on your team, working **exclusively for your benefit.** As your agent, I will provide important insights and always be in your corner to provide the best outcome for you, the buyer. A seller's agent is working on behalf of the seller and will not put your interests first.

My goal in working with you is to listen to what is important to you while finding your new home; both in the home itself and in the purchasing process. For me, this means sometimes reading between the lines, and sometimes asking again about your goals along the way to make sure we stay on course and make adjustments if needed.

I will also walk along beside you, provide information, guide and advise you, each step of the way. As challenges arise, I'll be here to assist you in navigating those. **I am on your team, and you always have the final decision.**

As your exclusive buyer's agent, I will assist with and facilitate:

- **Search Process & Scheduling/Attending Showings**
- **Communicating with the Listing Agents (Seller Side)**
- **Writing Offers**
- **Negotiating on Your Behalf - including the contract, repairs and any subsequent items that might arise**
- **Inspection Process**
- **Title & Closing**
- **Coordinating with all parties - seller side, title company and lender, ensuring all milestones and deadlines are met, so things go as smoothly as possible.**
- **Problem Solving when issues arise**

The bottom line: you need your own agent on your team, and you should not just use the seller's agent, who is looking out for the seller's best interest.

So, What Does a Buyer's Agent Do?

Each agent is different, and the amount of tasks and services you will receive from an individual can vary greatly. As a full-service real estate professional, I provide the following tasks - and more! It is important to remember that every transaction is unique and the specific tasks may be different than my last client.

As your dedicated buyer's agent, I will ensure your **best interests are always at the forefront** of each decision.

Counseling Session Activities

- Prepare the buyer for executing a buyer representation agreement.
- Explain agency relationships to the buyer and get state required legal consent to represent, if needed.
- Inform the buyer of working relationship based on state law, the REALTORS® Code of Ethics, and the broker's business policies.

Building a Relationship

- Learn the buyer's wants and non-negotiable needs.
- Understand the buyer's budget and what will be needed financially.
- Help the buyer understand what property their chosen budget will buy.
- Consider having the buyer fill out a homebuyer's checklist.
- Assist the buyer in examining how much they can afford to spend.
- Provide quality lender resources.
- Partner with the buyer to locate suitable properties for consideration.
- Match the buyer's needs with available property.
- Constantly re-evaluate buyer's needs and refocus property showings to fit those needs.
- After ensuring the buyer understands what is done for them, how it is done, and the benefit to them, obtain signatures on the buyer representation agreement.
- Explain how compensation is paid, who pays it, and what the buyer's options are for paying it.

Educating the Buyer

- Communicate the working relationship based on state law, the REALTORS® Code of Ethics, and the broker's business policies.
- Explain Federal and State Fair Housing laws.
- Explain what to look for in applicable property disclosures.
- Reassure the buyer that their personal information will remain confidential.
- Inform the buyer that you will always disclose all known material defects.
- In accordance with state law, provide information on checking the sex-offender registry and crime statistics for the neighborhood.
- Discuss available resources that the buyer can check to learn more about prospective neighborhoods.

Preparing the Buyer

- Explain the timeline for house hunting, mortgage approval, and closing.
- Explain the local market and how it impacts the buyer.
- Show statistics on what percentage of list price sellers in the area are currently receiving.
- Inform the buyer on what home features are popular.
- Identify current average days on market.
- Share the dangers of using the price per square foot to figure home values.
- Explain the concept of absorption rate and how it impacts the buying process.
- Indicate current listing months of market inventory.
- Share estimated potential out-of-pocket costs to complete the transaction.
- Assist the buyer in analyzing the loan estimates.
- Qualify the buyer for financial ability to purchase.
- Help the buyer account for the complete costs of homeownership.
- Prepare lender for listing agent calls.
- Assist in comparing different financing options.
- Help the buyer select for viewing only those homes that fit their needs.
- Proceed in showing homes that fit the buyer's must-haves.
- Caution the buyer on posting information to social media.
- Review the sample sales contract so the buyer is prepared when it comes time to make an offer.

Showing Properties

- Schedule showings and provide access to all listed properties as soon as they become available in their local MLS broker marketplaces.
- Educate the buyer on the immediacy of new listings appearing in their local MLS broker marketplaces and the lag time for them to appear on some websites.

- Collaborate with the buyer on properties they may have learned about through their sphere contacts.
- Research and assist on all unlisted properties the buyer wishes to see.
- Preview properties prior to showing if needed.
- Network with other agents to source properties not yet in their local MLS broker marketplaces.
- Contact homeowners in focus areas to see if they are considering selling.
- Set up an automated email alert system through their local MLS broker marketplaces that immediately notifies the buyer of properties that fit discussed requirements.
- Arrange a tour of areas, schools, and key points of interest.
- Provide resources containing neighborhood information on municipal services, schools, etc.
- Inform the buyer of negative aspects like nearby venues or operations that may result in issues that could impact value.
- Collect and share any other vital information on available homes, remembering to follow all fair housing laws at all times.
- Check applicable zoning and building restrictions.
- Help the buyer decipher public property and tax information.
- Collect and share pertinent data on values, taxes, utility costs, etc.
- Compare each property shown to the buyer's wants and needs list and remind them of what they were looking for.
- Help the buyer narrow the search until the buyer identifies top choices.

Negotiating Offers

- Assist the buyer in getting the best property at the best price.
- Suggest that the buyer learn more about the neighborhood prior to making an offer.
- Prepare a comparative market analysis (CMA) in advance of making an offer.
- Prepare the buyer to have the most attractive offer in the current marketplace.
- Explain common contract contingencies and include approved protective clauses in the purchase offer.
- Ensure that the buyer receives and understands all state and federally required disclosure forms.
- Prioritize contract negotiation goals with the buyer.
- Help create a negotiating strategy.
- Use strategies such as an escalation clause to maintain a competitive offer.
- Prepare the buyer for a multiple offer situation and develop negotiation strategies.

- Write an offer that has a reasonable chance of being accepted.
- Recommend optional contingencies and explain the pros and cons of using them.
- Provide information on purchasing incentives that may be available.
- Discuss financing alternatives.
- Negotiate the buyer's offers to arrive at the best price and terms.
- Utilize hyperlocal expertise and strong communication skills to assist the buyer in being the successful offer.

Advocating for the Buyer and Facilitating the Close

- Advocate for the buyer throughout the entire process.
- Encourage the buyer to fully investigate their options in terms of a home inspector, title company, appraiser, mortgage lender, and other services.
- Present a list of the types of required and optional inspections such as environmental, roofing, and mold.
- Review and discuss home inspection concerns.
- Negotiate repair requests from home inspection.
- Guide the buyer on meeting all contract deadlines.
- Assist in coordinating communications.
- Advise the buyer to review the settlement statement.
- Inform clients that they need to transfer utilities to the new residence.
- Schedule final walkthrough.
- Accompany the buyer on the walkthrough.
- Assist the buyer in questioning the appraisal report if it affects the financing.
- Confirm clear-to-close with the lender.
- Ensure all parties have all forms and information needed to close the sale.
- Remind the buyer of the location where the closing will be held.
- Confirm the closing date and time, and notify parties if there are changes.
- Gather all required forms and documents for closing.
- Explain flood insurance to the buyer.
- Explain title insurance to the buyer and refer to qualified insurance broker.
- Order any surveys needed.
- Order the appraisal.
- Order the title search.
- Confirm the status of the loan funding.
- Check addendums and alterations for agreed terms.
- Review the buyer's closing statement to ensure accuracy.
- Explain wire fraud risks and remind clients to verify all wiring instructions before transferring funds.

- Double-check all tax, homeowners' association dues, utility, and applicable prorations, if relevant.
- Request final closing figures from the closing agent (often an attorney or title company).
- Receive and carefully review closing figures to ensure accuracy.
- Receive and carefully review title insurance commitment with the buyer.
- Advise the buyer to re-key their locks and to consider a one-time cleaning service or landscaping before moving day.
- Review documents with the closing agent (attorney).
- Support the buyer in any final closing activities.

Actual services provided will depend on the needs of the buyer and the transaction – not all things will need to be done in every transaction.

Featured content from the Center for REALTOR® Development's Accredited Buyer's Representative (ABR®) Designation Course.

Visit crd.realtor to learn more.

What You Can Expect From Me and What I Ask of You

Honesty and Integrity
I promise to work with integrity and within the law, both as my personal moral and ethical code, and as required by the Oklahoma Real Estate Commission and the National Association of Realtors. I ask for your honesty and integrity in working with me as well.

Communication
Your needs always come first. You'll always be kept in the loop. There will be periods where we will need to communicate frequently, and I like to check in with active clients regularly. I am available directly via my personal cell phone, text or email.

I do value time with my family, and I try to take Sundays off for church and family unless there is a pressing matter. Therefore, all non-emergency calls and emails received after 7:00 p.m. and on Sundays may not receive a response until the following day. The exception would be if we were in negotiations, then time is of the essence.

Experience and Expertise
The complexities of your real estate transaction will be handled with expert care. Smoothing the way for your home purchase, I will capably minimize many potential challenges before they have the opportunity to appear. However, real estate transactions do sometimes bring bumps in the road. As the transaction progresses, if challenges do arise, I will be there to help problem solve and guide toward a resolution.

Service Through the Home Buying Process

I will expertly assist you each step of the way, as outlined on the previous pages. I'll also coordinate with your lender, the title company and my Transaction Coordinator for other things such as the appraisal, survey, title work and more. I'll be attending inspections and definitely celebrating with you at the closing table. In the event of a scheduling conflict or if I am out of pocket for some reason, I will ask a colleague to stand in for me so you have an expert in your corner at all times.

My Duties to You and Our Required Written Working Agreement

We will discuss all of my duties and responsibilities as outlined in the OREC Disclosure to Seller or Buyer of Brokerage Duties, Responsibilities and Services and the Buyer Broker Service Agreement. The service agreement also outlines how I get paid, so we will review that as well. ***Per the National Association of Realtor rules, we are not allowed to view homes together until a written agreement is signed.*** We will go over this agreement and what it means.

Loyalty - Reach out to Me First

When I work with you, I am making a commitment. I will work for *your benefit* and assist you throughout the transaction. I am also investing part of my available work hours with you. I ask for your loyalty to me in return. Although I will help with your home search, you will likely find homes you'd like to see as well through websites, by spotting for sale signs or even for sale by owner signs. Please reach out to me first, instead of calling the listing agent, builder or owner yourself, and I will arrange showings and obtain pertinent information. When I make the first contact with the other party, it helps ensure that I will be able to work and negotiate on your behalf and look out for your best interest. If you attend open houses, feel free to inform the agent at the open house that you already have an agent and let me know if you have further interest.

Satisfaction Guarantee

I'll guarantee your satisfaction. Our relationship is dependent on meeting and exceeding your needs. We identify those needs together, and my cancellation guarantee protects your right to end our relationship if you're disappointed with my performance. I do ask that you allow me the opportunity to make things right.

The Home Buying Process

Buying a house is a lot more involved than looking at houses and finding one you like – and I'm here to help you put all of the pieces together start to finish. Here is an overview of what to expect:

Select a Real Estate Agent to Be on Your Team, & sign Buyer/Agent Brokerage Agreement

Buyer & Agent Consultation

Hire Your Agent with a Written Agreement *Prior to Viewing Homes*

Obtain Financing Pre-Approval or Proof of Funds if Cash Purchase

Select & View Properties

Write an Offer with Earnest Money, Negotiate Terms, Accept the Contract

Inspections, Financing, Insurance, & more!

Closing Day & Possession -- Yay!!!

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Leonard Realty | 2801 E Memorial Rd, Ste 140, Edmond, OK 73013

- **Select a Real Estate Agent to Be on Your Team**

  Working with a licensed real estate agent is to your advantage. The agent brings valuable knowledge and skills to the team, which will help in the selection of a home, writing an offer, negotiating the price, navigating the inspection and repair process, as well as coordinating all of the details with the lender, insurance carrier and title company to get you to the closing table.

- **Buyer & Agent Consultation**
  What Are You Looking for in a House & How Do We Make That Happen?

  We will visit to find out what your goals and needs are in purchasing a home, discuss the purchase process, and determine the best course of action to meet your goals. I'll explain my role and responsibilities and answer any questions.

- **Hire Your Agent with a Written Agreement - *Prior to Viewing Homes***

  As of August 17, 2024, any buyers working with a REALTOR® are now required to sign a written agreement prior to viewing homes. This is a major industry change due to a settlement agreement by the National Association of Realtors. More information can be found at www.nar.realtor.

  We will use the Oklahoma Real Estate Commission documents, "Buyer Broker Service Agreement" and "Disclosure to Buyer of Brokerage Duties, Responsibilities and Services". These are the official documents we sign to agree to work together prior to viewing homes.

- **Obtain Financial Pre-approval from a Local Lender or Proof of Funds if Purchasing with Cash**

  If you will be borrowing funds for the purchase, you will need to work with a lender to obtain pre-approval. This will confirm the price range for your home search. A pre-approval letter (one step beyond a "pre-qualification") from your lender should also be included with your offer to the seller. Not only will this strengthen your negotiation power, but most sellers will only consider offers with evidence of pre-approval. I highly recommend using a local lender to ensure the smoothest transaction possible. If you would like contact information for local lenders, I can provide that for you. I prefer to work with lenders I know, who will provide a cell number, and who I can reach after-hours. In the case of a cash purchase, you will need to obtain "proof of funds" to put with your purchase offer.

- **Select & View Properties – The Fun Begins!**

  There are lots of ways to look for properties, including many online options. I can assist you in this search and save you lots of valuable time by helping to find those that meet your specific criteria. I can even set up a search within the MLS that will automatically email listings to you as they come on the market in real time, as well as price adjustments. Let me know when you want to see a property (or properties), and I'll schedule the showing(s).

- **Write an Offer with Earnest Money, Negotiate Terms, Accept the Contract**

  I'll write your offer and will be the point of contact with the seller's agent. You will need to provide earnest money soon after your offer is accepted (check or electronic deposit depending on the title company options). Our market typically sees around 1% of the offer price for earnest money.

- **Once there is an agreement in place the process will continue – and I'll be facilitating everything through to closing day:**

  Inspection Process:
  - Conduct Inspections, Negotiate Repairs & Resolve Any Issues

  Mortgage Financing:
  - credit check, underwriting, appraisal, survey, obtain insurance

  Title Process:
  - Title Search & Abstract Review, Remove Any Encumbrances, Title Insurance
  - Obtain Certified Funds for Closing
  - Do a Final Walk-Through

- **Closing Day & Possession — Yay!!!**

The Contract

Leonard Realty utilizes contract forms provided by the Oklahoma Real Estate Commission. This is a legally binding contract between the YOU and the Seller. I highly recommend you read this document in full prior to making an offer so you have a full understanding of your rights and obligations.

During the buyer consultation, we will review the key portions of the contract. However, it is your responsibility to read and understand the offer that you are signing. I am happy to answer any questions. More information, including a contract guide, is available on the Oklahoma Real Estate Commission website, oklahoma.gov/orec.

Mortgage Financing & Local Lenders

After selecting an agent to be on your team, your next step in purchasing a home is to obtain financial pre-approval.

There are two main points about getting pre-approved for a loan:

1. **GET PRE-APPROVED FIRST** – this is best to do before looking at houses, and definitely before you are ready to make an offer. Sellers expect to see proof that buyers can actually purchase the home before they are willing to accept an offer and take their home off the market. This will also help your negotiating position. We don't want to wait until you find the home of your dreams and not have this letter in hand to put with your offer – or worse, to discover there is some sort of hiccup unbeknownst to you that would prevent you from buying the house. Of course, getting pre-approved also confirms that we are searching in the right price range to suit your needs and goals, tells us which type of loan you will be obtaining and gives you a good idea of the cost involved. It also gives you time to compare lenders; if you wait until we are under contract that can delay the closing process.

   Sometimes buyers aren't sure they are ready to buy and want to see houses before the decide. Please put yourself in the seller's shoes, who work to get their homes ready each time for a showing, and sometimes that means disrupting family dinner, removing pets, etc. For this reason, I'll be asking very early in the process for a copy of the pre-approval letter.

2. **USE A LOCAL LENDER!** I cannot emphasize enough how important it is to have a LOCAL LENDER. What does that mean? A local lender is someone with a physical office in the local geographic area where you are purchasing the home. Why is this important? One, it is easier to build rapport with the people who will be assisting you with the loan for your home – and rapport can go a long way. More than that – they are "boots on the ground" if we get into a sticky situation, which can easily happen. Ask me about the clients who got to leave all of their worldly possessions on a moving truck and check into a hotel because a lender on the east coast messed up on wiring the funds, then went home after 5:00 EST, while we were still trying to close a transaction at 4:30 CST. Then ask me about the situation where we arrived at closing ready to sign closing documents, only to discover there was an error in the printing of the buyer's name; the loan officer was present, in the room at closing, and immediately arranged for a correction; we had a slight delay, but the problem was handled and we closed as scheduled.

   I have had clients who did not heed this strong advice to use a local lender, and called a national, online lender. That big-name lender had polished scripts and used buzz words that made it all sound enticing. What my client didn't understand was that the national lender was going to charge them "points" (additional closing costs) in order to give the interest rate that seemed lower than anyone else was quoting (and it was only after I called and asked the question point-blank three times, did they admit points were going to be charged).

   Local lenders want to build connections and relationships; they want to get things done well and on time. They want our referrals. I want to be able to contact someone on their cell phone after hours if we have an urgent need or need a question answered when we are trying to structure an offer. I can't do that for you if it's a company who is only available M-F, 8:00-5:00, and possibly not in our time zone. I want to help you close on the purchase of your new home, so I request that you please use a loan officer you have used before or choose a local one that someone recommend to you. If you need a few trusted loan officers, here are some you can call – and it is okay to tell them you are "shopping around."

Kirkpatrick Bank
Barbara Drake, Vice President & Mortgage Loan Officer

405.241.0831 direct office | 405.990.7895 cell
5801 N Broadway Ext, Suite 101, OKC, OK 73118

Apply online - https://kirkpatrickbank.com/home-loans/get-started

Preferred Rate
Heath Jenkins, Division Sales Manager

580-677-0706 cell | heath.jenkins@preferredrate.com

15144 Traditions Blvd, Suite B, Edmond, OK 73013

Apply online – https://preferredrate.com/loan-officer/heath-jenkins/

Certainty Home Loans, LLC
Ted Clay, Sr. Mortgage Loan Officer

405.341.8644 office | 405.826.1320 cell | tclay@certaintyhomeloans.com
10 E Campbell, Edmond, OK 73034

Apply online – www.certaintyhomeloans.com/lo/TedClay

All of these local loan officers have helped numerous clients of mine. I trust their expertise, customer service and communication. Please let me know your experience if you decide to work with one of these individuals.
marcus@leonardrealtyok.com

The Search Process:
How to Find Homes

Internet – Apps and Sites

There are many sites that will assist you in searching for a home. A couple of the popular ones are Zillow and Realtor.com. While these can be very helpful, I suggest getting you set up on a search that will pull directly from the MLS (Multiple Listing Service). This is the source where local real estate agents enter their listings. The benefit of setting you up on a search in the MLS system is real-time information. Other sites receive their information as it syndicates out from our MLS, which is administered by the Oklahoma City Metro Association of Realtors. We will enter your specific criteria, including location, price range, number of bedrooms, number of bathrooms, and any other factors we can filter. This will narrow the search as much as possible to the homes that will meet your needs.

Preview Before the Showing

Before we enter homes to view, please take some time to make sure there aren't some obvious deal-breakers for you. This will save time and disappointment for you, and it will prevent inconveniencing sellers unnecessarily. Please read the descriptions and look at the photos carefully. Some things can't be determined in advance, but some can. Here are examples of deal breakers from some past clients that could be screened in advance:

- backs to a main road or too close to a train track or power lines (Google Earth or drive by would have revealed)
- no bathtub in the master (listing photos)
- no neighborhood swimming pool (description)
- driveway slope too steep (drive by or listing photos)
- too dated/don't want to do any updates (listing photos)

I will do my best to inform you in advance if there are factors I can see that might eliminate a home, for example:

- Conditions affecting sale (e.g. seller designates as cash only)
- Severe issues on Seller's Property Condition Disclosure
- "As is" or distressed condition
- If it doesn't meet your criteria in an obvious way

Showing Etiquette

This is your flight attendant giving instructions for a smooth and safe flight – here is my monologue for our time together finding your dream home! Experience is the source of this list! If I say it now, we won't regret it later.

Out of consideration for the sellers, my time and your time:

Advance notice for showing requests is a good idea – we have a better chance of getting permission to view homes, and it helps me have some time to coordinate the details (especially if viewing more than a couple of homes). However, in an active/competitive market, if a new one pops up, we may need to act quickly!

Please **be on time** – we have permission to be in a home during a specific scheduled showing time slot. Note that I often schedule showings with overlapping time frames; we may not be in the home for the entire amount of scheduled time slot.

Please **avoid last-minute cancellations**, which can be very frustrating for the homeowners who worked hard to prepare the house for the showing.

Caravanning or Driving Separately – let's discuss.

Keeping it all straight – when looking at several homes on the same day, they can all start to run together in your mind. I recommend you:

- take notes
- use a rating system for each house (1-10 or A,B,C)
- keep a running "top three" – always keep your three favorites in mind

"Pit Stop" – please plan ahead for restroom needs before or in-between showings (I'm happy to stop somewhere if you will let me know); we don't want to use the bathroom in the homes we are viewing.

Food and drink should be left in the car.

Lights – feel free to turn on lights!

Open the closets and cabinet doors all you want! Furniture, refrigerator, clothes washer and dryer, electronics, pets and other personal property should be left alone. The exception would be if the seller is offering to leave the appliances, then of course feel free to take a closer look at those.

Look at the house and not "their stuff" – it is easy to get distracted by photos and other personal items. Try to picture what the house would look like with your belongings.

Check out all the **cool home gadgets**, but please avoid adjusting the thermostat or security pad.

Please do NOT to lock the interior garage door. FYI – I like to keep the front door key in the knob during showings so I don't lose it somewhere. When we leave, it will take me a few minutes to make sure all the lights are off and lock up.

They may be listening – in today's era of **home recording devices**, keep in mind that the sellers may be recording or listening what we say inside the home. It is fine to talk about likes, dislikes, etc. – but it's wise not to discuss the amount of a potential offer while inside the home.

If **children** need to accompany you to showings, please:
- Review this information with them before showings
- Keep them with you at all times while in the homes
- Avoid chewing gum and any other messy things
- Bathroom needs – please plan ahead to avoid emergency requests in the homes

Pets (not service animals) should be kept at home, not accompanying us to showings.

Your **Feedback** Is Appreciated – I receive feedback requests from the listing agents and try to be honest with any helpful suggestions. Sellers appreciate knowing what buyers think – they want to get their house sold!

Location! Location! Location! – it's very important; you can't change the location.

Resale - even if you never plan to move again, keep in mind that someday you may decide to sell the home.

“Does this stay with the home?” – generally anything that is attached to the property stays with the home; for a complete list, refer to the purchase contract, page 2. Sometimes a buyer will “reserve” (keep) something that would ordinarily go with the property. Sometimes a buyer will ask to include something (e.g. hot tub/play-set).

If the home is “existing” (not new construction), remember that you are buying a home from a previous owner, and picking up where they left off in terms of updating and maintenance. I will point out potential issues I observe – not as a matter of taste, but if there are signs of significant needed repairs, water damage, structural issues, etc. After you have a contract in place you will want to have a licensed home inspector do a thorough **home inspection**. Our purchase contract provides a period of time to do your investigations, and all repairs are negotiable (unless the seller is selling the home “as is”). I’ll explain in further detail as we go along.

When you find a home you like, I can normally pull comparable sales (“**comps**”/CMA) to see sales prices of other homes in the area. If the listing agent has provided the seller’s **Property Condition Disclosure**, I will share that will you; some properties may be exempt from the disclosure requirement.

Earnest Money - Bring your checkbook in case you decide to write an offer on a home! It is customary in our market to offer approximately 1% of the purchase price to be held in escrow and applied toward the purchase.

In Edmond, there are over 34,000 households – that means there are a lot of neighborhoods and streets! Although I’ve lived and worked in Edmond for a very long time – there is no way to know everything! I love using my Showing Time app to navigate the best route for showings. Please feel free to ask me all the questions you want, and please understand if I say I will need to check on something and get back to you!

The Search Process: We found the home we want – now what?

When you find the home that you love, be prepared to take action very quickly and make a great offer! We are often competing against other home buyers. The listing agent may not be able to share that information, unless there is a formal multiple offer situation.

We will use the official Oklahoma Real Estate Contract and related forms, as well as some of my office forms. We will discuss the best strategy for getting your offer accepted, while considering the terms that are most important to you. I will write everything up for your to review and sign, then I will forward the offer forms to the listing agent. You will never need to speak directly with the seller.

I am required to provide an estimated cost sheet to you. This will be a general estimate to disclose the fact that there are costs associated with the purchase. You will need to consult your lender for a better idea of figures related to financing. This is another reason I advise getting pre-qualified with a lender, so there are no surprises and we can better estimate your costs on purchasing a home.

We will need these things to put with your offer:

- Lender pre-approval letter (or if buying with cash, proof of funds)
- Earnest Money – at least 1% of the offer price. Normally this is done as a personal check, although some title companies have a method for secure, electronic deposit. Once the contract has been signed, earnest money must be deposited within three days.

After the offer is submitted, the seller will either:

- Accept the offer
- Counter with different terms
- Reject the offer

Once everyone is in agreement and everything is in writing and signed, then we have a legally binding contract. Earnest money will be deposited, and we will proceed through the process of inspections, the loan process and title work.

The Home-Buying Process: Offer and Sales Price

Buyers and Sellers Determine Value
The value of your property is determined by what a buyer is willing to pay and a seller is willing to accept in today's market. Buyers make their pricing decision based on comparing the property to other properties SOLD in the area.

Many factors affect the price of a home.
- General Market Factors
- Competition
- Price Range
- Absorption Rates

The listing agent will advise the seller of a list price based on certain factors including:

Comparable Sales
Sales history of other comparable homes is the primary source for pricing. If the buyer is getting a loan on the home, the appraiser will generally use the last six months of sales history to determine if the sales price “meets value.” When possible, that means looking in the same neighborhood for like properties (age, size, features) and making adjustments.

Location and Condition
Location and condition are factors that can affect the home’s value.

Seller Goals and Motivation
If a seller needs to sell quickly, they may price more competitively – this price is called the "list price." If they are not in a hurry and prefer to net the highest sales price, they may list at the top of the market. As time goes by, they may adjust the list price.

Timing
Property values are affected by the current real estate market in general. Another way that time affects sales price is how long a property has been on the market. The longer the home has been on the market, the better chance the buyer has of negotiating their terms. Conversely, when a home is very new on the market, the seller will likely be less willing to budge.

It's not only about the price
There are other factors to consider in offering on a home. I'll walk through all of those and together we will come up with the best strategy for your offer.

Buyer’s Contract to Closing Checklist

Hooray! Our offer was accepted. WHAT NOW?
Now that you have a contract there are several things that must be done.
We will work through this process together. Here is a checklist and approximate timeline.

___ **Earnest Money:** Within three business days after contract is signed by both parties, your earnest money check will be deposited.

___ **Financing:** If the transaction involves a loan, you must involve your lender immediately. If you have not finalized financing, or need lender contact information, please ask. We will need your loan officer’s name, phone and/or email ASAP.

___ **Insurance:** We will need the name, phone and/or email of your homeowner insurance carrier for the lender and title company.

___ **Inspections:** Within a few days of the contract date, we will work with you to order inspections, including the whole house, pest and any special inspections if needed (pool, etc.).

- **You should be present at inspections if at all possible.**
- **If the home is financed, the lender will require a “termite certificate.”** If the property is not clear of termites, we will work with the sellers to have it treated, normally at their expense.
- Shortly after the inspections, we will submit a **“TRR Form”** to the seller specifying your desires regarding repairs or other corrections. This will need to be negotiated.

___ **Appraisal:** Your lender will ask an appraisal company to give an appraisal of the property. You will not be required to be present.

___ **Closing Time:** The closing date has been set per the contract. The closing time will need to be coordinated between the buyer, seller, title company and agents. Please let me know if you have a requested range of time for the contractual closing date and we will do our best to accommodate.

___ **Utilities:** 7-10 Days before closing, you must personally contact the utility companies to notify them to transfer services to your name on the day of closing. I can provide you with a helpful list of numbers if needed.

___ 3-5 days before closing, the appraiser may verify that mandatory repairs, if any, have been completed.

___ 3 or more days prior to closing, you should receive a closing estimate from your lender.

___ 1-2 days before closing, the title company will provide an exact accounting ("Settlement Statement") of the closing numbers. We will want to review this before closing.

___ 1-2 days before closing, we will do a "final walk-through" to verify that any agreed-upon repairs have been completed. At closing you will be accepting the house in its present condition, so a final walk-through is prudent even if there were no agreed-upon repairs.

___ The day before closing, we will contact you to confirm the schedule, the funding amount and how it is to be delivered, and any last-minute details.

Closing Day
Funds must be presented in a certified manner such as a cashier's check or by wire transfer. Personal checks cannot be accepted. If doing a wire transfer, please coordinate in advance of closing day with the title company for wiring instructions.

___ **Arrive on time!** Most closings take about 1 ½ hours, but allocating two hours is a good idea.

___ **All buyers of record must be present.** Normally, this will be husband and wife, co- signers, co-owners, etc.

___ **VALID ID:** By law, all parties must present a valid driver license or other legal photo identification at closing. Please confirm in advance that your ID is valid/not expired.

AND NOW IT'S TIME TO CELEBRATE!
YOU GET THE KEYS TO YOUR NEW HOME!!!

Home Inspections – Buyer Information

A General Inspection and Termite Inspection are the RIGHT and RESPONSIBILITY of the BUYER, not the Seller, Broker or Sales Associate involved in the transaction. A general inspection is a general look at the major components of the home such as plumbing, electrical, HVAC, roof and basic structural. Most general inspections will exclude things like: refrigerator, clothes washer, dryer, outdoor kitchen, security system; refer to the inspection agreement provided by the inspector, or discuss with the inspector anything of particular concern. General and termite inspections do NOT include environmental types of inspections (mold, lead based paint, etc.); if these are of concern to you, please discuss arrangements with your agent. The publication entitled, “Protect Your Family From Lead In Your Home” is available online at www.epa.gov/lead.

Having a home inspection is ALWAYS advisable. If you have a particular request for a home inspector, please let me know. If you do not, our office has a list of inspectors from which to choose, and I can offer other names as well. If you do not have a particular inspector request, I can make arrangements for you, although I don't endorse inspectors in any way. We have a specific time frame to complete inspections and submit any repair requests to the seller per pages 2 and 3 of the contract. I attend all of my clients’ inspections when possible. If for some reason I have a conflict, I will work to arrange for another agent to attend in my place.

The whole-home inspection generally lasts 1 ½ to 2 hours, depending on the size and age of the home and whether the inspector works as an individual or has a team. Inspectors are licensed and will make every effort to do a thorough inspection of the home. The inspector will go through the list of systems, make notes and review everything at the end with whomever is present. You are welcome to attend the entire time, but if you want to wait until about 30-60 minutes after the inspection starts, you will still arrive in time to hear the inspector verbally review findings. If you are unable to attend the inspection, you will still receive the written report, typically within one day of the inspection via email.

Special inspection Items – some items are not included in the general inspection and you may wish to have them inspected. Some items can be added on to the general inspection for an additional fee (depends on the general home inspector), and some would require a separate type of inspector. These items could include but are not limited to: sprinkler system, sewer/drain line scope, duct work scope, septic system, well. For some items additional inspectors will be engaged, such as for swimming pools and generators, or if there are specific issues that need further investigation, such as structural, or even other specific trades such as roofing, HVAC or plumbing professionals. It is always your option to inspect everything regarding the house during the contractual inspection period, and the cost falls on the buyer. Note that some items may not be included in the inspection, so ask if you are not sure (ex: outdoor kitchens, firepits, refrigerators if applicable).

The termite inspection typically takes an hour or less; we prefer to schedule the termite inspection during the same time frame as the whole-home inspection. Some inspectors will ask for payment at the time of service, and some will allow it to be paid as a part of closing. Some may email you in advance of the inspection to share their inspection agreement and collect payment. I recommend paying at the time of service if not before. Please note that if the unthinkable happened and for some reason the contract on the home was cancelled, the inspection fees would still be due if not already paid.

The inspection is the best time to handle anything that requires access to the home prior to your purchase and possession. If you need to take measurements for furniture, appliances, counters, flooring, etc., or show the house to anyone else before you take ownership, or be in the home for any other reason prior to closing, please make arrangements to do all of this when we are there for inspections. Assume this is the last time we will be in the home prior to the final walk-through (which is normally the day of closing, just before the closing - sometimes a day or two prior to closing depending on repair items).

What happens after the inspections?
Repairs, if any, are negotiable*. The purchase contract stipulates guidelines regarding negotiation of repairs (refer to pages 2 & 3 of the contract). The home inspector has guidelines for what items can and cannot be included on the inspection report (generally speaking - things have to be in "working order," and anything considered "cosmetic" is not included). The home inspection purpose is for the buyer to know the condition of the property; it's not a repair list. The seller is not automatically obligated to make repairs as a result of the house inspection. Again, all repairs are negotiable unless "as is."

*In the case of an "as-is" property, if the contract included in writing that the property was sold "as-is," it means that the sellers have stated up front that they will not make any repairs (possibly due to lack of funds); however, buyers still have the right to inspect the property and decide whether they want to proceed with the purchase.

We will list your repair requests in order of priority (how important they are to you) on a form we call the "TRR" (Treatments, Repairs and Replacements). You can make requests for repairs, and the seller can agree or counter (as long as the seller has not said that the house is being sold "as is"). A word of caution here -- please remember you are not buying a new home (except in the case of new construction; that is a different discussion). You are picking up where the seller left off on maintenance. Not every item on the inspection report necessarily needs to be repaired by the seller. That said, if there are items found on inspection that are a safety issue, or that are obviously important to have in working order prior to your moving in the home, those are good items to request. There will be some items on the report that are noted as suggestions, not necessarily recommended repairs – those and other items that may not need immediate repair would be good ones to handle at a later time, after taking ownership. Also, sometimes inspectors will note items where the code requirements have changed since the house was built or the system was installed, even though a repair is not required. Please be thoughtful in making repair requests; I have had situations where the buyer asked for so many repairs it literally "killed the deal" because the seller was too overwhelmed or really thought the requests were unreasonable.

Contractually, we have a deadline to perform all of your inspections and submit the TRR to the seller -- however, we don't want to wait that long; it is best to submit the TRR as soon as possible after the inspections in order to come to an agreement. Then, once the TRR is submitted, we have a total of 7 days to negotiate and reach an agreement on repairs. Sometimes, if an agreement cannot be reached, the contract is cancelled and the house goes back on the market.

You also have the right to cancel the contract if something is discovered that is unsatisfactory to you (see page 3 of contract); this normally would be something very significant that could not be remedied or improved by repairs of some sort. I'm not wanting to suggest you should be thinking about cancelling the contract. At the same time, you need to know that once we move beyond the investigations period and TRR negotiations, your right to cancel the contract will expire (see contract for specifics). Once the TRR has been executed, we are all working together toward a successful closing! Feel free to contact me if you have any questions or want to discuss the inspection and repairs negotiation process further. I will be available to assist as we take each step.

Homeowner's (Hazard) Insurance

You will want to begin shopping for insurance once you have a purchase contract on a home. Coverage will need to begin on the day of possession, so the earlier you begin, the more time you will have to visit with insurance agents about coverage and cost. It is very important that you understand your coverage, deductibles, inclusions, exclusions and all the various components of your coverage. Ask your insurance agent questions, and make sure they are providing a policy that suits your needs. Note: the purchase contract outlines some guidelines regarding hazard insurance, including some timeline aspects per the investigations, inspections and reviews process (Paragraph 7).

You may already have a favorite insurance carrier and insurance agent – and you may want to continue with them on your new home. The following information is being made available for anyone who does not currently have coverage, or who wants to consider other options. These insurance agents were recommended either by my clients or other real estate agents. This is not an endorsement; it is up to the buyer to decide on their carrier and coverage.

Scott Streller
Farmers Insurance
405.348.3777 office
405.812.7268 cell
1808 S Kelly Ave
Edmond, OK 73013

Dennis Chaumont
State Farm Insurance
405.341.4581 office
325 N Bryant
Edmond, OK 73034

Jared McMillan
Goosehead Insurance
405.655.5765
1015G Waterwood Pkwy
Edmond, OK 73034

Please let me know your experience if you decide to work with one of these individuals. If you have another insurance agent you love, please send me your suggestions!
marcus@leonardrealtyok.com

Helpful Information

City of Edmond 405.359.4541
Electric, Water, Sewer, Trash
www.edmondok.com/684/Start-Stop-Move-Service
To check waste collection schedule: gis.edmondok.com/addresslocator

Oklahoma Natural Gas 800.664.5463
Gas Service for Edmond and OKC – call or go online to start/transfer service
ONG no longer has locations that are open to the public.
www.oklahomanaturalgas.com

City of Oklahoma City 405.297.2833
Water, Sewer, Trash
www.okc.gov/departments/utilities/customer-service/starting-utility-service

OG&E 405.272.9741
Electric Service for OKC
www.oge.com

TV – Phone - Internet
Cox Communications .... www.cox.com 405.600.8282
AT&T (Phone, Internet, TV) .... www.att.com 800.288.2020
Directv .... www.directv.com 888.795.9488
Dish Network .... www.dish.com 866.861.9071

Newspapers
The Oklahoman .... www.oklahoman.com 405.475.3311

Car Tags & Registration – Oklahoma Tax Commission 405.521.3221

Driver's Licenses – OK Dept. of Public Safety 405.425.2424

Voter Registration in Oklahoma County - OK County Election Board 405.713.1515

Note that companies sometimes change contact information. Please let me know if you discover any information above that needs to be updated. Thank you!

FAQs

Do I Really Need to Get Pre-Approved with a Lender Before Seeing Homes?
Yes (unless you are paying with 100% cash). Getting a mortgage pre-approval is to your advantage. This verifies your price range and closing costs. You will also want a pre-approval letter from your lender to put with your offer to the seller to strengthen your offer and help compete against other buyers. And, if you are paying cash, then we will need a "proof of funds" to put with the purchase offer.

Do I Really Need An Agent?
A real estate agent is your trusted partner, who looks out for your interests. A buyer should have their own agent; a listing agent is looking out for the seller. I assist my clients in discerning their needs and finding a property to meet those needs. I show properties and provide market information to know whether a home is worth what the seller is asking. I use my expertise to screen for any potential issues with the property. I write the offer, advising on the best strategy, negotiate the contract, oversee inspections, negotiate repairs, coordinate everything with the lender and title company, including the appraisal, survey and title work. The buyer's agent and listing agent provide the communication between the buyer and seller.

What Is Earnest Money and How Does It Work?
This is your "skin in the game." It shows the seller you are serious about purchasing the home. In our market, sellers expect at least 1% of the offer price. Within 3 days of the contract execution, the EM is deposited. Earnest money is either held by the listing broker or the title company. If you discover something about the house during the investigations period that causes you to cancel the contract, it is usually fairly easy to get your earnest money back. If you cancel the contract outside of the allowable terms, you may forfeit your EM. You receive credit at closing toward your down payment/closing costs for the amount of EM. Earnest money can be a personal check, and in some cases may be transferred by wire or other electronic means.

Does the Refrigerator Stay with The House?
In general, anything considered "attached" stays with the house. The OREC contract does not include the refrigerator, washer or dryer. It does include the oven, range and dishwasher. It includes the microwave if it is built in. See the purchase contract for the full list of items that stay with the home.

What are "Reserved Items"?
Sometimes sellers stipulate items they do not plan to leave with the house, even if they are on the contract list of items that should remain. This might be mounted TVs, TV mounts, swing sets, hot tubs, drapes, or storage shelves, for example.

When Can I Be In The Home Before It Closes?
Scheduled showings prior to submitting an offer. The Home Inspection – this is the best time to get measurements for furniture/appliances, bring additional family members to see the home, etc. This is the last time you will be in the home prior to the final walk through. The Final Walk Through is to verify condition and verify repairs, if any; it usually happens the day of or the day before closing.

When Can I Move My Things Into The House?
After it closes, once it is "funded," once it is legally your home.

Can I Just Move Some Things Into the Garage Before It Closes?
No. There is too much liability involved. Insurance won't cover you before closing either.

What is the MLS?
The MLS is the Multiple Listing Service. Ours is administered by the Oklahoma Metro Association of Realtors. This is the place where agents "list" and share those listings with other agents.

What is a FSBO?
Homes that are For Sale By Owner are not advertised in the MLS. Some FSBO owners are willing to work with and pay a fee to a buyer's agent. I ask that clients let me know if they want to see a home that is For Sale By Owner, then let me call the owner to request the showing. If the owner is not willing to pay the buyer agent fee, then I will let my buyers know, and if they decide to purchase the property, they can adjust the offer accordingly to include the payment of my services (or proceed without me).

How Much Do You Charge and Who Pays?
I only get paid when someone buys or sells a property. The brokerage fee that I charge when working with a buyer is 3% of the total sales price. Just as you would be expected to pay any professional who provides their time, knowledge, skills and services, the buyer is responsible for paying their agent. This may be different than you experienced in the past if you have previously bought a home. Significant industry changes occurred in 2024. We will attempt to negotiate with the seller to pay the buyer's agent fee. If the seller does not agree to pay all or part of the fee, it is the buyer's responsibility.

Is There Anything Else I Need To Know?
If financing the house – do not do anything to change your credit/debt/income until after closing; don't open any additional credit or make any significant purchases with existing accounts (the furniture and appliances can wait until after closing; don't buy a new vehicle). Don't pay off any debt either without checking with your lender first. Income may be verified right up until the last minute, so don't quit your job or change jobs until after closing.

What Do I Need to Do After Closing?

- Call a locksmith to change the locks.

- Claim Homestead Exemption prior to March 15 the year following your purchase. Go to https://assessor.oklahomacounty.org/255/Homestead-Exemption.

- Keep good records. You may think you will never sell your home. Just in case, keep records of any major repairs/improvements.

- Stay in touch with me! I love to stay in touch with clients; if we weren't friends before working together, hopefully we are now!

- Please consider posting an online review on: my Google Business page, Facebook business page, Linked In page.

- Please recommend me to your family and friends if I earned your future referrals! I can even assist in locating agents in other cities and states through my agent networks.

Will you be interviewing other Agents?

If so, you may wish to ask the following; my answers are included below:

Will you service me personally?
I will service you personally. You will never be bounced around to other agents on a big team. I do have a transaction coordinator who assists with paperwork once we are under contract, but I will always be the one to assist you with negotiations and major steps along the way. In the rare event that I am out of town, or as can sometimes happen if I am double booked, I do have colleague agents available as needed. If the perfect new listing pops up on the market, I want to make sure you are assisted as quickly as possible. Please call me, not the listing agent or homeowner, to view properties.

What is your policy on responding to phone calls/emails/text messages?
I ask all of my clients to contact me directly on my cell phone (call or text) or by email. I do value time with my family – therefore all non-emergency calls and emails received after 7:00 p.m. and on Sundays may not receive a response until the following day. The exception would be if we were in negotiations, then time is of the essence.

Do you offer an "easy exit" listing so that I can end our agreement if I am not satisfied?
Your satisfaction is extremely important to me. If you are unhappy with my performance at any time, our agreement may be discontinued. I would appreciate the opportunity to correct any issues before parting ways, though, so please communicate with me if there is something you would like me to be doing differently. If you are still unsatisfied, then we can end our agreement. I have not had anyone to date ask to terminate our working agreement.

Are you available after the purchase closes for questions, etc.?
I work to build a relationship with all my clients that goes beyond the sale of the home. If you have questions regarding contractors, etc., feel free to ask and I'll share what I know or try to find a source for you if needed. I also have a group of supporters called "Marcy's MVPs," who receive a few surprises throughout the year.

Are you ready to work with me?

If yes - thank you!

We have things to discuss and papers to sign!

If no - may I ask why?

- Are there any questions I can answer?
- Are you interviewing other agents?
- Will you be ready at a later time?