

Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC
Cell: 410-382-3977



STATE OF MARYLAND REAL ESTATE LICENSE – 15/YRS

LICENSE #: 587658 EXPIRES: 12/03/2021

ASSOCIATE BROKER

DESIGNATIONS: ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC

PREFERRED AGENT | PRESENTER FOR:

Belair-Edison, HARBEL, Home Partnership, NHS, Southeast, St. Ambrose Housing Agencies

CERTIFIED LITERACY INSTRUCTOR FOR:

Freddie Mac Certified Credit Smart and Maryland Cash Campaign

Email: **thomasrylesjr@gmail.com (primary)**

thomas@KempAndAssociatesRE.com (secondary)

Website(s): **www.thomasrylesjr.com**

KEMP & ASSOCIATES 1430 REISTERSTOWN RD UNIT #3 PIKESVILLE, MARYLAND 21208

OFFICE: 410-580-0606 x 26 FAX: 410-580-0616



STATE OF MARYLAND INSURANCE LICENSE – 7/YRS

LICENSE #: 2101025 EXPIRES: 09/30/2021

LIFE & HEALTH and PROPERTY & CASUALTY

STATE OF MARYLAND TITLE INSURANCE - CANDIDATE

STATE OF MARYLAND NOTARY PUBLIC - 13/YRS

COMMISSION EXPIRES: 09/15/2023

Facebook: **www.facebook.com/thomasrylesjrkemp**

Linkedin: **www.linkedin.com/in/thomasrylesjr**

Twitter: **www.twitter.com/thomasrylesjr**



Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



1.0 DESIGNATIONS

ABR- ACCREDITED BUYER REPRESENTATIVE

[//rebac.net/homebuyer_resources.cfm](http://rebac.net/homebuyer_resources.cfm)

AHWD - AT HOME WITH DIVERSITY

[//rebac.net/at_home_with_diversity.cfm](http://rebac.net/at_home_with_diversity.cfm)

CDPE - CERTIFIED DISTRESSED EXPERT

[//www.cdpe.com/](http://www.cdpe.com/)

CIAS - CERTIFIED INVESTOR AGENT SPECIALIST

[//www.cias.com/](http://www.cias.com/)

CRS - CERTIFIED RESIDENTIAL SPECIALIST

[//www.crs.com/About_CRS/53](http://www.crs.com/About_CRS/53)

GRI - GRADUATE REAL ESTATE INSTITUTE

[//www.realtor.org/griclear.nsf](http://www.realtor.org/griclear.nsf)

SPF - SHORT SALES & FORECLOSURE RESOURCE

[//www.realtorsfr.org/aboutsfr.html](http://www.realtorsfr.org/aboutsfr.html)

WHC - WORKFORCE HOUSING CERTIFIED

[//www.mdrealtor.org/Education/WorkforceHousingCertification.aspx](http://www.mdrealtor.org/Education/WorkforceHousingCertification.aspx)





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



2.0 WEBSITE DESIGN – www.thomasrylesjr.com

WELCOME

- **CLIENT LOGIN**
- **MY INFORMATIONBALTIMORE EVENTS**

BUYERS

- **FIND A HOME/LISTINGS/OPEN HOUSES**
- **FINANCE TOOLS**
- **VIDEOS**

SELLERS

- **HOME EVALUATIONS (FINANCE TOOLS)**
- **SELLER'S ADVICE**
- **SELLER CLOSING COSTS**
- **VIDEOS**

INVESTORS

- **AUCTIONS**
- **HOUSING TREND 2019**
- **NETWORK & MEETINGS**
- **PROFITS**
- **SHORT SALES & FORRCLOSURES**
- **VIDEOS**





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



PREFERRED PARTNERS

- **CONCRETE**
- **FINANCE COMPANIES**
- **HOMEOWNER'S/MORTGAGE PROTECTION**
- **HOME WARRANTY**
- **INSPECTIONS**
- **MOVING/HAULING & CLEANOUT**
- **SECURITY & ALARMS**
- **TITLE INSURANCE**

EDUCATION

- **BALTIMORE REAL ESTATE**
- **CHAMBER OF COMMERCE**
- **COMMUNITY ORGANIZATIONS**
- **HOUSING AGENCIES**
- **VIDEOS**

OTHER INFORMATION

- **BALTIMORE EVENTS**
- **NEIGHBORHOOD STATISTICS**
- **RESOURCES**
- **TERMINOLOGY**





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



3.0 AGENCY

An AGENT is one who represents another, called the PRINCIPAL, in dealing with third persons. Such representation is called AGENCY.

SELLER AGENCY is the ‘traditional’ Agency relationship. Simply put, the Listing Agent represent the Seller under a written Listing Agreement and owes the Seller duties of reasonable care, loyalty, disclosure, confidentiality, diligence and accounting.

BUYER AGENCY is a written Buyer Representation Agreement and is required to create BUYER AGREEMENT. The Buyer Agent owes the buyer the duties of reasonable care, loyalty, disclosure, confidentiality, diligence and accounting.

DUAL AGENCY is when a Buyer becomes interested in property listed by that company, the real estate company, or Broker, becomes a Dual Agent.





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



4.0 CHOOSING AN AGENT

Look for Certification(s)

- One way real estate agents distinguish themselves from the growing ranks of their peers is through education. In many cases, these agents are permitted to display after their names designations that reflect the certifications they have earned. You as the home buyer, are the beneficiary of all that advance knowledge and experience.

Do the Background Research

- Interview at least three real estate professional before choosing one to represent you.
- Consider the agent's earned designation, check with the Better Bureau for any negative reports, and confirm the agent's current license status with the state's real estate commission. You want someone who is both experience and in good professional standing.
- Use the internet.
- Find an agent who understands how to use technology effectively in order to help you more quickly make an offer on and close the purchase of the house that you really want.
- Ask for-and-check the agent's reference.
- Select a strong negotiator.
- Talk money.





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



5.0 First-Time Homebuyers' Process

1. The Education & Information Consultations

- 1.1. Housing Counselor Workshops/Seminars**
- 1.2. Financial Consultation with Loan Officer**
- 1.3. Consultation with Real Estate Agent (Traditional, S.S., Foreclosure)**
- 1.4. Preview Homes**

2. The Offer to Purchase

- 2.1. Schedule An In-Office Appointment**
- 2.2. Preliminary Documents**
- 2.3. Writing The Contract of Sale**
- 2.4. Contingencies: (Inspection, Financing, Disaster, Appraisal, H.O.)**
- 2.5. Counter-Offer Warning Flags**
- 2.6. Acceptance vs. Counter-Offer vs. Rejection**

3. The Contract & Addendums

- 3.1. Contract Acceptance**
- 3.2. Contingencies: (Inspection, Financing, Disaster, Appraisal, H.O.)**

4. The Pre-Settlement

- 4.1. Select Settlement Company**
- 4.2. Contact Insurance Company**
- 4.3. Utility Companies**
- 4.4. Pre-Settlement Inspection (Walk-thru)**

5. The Settlement / Closing

- 5.1. Settlement**
- 5.2. Obtain Keys to Home**
- 5.3. Moving Day**





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



6.0 BUYER CONSULTATION QUESTIONNAIRE

GENERAL QUESTIONS

1. What price range are you looking for?
2. When do you want to move into your new home?
3. What type of purchase is this (first home purchase, a relocation, a move-up, etc)?

CURRENT HOME

1. What don't you like about your current home?
2. What do you like about your current home?

HOUSEHOLD

1. How many people are in your household? Who are they, and what are their names?
2. Does your new home need to accommodate any special needs?
3. Do you have pets? If yes, what type, and what are their names?
4. Are there any other household considerations we should take into account in the home search?

LIFESTYLE

1. When you are at home, what do you enjoy doing most?
2. What room(s) do you spend the most time in at home?
3. What lifestyle considerations are important to you?

LOCATION

1. What location do you prefer?
2. What other location considerations are important to you?





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



EXTERIOR FEATURES

1. What style of homes are you interested?
2. What size yard are you looking for?
3. Do you want a pool?
4. Are you looking for a home with a garage?
5. What other exterior features are important to you?

GENERAL INTERIOR FEATURES

1. How many stories do you prefer?
2. In general, how does the interior look (open, cozy, funky)?
3. How many bedrooms/bathrooms does the home have?

ROOM-BY-ROOM INTERIOR FEATURES

1. What other interior features are important to you?
2. What three rooms in your home will be the most important in your decision to purchase? Would you describe them in more detail?
3. What other rooms in the home are important for you to have (home office, separate laundry room, formal dining room, etc)? What do those rooms look like?





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



7.0 THE TEN COMMANDMENTS **WHEN APPLYING FOR REAL ESTATE LOAN**

- 1) Thou shall not change jobs, become self-employed or quit your job.
- 2) Thou shall not buy a car, truck or van (or you may be living in it).
- 3) Thou shall not use charge cards excessively or let your accounts fall behind.
- 4) Thou shall not spend money you have not set aside for closing.
- 5) Thou shall not omit debts or liabilities from your loan.
- 6) Thou shall not buy furniture.
- 7) Thou shall not originate any inquiries into your credit.
- 8) Thou shall not make large deposits without first checking with your lender.
- 9) Thou shall not change bank accounts.
- 10) Thou shall not co-sign a loan for anyone.





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



8.0 OBTAINING A MORTGAGE

1. Get your credit in check

- **Before you set off to get a mortgage, make sure you're financially prepared for homeownership.**
- **Do you have a lot of debt?**
- **Do you have plenty saved for a down payment?**
- **What about closing costs?**

2. Get preapproved for a mortgage

- **After you've checked your credit, getting preapproved for a mortgage will tell you how much the lender is comfortable letting you borrow for a home.**
- **Once you have your price range, you're ready to look at houses.**
- **Getting preapproved also gives you a leg up when you start looking, because it shows sellers that you can make a solid offer up to a specific price.**

3. Choose the right mortgage

- **Conventional or government-backed-loan: Government-backed loans, such as FHA loans, can make it easier for you to buy a home if your credit score isn't great or if you don't have money for a big down payment.**
- **Fixed or adjustable rate: Fixed-rate mortgages tends to be safer because the mortgage interest rate won't change over the life of the loan.**
- **Mortgage term: Do you want a 10-year, 20-year or 30-year mortgage? With a 30-year term, your monthly**





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



payments probably will be smaller, but you'll pay more interest over the life of the loan.

- **Don't borrow more than you can handle.**

4. Find the right lender

- **Consider using a broker to help you find a lender**
- **Talk to your real estate agent. Ask friends and family for referrals**
- **Compare at least three lenders. Ask about fees and down payment requirements.**
- **Check current mortgage rates to get the best deal**

5. Submit your application

- **W-2 forms from the past two years**
- **Pay stubs from the past 30 days**
- **Federal tax returns from the past two years**
- **Proof of other sources of income**
- **Recent bank statements**
- **Details on long-term debts such as car or student loans**
- **ID and Social Security number**

6. Begin the underwriting process

- **Credit and job history**
- **Debt-to-income ratio**
- **Current debt obligations**





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



7. Prepare for the closing process

- **Decide if you should get discount points. Do you want to pay an upfront fee-known as points-to lower your interest rate?**
- **Purchase homeowners insurance. Your lender will require you to do this.**
- **Buy a lender's title policy. And while it's not required, it's wise to also purchase owner's title insurance. Both policies protect the lender and you in case there are problems with the title to the property down the road.**
- **Do a final walk-through of the house. Make sure nothing has changed-and the agreed-upon repairs have been made-since the home inspection.**
- **Receive a closing disclosure. You'll get this three days before the scheduled closing date, which lists all the closing costs.**
- **Get a cashier's check. This will be from your bank to cover closing costs.**

8. Close on the home

- **Your lender**
- **Your real estate agent**
- **A closing agent**
- **Your attorney**
- **The seller's attorney**
- **A title company representative**
- **The seller and the seller's agent**





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



Residential Mortgage Pre-Loan Application Document Checklist

Congratulations on taking the first step towards your home financing needs!

Please bring the checked items to your appointment. If there are any other items on this checklist that may be relative to your situation, please bring those items to the appointment for the Mortgage Loan Officer to review.

Asset Documents

- ☐ Most recent 2 months complete consecutive bank statements or quarterly statement dated within 90 days of loan application
- ☐ Satisfactory explanation and documentation on any applicable large deposits
- ☐ If funds are being gifted to you, provide gift letter with donor name, address, relationship, amount, contact information and when gift of funds were/will be given
- ☐ Click here to enter text.
- ☐ Click here to enter text.

Credit Documents

- ☐ Complete bankruptcy documents including all schedule and discharge notice
- ☐ Copy of signed divorce decree, property settlement and/or child support court order, including all pages and judge's signature
- ☐ Click here to enter text.
- ☐ Click here to enter text.

Income Documents

- ☐ Most recent paycheck stub(s) covering a 30 day wage and year to date income
- ☐ Most recent 2 years of W-2 form(s)
- ☐ Most recent 2 years of complete personal tax returns with all pages and schedules
- ☐ If you receive commission and is 25% or more of your annual salary, include most recent 2 years tax returns with all pages and schedules
- ☐ If you have any deductions on you paystub, such as loans, garnishments, etc. provide supporting documents
- ☐ If your year to date earnings are declining by more than 10% from previous year, provide a signed and dated explanation letter
- ☐ If self-employed, provide most recent 2 years personal tax return with all pages and schedules. If Schedule E has any business income, provide K-1 for all businesses with income or loss > \$1000.00. Provide business returns if ownership is 25% or more
- ☐ If self-employed, provide year to date profit & loss and balance sheet for all applicable businesses
- ☐ If employed by family member, provide most recent 2 years of complete tax returns with all pages
- ☐ Supporting documents to show 6 months of continuance alimony/child support
- ☐ Retirement & Pension: Provide one of the following - Most recent awards letters, Verification from organization providing income, Copies of the signed federal tax returns, Most recent W2 or 1099 forms, or 2 most recent bank statements showing proof of receipt
- ☐ Social Security: Most recent Awards letter, 2 most recent bank statements showing proof of receipt, or recent 1099

1 | Page





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



Residential Mortgage Pre-Loan Application Document Checklist

- ☐ If Investment Property was acquired after previous year tax filing, please provide copy of existing lease for property being financed
- ☐ Click here to enter text.
- ☐ Click here to enter text.

Purchase Loan Documents

- ☐ Fully Executed purchase contract and all addendums
- ☐ Click here to enter text.
- ☐ Click here to enter text.

Real Estate Owned Documents

- ☐ Provide copy of recent mortgage statement to support property address, mortgage balance, monthly payment, including escrows (property tax & insurance)
- ☐ Provide copy of tax and insurance amounts for all owned real estate properties
- ☐ Provide information on property i.e. Type of property, Value of property, if property receives any rental income, if property has any HOA/Special Assessments monthly, quarterly or annually
- ☐ If you own other real estate properties that are free and clear from mortgage, please provide everything applicable from point 2 and 3 above.
- ☐ Click here to enter text.
- ☐ Click here to enter text.

Other Documents

- ☐ If Refinance, property has non-PNC 2nd lien, provide copy of Mortgage Note for 2nd lien
- ☐ If financing property is a condo or co-op, provide home owner association contact information
- ☐ Provide home owner insurance agent contact information
- ☐ DD214/Certificate of Eligibility
- ☐ For VA - Childcare Expense Letter (if dependents)
- ☐ For VA - Contact Information for nearest living relative
- ☐ Click here to enter text.
- ☐ Click here to enter text.
- ☐ Click here to enter text.
- ☐ Click here to enter text.
- ☐ Click here to enter text.

If you have any questions or concerns, please contact your Mortgage Loan Officer —

2 | Page



is a registered service mark of The PNC Financial Services Group, Inc. ("PNC"). All loans are provided by PNC Bank, National Association, a subsidiary of PNC, and are subject to credit approval and property appraisal. Terms and conditions of this offer are subject to change without notice. ©2016 The PNC Financial Services Group, Inc. All rights reserved. PNC Bank, National Association. Member FDIC





Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



Pre-Application Worksheet

Your actual rate, payment and costs could be higher.
 Get an official Loan Estimate before choosing a loan.

Borrower(s):		Date: 03/17/2019	
Property Address: TBD MD 21206		Lender:	
Loan Amount: \$137,365.00		Interest Rate: 4.625%	
Loan Type: FHA		Amortization: Fixed	
Appraised Value: \$		LTV: 96.500%	
Term: 360 months		APR: 5.862%	
Estimated Monthly Payment Principal & Interest: \$706.25 Other/Secondary Financing (P & I): \$ Hazard Insurance: \$83.00 Real Estate Taxes: \$178.00 Mortgage Insurance: \$94.94 HOA Dues: \$ Other: \$0.00 Total Monthly Payment: \$1,062.19		Additional Loan Features Interest Only: N Interest Only Mths. Balloon: N Balloon Due // 1st Adj. Cap % 1st Change Mths. Margin: % Index: % Life Cap: % Floor: %	
Origination Charges			
Loan Origination Fee:	\$		
Application Fee	\$		
Processing Fee	\$495.00		
Underwriting Fee	\$575.00		
Wire Transfer Fee	\$40.00		
FHA Commitment Fee	\$395.00		
Prepays			
		Daily int. 17 days @ \$17.4058	\$295.90
		Mortgage Ins. Premium	\$2,362.55
		Homeowner's Insurance	\$996.00
MERS(R) Registration Fee		Property Taxes	\$1,068.00
		VA Funding Fee	
		Flood Insurance	
Reserves (Escrows)			
		Homeowner's Ins 3 mths. @ \$83.00	\$249.00
		Mortgage Ins. mths. @ \$94.94	
		Property Taxes 3 mths. @ \$178.00	\$534.00
		City Property Tax mths. @	
		Flood Insurance mths. @ \$	
		mths. @ \$	
		mths. @ \$	
		mths. @ \$	
		USDA @ \$	
		Aggregate Adjustment	
Title and Closing Fees			
		Title Search	
		Title Examination	
		Title Endorsement Fee	
		Reconveyance Fee	
		CPL (Closing Protection Letter)	
		Survey Fee	\$250.00
		Settlement Fee	\$1,100.00
		Closing Fee	
		Escrow Fee	
		Lender's Title Insurance	\$414.00
		Owner's Title Insurance	\$414.00





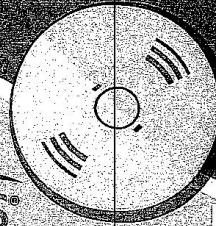
Thomas A. Ryles Jr., Associate Broker
ABR, AHWD, CDPE, CIAS, CRS, GRI, SFR, WHC



SMOKE ALARM LAWS

2018

Maryland
REALTORS®



AS OF JANUARY 1, 2018 - MARYLAND LAW REQUIRES:

IF BATTERY OPERATED ONLY, ALARM MUST:

- Be powered by 10-year sealed battery
- Have a silence/hush feature

IF HARDWIRED ALTERNATING CURRENT (AC) ALARM:

- May NOT be older than 10 years from the date of manufacture*

ONE ALARM MUST BE LOCATED ON EACH LEVEL OF THE DWELLING INCLUDING THE BASEMENT

NOTE: REGARDLESS OF WHEN BUILT, battery operated only alarms must be powered by 10-year sealed batteries, and no unit, whether battery operated or AC, may be older than 10 years. Types of alarms found in homes have changed over time based on requirements at the time of construction.

BUILT BEFORE
7/1/75



Located:
Each hallway outside
bedroom(s)

BUILT BETWEEN
7/1/75 - 1/1/89



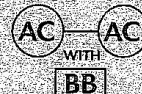
Located:
Each hallway outside
bedroom(s)

BUILT BETWEEN
1/1/89 - 7/1/90



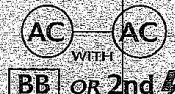
Located:
Each hallway outside
bedroom(s)

BUILT BETWEEN
7/1/90 - 7/1/13



Located:
Each hallway outside
bedroom(s)

BUILT AFTER
7/1/13



Located:
Each hallway outside
bedroom(s) **AND** in
each bedroom

BE AWARE!

- Hardwired AC Alarms must be replaced with hardwired alarms of the same type.
- Additional alarms required as of January 1, 2018 (such as in basement) may be battery operated if they are 10-year sealed battery alarms with a silence/hush button feature.
- A seller who fails to comply with the law is subject to a fine, imprisonment, or both.
- As required by law, any information about alarms that is shared with a REALTOR® is considered a material fact that must be disclosed to all parties.

*NOTE: Date of manufacture will be marked on back of smoke alarm. If no date is printed on device, it should not be used.

KEY

B: Battery powered alarm

AC: Alarm powered by alternating current (hardwired)

AC-AC: Hardwired interconnected alarm

BB: Battery Backup

2nd: Alternate secondary power source (i.e. WiFi or Radio Frequency)

