

TEN IMPORTANT QUESTIONS TO ASK YOUR HOME INSPECTOR

1. What does your inspection cover?

The inspector should ensure that their inspection and inspection report will meet all applicable requirements in your state if applicable and will comply with a well-recognized standard of practice and code of ethics. You should be able to request and see a copy of these items ahead of time and ask any questions you may have. If there are any areas you want to make sure are inspected, be sure to identify them upfront.

2. How long have you been practicing in the home inspection profession and how many inspections have you completed?

The inspector should be able to provide his or her history in the profession and perhaps even a few names as referrals. Newer inspectors can be very qualified, and many work with a partner or have access to more experienced inspectors to assist them in the inspection.

3. Are you specifically experienced in residential inspection?

Related experience in construction or engineering is helpful but is no substitute for training and experience in the unique discipline of home inspection. If the inspection is for a commercial property, then this should be asked about as well.

4. Do you offer to do repairs or improvements based on the inspection?

Some inspector associations and state regulations allow the inspector to perform repair work on problems uncovered in the inspection. Other associations and regulations strictly forbid this as a conflict of interest.

5. How long will the inspection take?

The average on-site inspection time for a single inspector is two to three hours for a typical single-family house; anything significantly less may not be enough time to perform a thorough inspection. Additional inspectors may be brought in for very large properties and buildings.

6. How much will it cost?

Costs vary dramatically, depending on the region, size and age of the house, scope of services and other factors. A typical range might be \$300-\$500 but consider the value of the home inspection in terms of the investment being made. Cost does not necessarily reflect quality. HUD Does not regulate home inspection fees.

7. What type of inspection report do you provide and how long will it take to receive the report?

Ask to see samples and determine whether you can understand the inspector's reporting style and if the time parameters fulfill your needs. Most inspectors provide their full report within 24 hours of the inspection.

8. Will I be able to attend the inspection?

This is a valuable educational opportunity, and an inspector's refusal to allow this should raise a red flag. Never pass up this opportunity to see your prospective home through the eyes of an expert.

9. Do you maintain membership in a professional home inspector association?

There are many state and national associations for home inspectors. Request to see their membership ID and perform whatever due diligence you deem appropriate.

10. Do you participate in continuing education programs to keep your expertise up to date?

One can never know it all, and the inspector's commitment to continuing education is a good measure of his or her professionalism and service to the consumer. This is especially important in cases where the home is much older or includes unique elements requiring additional or updated training.

HOUSING AND CREDIT COUNSELING, INC.

PAY CHECK TO PAY CHECK WORKSHEET

MONTHLY EXPENSES	DUE DATE	BUDGET	1st CHECK	2nd CHECK	3rd CHECK	4th CHECK
HOUSING						
Rent						
First Mortgage						
Second Mortgage						
Association Dues						
Property Taxes						
Lot Rent						
Home Maintenance						
AUTOMOBILE						
Gasoline						
Maintenance – Oil/Lube/Tires						
Auto Tags/Inspection						
FOOD						
Groceries						
Meals Out						
School Lunches						
Food/Snacks at Work						
UTILITIES						
Electric/Gas/Oil/Propane						
Water/Sewer/Garbage						
Telephone/Cell Phone/Beeper						
Cable TV/Internet						
CLOTHING						
INSURANCE						
Automobile						
Medical						
Life						
Renters/Homeowners						
HEALTHCARE						
Drugs/Medication						
Office Visits/Deductible						
Dental						
Optical						
CHILDCARE						
Daycare/Babysitter						
Allowances/Kid's Stuff						
Diapers/Formula/Baby Supplies						
Child Support						
INSTALLMENTS						
Car Payment #1						
Car Payment #2						
Student Loans						
Tax Installments – State/Federal						
Other						
CHARITABLE DONATIONS						
Church/Charities						
EDUCATION						
School – Tuition/Supplies						
LEISURE						
Books/Newspapers/Magazines						
Movies/Sporting Events/Entertainment						
Gifts/Parties/Holidays/Cards						
Vacations/Travel						
Alcohol						
Cigarettes/Tobacco						
Hobbies/Clubs						
Lottery/Casinos/Bingo						
MISCELLANEOUS						
Work Tools/Clothes/Occupational Dues						
Dry Cleaning/Laundry						
Home Cleaning Supplies						
Bus Fares/Ride Shares/Parking						
Personal Care – Shampoo/Toothpaste/Haircuts						
Bank Service Charges/Postage						
Pet Care/Vet/Food/Medications						
Lawn/Pool Maintenance/Home Security						
SAVINGS/RESERVE						
TOTAL						

FRITTER FINDER

The purpose of this chart is to help keep track of out-of-pocket cash expenses that are often hard to remember. For a total financial “picture”, these will need to be added to major expenses such as housing, utilities, debt payments, and so on. Carry this chart with you each day for a month. Put the amount spent each day in the appropriate box. Total at the end of the month. To save space, round off amounts to whole dollars.

EXPENSES	D A Y S O F T H E M O N T H																TOTAL
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Gasoline/Car																	
Bus/Parking																	
Groceries/Household																	
Personal Items																	
Alcohol & Tobacco																	
Daily Medications																	
Medical Costs																	
Clothing																	
Laundry/Dry Cleaning																	
Haircare																	
Food at Work																	
Newspaper/Magazines																	
Hobbies																	
Meals Eaten Out																	
Recreation																	
Gifts/Cards																	
Babysitting																	
Church/Contributions																	

(continued on other side)

D A Y S O F T H E M O N T H

EXPENSES	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Gasoline/Car																
Bus/Parking																
Groceries/Household																
Personal Items																
Alcohol & Tobacco																
Daily Medications																
Medical Costs																
Clothing																
Laundry/Dry Cleaning																
Haircare																
Food at Work																
Newspaper/Magazines																
Hobbies																
Meals Eaten Out																
Recreation																
Gifts/Cards																
Babysitting																
Church/Contributions																
																TOTAL MONTH EXPENSES



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Schedule of Non-Monthly Expenses

Item	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Yearly Cost	Average Monthly Amount
Real Estate Taxes														
Home Insurance														
Home Repairs														
Auto Tags and Taxes														
Auto Insurance														
Auto Repair														
School														
Clothing														
Medical														
Gifts														
Vacation														
Emergency Reserve														
TOTAL AMOUNTS														

SET ASIDE
←

COST CUTTERS



HOUSING Learn to do simple repairs

- Do your own painting, etc.
- Adjust thermostat at night
- Use lights only when necessary
- Conserve water
- If you must use long distance, stand while talking and use a timer

- Write letters rather than calling
- Have only basic phone service
- Use old towels to make dust and dish rags
- Look into weatherization programs
- If you must have cable, basic only

FOOD

- Brown bag to work
- Cut down on eating out
- Buy Prairieland Foods/ Co-Ops
- Shop seasonal specials
- Grow a garden
- Plan at least 1 meatless day each week
- Plan a weekly menu
- Make grocery list from weekly menus

- Use coupons, for items you regularly buy
- Avoid snack & "empty calorie food"
- Wrap & store leftovers carefully
- Consider generic brand foods
- Use crock pot for less tender meats
- Stretch hamburger with bread or oatmeal
- Use leftovers in soups, stews, etc.

TRANSPORTATION

- Ride your bike to work
- Drive small economy cars
- Car pool
- Do regular oil changes, tune-ups

- Get rid of one car
- Obey speed limits (eliminate tickets)
- Minimize number of trips to mall, store, etc.
- Consider moving closer to work

CLOTHING

- Sew as much as possible
- Use a clothesline instead of dryer
- Train your children to change into play clothes
- Organize laundry for minimum loads

- Buy clothing that is washable & launder carefully, keep clothes mended
- Remodel older clothing with lace, beads

HEALTH & MEDICAL

- Serve nutritious meals
- Investigate services offered by health department
- Have your children immunized
- Stop using tobacco, alcohol, drugs

- If you don't have health insurance, consider accident insurance
- Follow safety rules to prevent accidents
- Exercise regularly

EDUCATION

- Use public library

- Study to improve your qualifications

EMPLOYMENT

- Let your boss know you are interested in additional training
- Sign up for seminars, continuing education whenever offered

- Develop skills to enhance your position

GIFTS & DONATIONS

- Cut out all monetary giving you possibly can

- Contribute your time instead of \$'s
- Make gifts

RECREATION

- Do inexpensive family things together
- Entertain friends with potlucks
- Keep eyes open for unexpected fun

- Attend amateur sports events
- Use local parks
- Have one crazy meal each month...

PERSONAL

- Set reasonable amounts for allowances
- Carry only enough cash for necessities

- Cut your children's hair at home

SAVINGS

- Set savings goals
- Use payroll deductions for savings
- Use savings for emergencies ONLY

- Be willing to compromise
- Save bonus income

Real Estate Brokerage Relationships

Kansas law requires real estate licensees to provide the following information about brokerage relationships to prospective sellers and buyers at the first practical opportunity. This brochure is provided for informational purposes and does not create an obligation to use the broker's services.

Types of Brokerage Relationships: A real estate licensee may work with a buyer or seller as a seller's agent, buyer's agent or transaction broker. The disclosure of the brokerage relationship between all licensees involved and the seller and buyer must be included in any contract for sale and in any lot reservation agreement.

Seller's Agent: The seller's agent represents the seller only, so the buyer may be either unrepresented or represented by another agent. In order to function as a seller's agent, the broker must enter into a written agreement to represent the seller. Under a seller agency agreement, all licensees at the brokerage are seller's agents unless a designated agent is named in the agreement. If a designated agent is named, only the designated agent has the duties of a seller's agent and the supervising broker of the designated agent functions as a transaction broker.

Buyer's Agent: The buyer's agent represents the buyer only, so the seller may be either unrepresented or represented by another agent. In order to function as a buyer's agent, the broker must enter into a written agreement to represent the buyer. Under a buyer agency agreement, all licensees at the brokerage are buyer's agents unless a designated agent is named in the agreement. If a designated agent is named, only the designated agent has the duties of a buyer's agent and the supervising broker of the designated agent functions as a transaction broker.

A Transaction Broker is not an agent for either party and does not advocate the interests of either party. A transaction brokerage agreement can be written or verbal.

Duties and Obligations: Agents and transaction brokers have duties and obligations under K.S.A. 58-30,106, 58-30,107, and 58-30,113, and amendments thereto. A summary of those duties are:

An Agent, either seller's agent or buyer's agent, is responsible for performing the following duties:

- promoting the interests of the client with the utmost good faith, loyalty, and fidelity
- protecting the clients confidences, unless disclosure is required
- presenting all offers in a timely manner
- advising the client to obtain expert advice
- accounting for all money and property received
- disclosing to the client all adverse material facts actually known by the agent
- disclosing to the other party all adverse material facts actually known by the agent

The transaction broker is responsible for performing the following duties:

- protecting the confidences of both parties
- exercising reasonable skill and care
- presenting all offers in a timely manner
- advising the parties regarding the transaction
- suggesting that the parties obtain expert advice
- accounting for all money and property received
- keeping the parties fully informed
- assisting the parties in closing the transaction
- disclosing to the parties all adverse material facts actually known by the transaction broker

Agents and Transaction Brokers have no duty to:

- conduct an independent inspection of the property for the benefit of any party
- conduct an independent investigation of the buyer's financial condition
- independently verify the accuracy or completeness of statements made by the seller, buyer, or any qualified third party.

General Information: Each real estate office has a supervising broker or branch broker who is responsible for the office and the affiliated licensees assigned to the office. Below are the names of the licensee providing this brochure, the supervising/branch broker, and the real estate company.

Licensee

Real estate company name approved by the commission

Supervising/branch broker

Buyer/Seller Acknowledgement (not required)

Glossary of Terms

Learn how to speak – and understand – housing industry jargon.

Actual Cash Value

An amount equal to the replacement value of damaged property minus depreciation.

Adjustable-Rate Mortgage (ARM)

Also known as a variable-rate loan, an ARM usually offers a lower initial rate than a fixed-rate loan. The interest rate can change at a specified time, known as an adjustment period, based on a published index that tracks changes in the current finance market. Indexes used for ARMs include the LIBOR index and the Treasury index. ARMs also have caps or a maximum and minimum that the interest rate can change at each adjustment period.

Adjustment Period

The time between interest rate adjustments for an ARM. There is usually an initial adjustment period, beginning from the start date of the loan and varying from 1 to 10 years. After the first adjustment period, adjustment periods are usually 12 months, which means that the interest rate can change every year.

Amortization

Paying off a loan over the period of time and at the interest rate specified in a loan document. The amortization of a loan includes the payment of interest and a part of the amount borrowed in each mortgage payment.

Amortization Schedule

Provided by mortgage lenders, the schedule shows how over the term of your mortgage the principal portion of the mortgage payment increases and the interest portion of the mortgage payment decreases.

Annual Percentage Rate (APR)

How much a loan costs annually. The APR includes the interest rate, points, broker fees and certain other credit charges a borrower is required to pay.

Application Fee

The fee that a mortgage lender charges to apply for a mortgage to cover processing costs.

Appraisal

A professional analysis used to estimate the value of the property. This includes examples of sales of similar properties.

Appraiser

A professional who conducts an analysis of the property, including examples of sales of similar properties in order to develop an estimate of the value of the property. The analysis is called an "appraisal."

Appreciation

An increase in the market value of a home due to changing market conditions and/or home improvements.

Arbitration

A process where disputes are settled by referring them to a fair and neutral third party (arbitrator). The disputing parties agree in advance to agree with the decision of the arbitrator. There is a hearing where both parties have an opportunity to be heard, after which the arbitrator makes a decision.

Asbestos

A toxic material that was once used in housing insulation and fireproofing. Because some forms of asbestos have been linked to certain lung diseases, it is no longer used in new homes. However, some older homes may still have asbestos in these materials.

Assets

Everything of value an individual owns.

Assumption

A homebuyer's agreement to take on the primary responsibility for paying an existing mortgage from a home seller.

B

Balloon Mortgage

A mortgage with monthly payments based on a 30-year amortization schedule, with the unpaid balance due in a lump sum payment at the end of a specific period of time (usually 5 or 7 years). The mortgage contains an option to "reset" the interest rate to the current market rate and to extend the due date if certain conditions are met.

Bankruptcy

Legally declared unable to pay your debts. Bankruptcy can severely impact your credit and your ability to borrow money.

C

Capacity

Your ability to make your mortgage payments on time. This depends on your income and income stability (job history and security), your assets and savings, and the amount of your income each month that is left over after you've paid for your housing costs, debts and other obligations.

Closing (Closing Date)

The completion of the real estate transaction between buyer and seller. The buyer signs the mortgage documents and the closing costs are paid. Also known as the settlement date.

Closing Agent

A person who coordinates closing-related activities, such as recording the closing documents and disbursing funds.

Closing Costs

The costs to complete the real estate transaction. These costs are in addition to the price of the home and are paid at closing. They include points, taxes, title insurance, financing costs, items that must be prepaid or escrowed and other costs. Ask your lender for a complete list of closing cost items.

Closing Disclosure

A form that provides the final details of the selected mortgage loan. It includes the loan terms, projected monthly payments, and lists all fees and other costs to get the mortgage (closing costs). The lender is required to give the borrower the Closing Disclosure at least three business days before closing on the mortgage loan.

Collateral

Property which is used as security for a debt. In the case of a mortgage, the collateral would be the house and property.

Commitment Letter

A letter from your lender stating the amount of the mortgage, the number of years to repay the mortgage (the term), the interest rate, the loan origination fee, the annual percentage rate and the monthly charges.

Concession

Something given up or agreed to in negotiating the sale of the house. For example, the sellers may agree to help pay for closing costs.

Condominium

A unit in a multiunit building. The owner of a condominium unit owns the unit itself and has the right, along with other owners, to use the common areas but does not own the common elements such as the exterior walls, floors and ceilings or the structural systems outside of the unit; these are owned by the condominium association. There are usually condominium association fees for building maintenance, property upkeep, taxes and insurance on the common areas and reserves for improvements.

Contingency

A plan for something that may occur but is not likely. For example, your offer may be contingent on the home passing a home inspection. If the home does not pass inspection, you're protected.

Counter-offer

An offer made in response to a previous offer. For example, after the buyer presents their first offer, the seller may make a counter-offer with a slightly higher sale price.

Credit

The ability of a person to borrow money, or buy good by paying over time. Credit is extended based on a lender's good opinion of the person's financial situation and reliability.

Credit Bureau

A company that gathers information on consumers who use credit. These companies sell that information to credit lenders in the form of a credit report.

Credit History

A record of credit use comprised of a list of individual consumer debts and a record of whether or not these debts were paid back on time or "as agreed." Credit institutions have created a detailed document of your credit history called a credit report.

Credit Report

A document used by the credit industry to examine your use of credit. It provides information on money that you've borrowed from credit institutions and your payment history.

Credit Score

A computer-generated number that summarizes your credit profile and predicts the likelihood that you'll repay future debts.

Creditworthy

Your ability to qualify for credit and repay debts.

D

Debt

Money owed from one person or institution to another person or institution.

Debt-to-Income Ratio

The percentage of gross monthly income that goes toward paying for your monthly housing expense, alimony, child support, car payments and other installment debts, and payments on revolving or open-ended accounts such as credit cards.

Deed

The legal document transferring ownership or title to a property

Deed-in-lieu of foreclosure

A Deed-in-lieu of foreclosure is a cancellation of your mortgage if you voluntarily transfer title of your property to your mortgage company. Usually you must try to sell your home for its fair market value for at least 90 days before a mortgage company will consider this option. A deed-in-lieu of foreclosure may not be an option if there are other liens on the property, such as second mortgages, judgments from creditors, or tax liens.

Deed of Trust

A legal document in which the borrower transfers the title to a 3rd party (trustee) to hold as security for the lender. When the loan is paid in full the trustee transfers title back to the borrower. If the borrower defaults on the loan the trustee will sell the property and pay the lender the mortgage debt.

Default

Failure to fulfill a legal obligation. A default includes failure to pay on a financial obligation, but may also be a failure to perform some action or service that is non-monetary. For example, when leasing a car, the lessee is usually required to properly maintain the car.

Depreciation

A decline in the value of a house due to changing market conditions or lack of upkeep on a home.

Down Payment

A portion of the price of a home, usually between 3-20%, not borrowed and paid up front.

E

Earnest Money Deposit

The deposit to show that you're committed to buying the home. The deposit will not be refunded to you after the seller accepts your offer, unless one of the sales contract contingencies is not fulfilled.

Equity

The value in your home above the total amount of the liens against your home. If you owe \$100,000 on your house but it is worth \$130,000, you have \$30,000 of equity.

Escrow

The holding of money or documents by a neutral third party before closing. It can also be an account held by the lender (or servicer) into which a homeowner pays money for taxes and insurance.

F

Fixed-Rate Mortgage

A mortgage with an interest rate that does not change during the entire term of the loan.

Forbearance

Your lender may offer a temporary reduction or suspension of your mortgage payments while you get back on your feet. Forbearance is often combined with a reinstatement or a repayment plan to pay off the missed or reduced mortgage payments.

Foreclosure

A legal action that ends all ownership rights in a home when the homebuyer fails to make the mortgage payments or is otherwise in default under the terms of the mortgage.

G

Gift Letter

A letter that a family member writes verifying that s/he has given you a certain amount of money as a gift and that you don't have to repay it. You can use this money towards a portion of your down payment with some mortgages.

Gross Monthly Income

The income you earn in a month before taxes and other deductions. It may also include rental income, self-employed income, income from alimony, child support, public assistance payments, and retirement benefits.

H

Home Inspection

A professional inspection of a home to determine the condition of the property. The inspection should include an evaluation of the plumbing, heating and cooling systems, roof, wiring, foundation and pest infestation.

Homeowner's Insurance

A policy that protects you and the lender from fire or flood, which damages the structure of the house; a liability, such as an injury to a visitor to your home; or damage to your personal property, such as your furniture, clothes or appliances

Housing Expense Ratio

The percentage of your gross monthly income that goes toward paying for your housing expenses.

I

Index

The published index of interest rates used to calculate the interest rate for an ARM. The index is usually an average of the interest rates on a particular type of security such as the LIBOR.

Individual Retirement Account (IRA)

A tax-deferred plan that can help you build a retirement nest egg.

Inflation

An increase in prices.

Inquiry

A request for a copy of your credit report. An inquiry occurs every time you fill out a credit application and/or request more credit. Too many inquiries on a credit report can hurt your credit score.

Interest

The cost you pay to borrow money. It is the payment you make to a lender for the money it has loaned to you. Interest is usually expressed as a percentage of the amount borrowed.

K

Keogh Funds

A tax-deferred retirement-savings plan for small business owners or self-employed individuals who have earned income from their trade or business. Contributions to the Keogh plan are tax-deductible.

L

Liabilities

Your debts and other financial obligations.

Lien

A claim or charge on property for payment of a debt. With a mortgage, the lender has the right to take the title to your property if you don't make the mortgage payments.

Loan Estimate

A written statement from the lender itemizing the approximate costs and fees for the mortgage. A lender is required to provide potential borrowers with a loan estimate within three business days of receiving a loan application.

Loan modification

This is a written agreement between you and your mortgage company that permanently changes one or more of the original terms of your note to make the payments more affordable.

Loan Origination Fees

Fees paid to your mortgage lender for processing the mortgage application. This fee is usually in the form of points. One point equals 1% of the mortgage amount.

Lock-In Rate

A written agreement guaranteeing a specific mortgage interest rate for a certain amount of time.

Low-Down-Payment Feature

A feature of some mortgages, usually fixed-rate mortgages, that helps you buy a home with as little as a 3% down payment.

M

Margin

A percentage added to the index for an ARM to establish the interest rate on each adjustment date.

Market Value

The current value of your home based on what purchaser would pay. An appraisal is sometimes used to determine market value.

Mortgage

A loan using your home as collateral. In some states the term mortgage is also used to describe the document you sign [to grant the lender a lien on your home]. It may also be used to indicate the amount of money you borrow, with interest, to purchase your house. The amount of your mortgage is usually the purchase price of the home minus your down payment.

Mortgage Broker

An independent finance professional who specializes in bringing together borrowers and lenders to complete real estate mortgages.

Mortgage Insurance (MI)

See Private Mortgage Insurance

Mortgage Lender

The lender providing funds for a mortgage. Lenders also manage the credit and financial information review, the property and the loan application process through closing.

Mortgage Rate

The cost or the interest rate you pay to borrow the money to buy your house.

Mutual Funds

A fund that pools the money of its investors to buy a variety of securities.

N

Net Monthly Income

Your take-home pay after taxes. It is the amount of money that you actually receive in your paycheck.

O

Offer

A formal bid from the homebuyer to the home seller to purchase a home.

Open House

When the seller's real estate agent opens the seller's house to the public. You don't need a real estate agent to attend an open house.

P

Points

1% of the amount of the mortgage loan. For example, if a loan is made for \$50,000, one point equals \$500.

Pre-Approval Letter

A letter from a mortgage lender indicating that you qualify for a mortgage of a specific amount. It also shows a home seller that you're a serious buyer.

Predatory Lending

Abusive lending practices that include making mortgage loans to people who do not have the income to repay them or repeatedly refinancing loans, charging high points and fees each time and "packing" credit insurance onto a loan.

Pre-Qualification Letter

A letter from a mortgage lender that states that you're pre-qualified to buy a home, but does not commit the lender to a particular mortgage amount.

Principal

The amount of money borrowed to buy your house or the amount of the loan that has not yet been repaid to the lender. This does not include the interest you will pay to borrow that money. The principal balance (sometimes called the outstanding or unpaid principal balance) is the amount owed on the loan minus the amount you've repaid.

Private Mortgage Insurance (PMI)

Insurance needed for mortgages with low down payments (usually less than 20% of the price of the home).

Property Appreciation

See Appreciation

R

Radon

A toxic gas found in the soil beneath a house that can contribute to cancer and other illnesses.

Rate Cap

The limit on the amount an interest rate on an ARM can increase or decrease during an adjustment period.

Ratified Sales Contract

A contract that shows both you and the seller of the house have agreed to your offer. This offer may include sales contingencies, such as obtaining a mortgage of a certain type and rate, getting an acceptable inspection, making repairs, closing by a certain date, etc.

Real Estate Professional

An individual who provides services in buying and selling homes. The real estate professional is paid a percentage of the home sale price by the seller. Unless you've specifically contracted with a buyer's agent, the real estate professional represents the interest of the seller. Real estate professionals may be able to refer you to local lenders or mortgage brokers, but are generally not involved in the lending process.

Refinance

Getting a new mortgage with all or some portion of the proceeds used to pay off the original mortgage.

Reinstatement

Your lender may agree to let you pay the total amount you are behind, in a lump sum payment and by a specific date. This is often combined with forbearance when you can show that funds from a bonus, tax refund, or other source will become available at a specific time in the future. Be aware that there may be late fees and other costs associated with a reinstatement plan.

Repayment Plan

This is an agreement that gives you a fixed amount of time to repay the amount you are behind by combining a portion of what is past due with your regular monthly payment. At the end of the repayment period you have gradually paid back the amount of your mortgage that was delinquent.

Replacement Cost

The cost to replace damaged personal property without a deduction for depreciation.

S

Short Payoff

If you can sell your house but the sale proceeds are less than the total amount you owe on your mortgage, your mortgage company may agree to a short payoff and write off the portion of your mortgage that exceeds the net proceeds from the sale.

T

Title

The right to, and the ownership of, property. A title or deed is sometimes used as proof of ownership of land.

Title Insurance

Insurance that protects lenders and homeowners against legal problems with the title.

Truth-In-Lending Act (TILA)

Federal law that requires disclosure of a truth-in-lending statement for consumer loans. The statement includes a summary of the total cost of credit, such as the APR and other specifics of the loan.

U

Underwriting

The process a lender uses to determine loan approval. It involves evaluating the property and the borrower's credit and ability to pay the mortgage.

Uniform Residential Loan Application

A standard mortgage application your lender will ask you to complete. The form requests your income, assets, liabilities, and a description of the property you plan to buy, among other things.

W

Warranties

Written guarantees of the quality of a product and the promise to repair or replace defective parts free of charge.

Closing Disclosure

This form is a statement of final loan terms and closing costs. Compare this document with your Loan Estimate.

Closing Information

Date Issued 4/15/2013
Closing Date 4/15/2013
Disbursement Date 4/15/2013
Settlement Agent Epsilon Title Co.
File # 12-3456
Property 456 Somewhere Ave
 Anytown, ST 12345
Sale Price \$180,000

Transaction Information

Borrower Michael Jones and Mary Stone
 123 Anywhere Street
 Anytown, ST 12345
Seller Steve Cole and Amy Doe
 321 Somewhere Drive
 Anytown, ST 12345
Lender Ficus Bank

Loan Information

Loan Term 30 years
Purpose Purchase
Product Fixed Rate
Loan Type Conventional FHA
 VA _____
Loan ID # 123456789
MIC # 000654321

Loan Terms	Can this amount increase after closing?	
Loan Amount	\$162,000	NO
Interest Rate	3.875%	NO
Monthly Principal & Interest <i>See Projected Payments below for your Estimated Total Monthly Payment</i>	\$761.78	NO
Prepayment Penalty	Does the loan have these features? YES • As high as \$3,240 if you pay off the loan during the first 2 years	
Balloon Payment	NO	

Projected Payments	Years 1-7	Years 8-30
Payment Calculation		
Principal & Interest	\$761.78	\$761.78
Mortgage Insurance	+ 82.35	+ —
Estimated Escrow <i>Amount can increase over time</i>	+ 206.13	+ 206.13
Estimated Total Monthly Payment	\$1,050.26	\$967.91
Estimated Taxes, Insurance & Assessments <i>Amount can increase over time See page 4 for details</i>	\$356.13 a month	This estimate includes <input checked="" type="checkbox"/> Property Taxes <input checked="" type="checkbox"/> Homeowner's Insurance <input checked="" type="checkbox"/> Other: Homeowner's Association Dues <i>See Escrow Account on page 4 for details. You must pay for other property costs separately.</i>
		In escrow? YES YES NO

Costs at Closing	
Closing Costs	\$9,712.10 Includes \$4,694.05 in Loan Costs + \$5,018.05 in Other Costs – \$0 in Lender Credits. <i>See page 2 for details.</i>
Cash to Close	\$14,147.26 Includes Closing Costs. <i>See Calculating Cash to Close on page 3 for details.</i>

Closing Cost Details

Loan Costs	Borrower-Paid		Seller-Paid		Paid by Others
	At Closing	Before Closing	At Closing	Before Closing	
A. Origination Charges	\$1,802.00				
01 0.25 % of Loan Amount (Points)	\$405.00				
02 Application Fee	\$300.00				
03 Underwriting Fee	\$1,097.00				
04					
05					
06					
07					
08					
B. Services Borrower Did Not Shop For	\$236.55				
01 Appraisal Fee to John Smith Appraisers Inc.					\$405.00
02 Credit Report Fee to Information Inc.		\$29.80			
03 Flood Determination Fee to Info Co.	\$20.00				
04 Flood Monitoring Fee to Info Co.	\$31.75				
05 Tax Monitoring Fee to Info Co.	\$75.00				
06 Tax Status Research Fee to Info Co.	\$80.00				
07					
08					
09					
10					
C. Services Borrower Did Shop For	\$2,655.50				
01 Pest Inspection Fee to Pests Co.	\$120.50				
02 Survey Fee to Surveys Co.	\$85.00				
03 Title – Insurance Binder to Epsilon Title Co.	\$650.00				
04 Title – Lender’s Title Insurance to Epsilon Title Co.	\$500.00				
05 Title – Settlement Agent Fee to Epsilon Title Co.	\$500.00				
06 Title – Title Search to Epsilon Title Co.	\$800.00				
07					
08					
D. TOTAL LOAN COSTS (Borrower-Paid)	\$4,694.05				
Loan Costs Subtotals (A + B + C)	\$4,664.25	\$29.80			
Other Costs					
E. Taxes and Other Government Fees	\$85.00				
01 Recording Fees Deed: \$40.00 Mortgage: \$45.00	\$85.00				
02 Transfer Tax to Any State			\$950.00		
F. Prepays	\$2,120.80				
01 Homeowner’s Insurance Premium (12 mo.) to Insurance Co.	\$1,209.96				
02 Mortgage Insurance Premium (mo.)					
03 Prepaid Interest (\$17.44 per day from 4/15/13 to 5/1/13)	\$279.04				
04 Property Taxes (6 mo.) to Any County USA	\$631.80				
05					
G. Initial Escrow Payment at Closing	\$412.25				
01 Homeowner’s Insurance \$100.83 per month for 2 mo.	\$201.66				
02 Mortgage Insurance per month for mo.					
03 Property Taxes \$105.30 per month for 2 mo.	\$210.60				
04					
05					
06					
07					
08 Aggregate Adjustment	- 0.01				
H. Other	\$2,400.00				
01 HOA Capital Contribution to HOA Acre Inc.	\$500.00				
02 HOA Processing Fee to HOA Acre Inc.	\$150.00				
03 Home Inspection Fee to Engineers Inc.	\$750.00			\$750.00	
04 Home Warranty Fee to XYZ Warranty Inc.			\$450.00		
05 Real Estate Commission to Alpha Real Estate Broker			\$5,700.00		
06 Real Estate Commission to Omega Real Estate Broker			\$5,700.00		
07 Title – Owner’s Title Insurance (optional) to Epsilon Title Co.	\$1,000.00				
08					
I. TOTAL OTHER COSTS (Borrower-Paid)	\$5,018.05				
Other Costs Subtotals (E + F + G + H)	\$5,018.05				
J. TOTAL CLOSING COSTS (Borrower-Paid)	\$9,712.10				
Closing Costs Subtotals (D + I)	\$9,682.30	\$29.80	\$12,800.00	\$750.00	\$405.00
Lender Credits					

Calculating Cash to Close

Use this table to see what has changed from your Loan Estimate.

	Loan Estimate	Final	Did this change?
Total Closing Costs (J)	\$8,054.00	\$9,712.10	YES • See Total Loan Costs (D) and Total Other Costs (I)
Closing Costs Paid Before Closing	\$0	– \$29.80	YES • You paid these Closing Costs before closing
Closing Costs Financed (Paid from your Loan Amount)	\$0	\$0	NO
Down Payment/Funds from Borrower	\$18,000.00	\$18,000.00	NO
Deposit	– \$10,000.00	– \$10,000.00	NO
Funds for Borrower	\$0	\$0	NO
Seller Credits	\$0	– \$2,500.00	YES • See Seller Credits in Section L
Adjustments and Other Credits	\$0	– \$1,035.04	YES • See details in Sections K and L
Cash to Close	\$16,054.00	\$14,147.26	

Summaries of Transactions

Use this table to see a summary of your transaction.

BORROWER'S TRANSACTION

K. Due from Borrower at Closing **\$189,762.30**

01 Sale Price of Property \$180,000.00

02 Sale Price of Any Personal Property Included in Sale

03 Closing Costs Paid at Closing (J) \$9,682.30

04

Adjustments

05

06

07

Adjustments for Items Paid by Seller in Advance

08 City/Town Taxes to

09 County Taxes to

10 Assessments to

11 HOA Dues 4/15/13 to 4/30/13 \$80.00

12

13

14

15

L. Paid Already by or on Behalf of Borrower at Closing **\$175,615.04**

01 Deposit \$10,000.00

02 Loan Amount \$162,000.00

03 Existing Loan(s) Assumed or Taken Subject to

04

05 Seller Credit \$2,500.00

Other Credits

06 Rebate from Epsilon Title Co. \$750.00

07

Adjustments

08

09

10

11

Adjustments for Items Unpaid by Seller

12 City/Town Taxes 1/1/13 to 4/14/13 \$365.04

13 County Taxes to

14 Assessments to

15

16

17

CALCULATION

Total Due from Borrower at Closing (K) \$189,762.30

Total Paid Already by or on Behalf of Borrower at Closing (L) – \$175,615.04

Cash to Close **From** **To Borrower** **\$14,147.26**

SELLER'S TRANSACTION

M. Due to Seller at Closing **\$180,080.00**

01 Sale Price of Property \$180,000.00

02 Sale Price of Any Personal Property Included in Sale

03

04

05

06

07

08

Adjustments for Items Paid by Seller in Advance

09 City/Town Taxes to

10 County Taxes to

11 Assessments to

12 HOA Dues 4/15/13 to 4/30/13 \$80.00

13

14

15

16

N. Due from Seller at Closing **\$115,665.04**

01 Excess Deposit

02 Closing Costs Paid at Closing (J) \$12,800.00

03 Existing Loan(s) Assumed or Taken Subject to

04 Payoff of First Mortgage Loan \$100,000.00

05 Payoff of Second Mortgage Loan

06

07

08 Seller Credit \$2,500.00

09

10

11

12

13

Adjustments for Items Unpaid by Seller

14 City/Town Taxes 1/1/13 to 4/14/13 \$365.04

15 County Taxes to

16 Assessments to

17

18

19

CALCULATION

Total Due to Seller at Closing (M) \$180,080.00

Total Due from Seller at Closing (N) – \$115,665.04

Cash **From** **To Seller** **\$64,414.96**

Additional Information About This Loan

Loan Disclosures

Assumption

- If you sell or transfer this property to another person, your lender
- will allow, under certain conditions, this person to assume this loan on the original terms.
 - will not allow assumption of this loan on the original terms.

Demand Feature

Your loan

- has a demand feature, which permits your lender to require early repayment of the loan. You should review your note for details.
- does not have a demand feature.

Late Payment

If your payment is more than 15 days late, your lender will charge a late fee of 5% of the monthly principal and interest payment.

Negative Amortization (Increase in Loan Amount)

Under your loan terms, you

- are scheduled to make monthly payments that do not pay all of the interest due that month. As a result, your loan amount will increase (negatively amortize), and your loan amount will likely become larger than your original loan amount. Increases in your loan amount lower the equity you have in this property.
- may have monthly payments that do not pay all of the interest due that month. If you do, your loan amount will increase (negatively amortize), and, as a result, your loan amount may become larger than your original loan amount. Increases in your loan amount lower the equity you have in this property.
- do not have a negative amortization feature.

Partial Payments

Your lender

- may accept payments that are less than the full amount due (partial payments) and apply them to your loan.
- may hold them in a separate account until you pay the rest of the payment, and then apply the full payment to your loan.
- does not accept any partial payments.

If this loan is sold, your new lender may have a different policy.

Security Interest

You are granting a security interest in
456 Somewhere Ave., Anytown, ST 12345

You may lose this property if you do not make your payments or satisfy other obligations for this loan.

Escrow Account

For now, your loan

- will have an escrow account (also called an "impound" or "trust" account) to pay the property costs listed below. Without an escrow account, you would pay them directly, possibly in one or two large payments a year. Your lender may be liable for penalties and interest for failing to make a payment.

Escrow		
Escrowed Property Costs over Year 1	\$2,473.56	Estimated total amount over year 1 for your escrowed property costs: <i>Homeowner's Insurance</i> <i>Property Taxes</i>
Non-Escrowed Property Costs over Year 1	\$1,800.00	Estimated total amount over year 1 for your non-escrowed property costs: <i>Homeowner's Association Dues</i> You may have other property costs.
Initial Escrow Payment	\$412.25	A cushion for the escrow account you pay at closing. See Section G on page 2.
Monthly Escrow Payment	\$206.13	The amount included in your total monthly payment.

- will not have an escrow account because you declined it your lender does not offer one. You must directly pay your property costs, such as taxes and homeowner's insurance. Contact your lender to ask if your loan can have an escrow account.

No Escrow		
Estimated Property Costs over Year 1		Estimated total amount over year 1. You must pay these costs directly, possibly in one or two large payments a year.
Escrow Waiver Fee		

In the future,

Your property costs may change and, as a result, your escrow payment may change. You may be able to cancel your escrow account, but if you do, you must pay your property costs directly. If you fail to pay your property taxes, your state or local government may (1) impose fines and penalties or (2) place a tax lien on this property. If you fail to pay any of your property costs, your lender may (1) add the amounts to your loan balance, (2) add an escrow account to your loan, or (3) require you to pay for property insurance that the lender buys on your behalf, which likely would cost more and provide fewer benefits than what you could buy on your own.

Loan Calculations

Total of Payments. Total you will have paid after you make all payments of principal, interest, mortgage insurance, and loan costs, as scheduled.	\$285,803.36
Finance Charge. The dollar amount the loan will cost you.	\$118,830.27
Amount Financed. The loan amount available after paying your upfront finance charge.	\$162,000.00
Annual Percentage Rate (APR). Your costs over the loan term expressed as a rate. This is not your interest rate.	4.174%
Total Interest Percentage (TIP). The total amount of interest that you will pay over the loan term as a percentage of your loan amount.	69.46%



Questions? If you have questions about the loan terms or costs on this form, use the contact information below. To get more information or make a complaint, contact the Consumer Financial Protection Bureau at www.consumerfinance.gov/mortgage-closing

Other Disclosures

Appraisal

If the property was appraised for your loan, your lender is required to give you a copy at no additional cost at least 3 days before closing. If you have not yet received it, please contact your lender at the information listed below.

Contract Details

See your note and security instrument for information about

- what happens if you fail to make your payments,
- what is a default on the loan,
- situations in which your lender can require early repayment of the loan, and
- the rules for making payments before they are due.

Liability after Foreclosure

If your lender forecloses on this property and the foreclosure does not cover the amount of unpaid balance on this loan,

- state law may protect you from liability for the unpaid balance. If you refinance or take on any additional debt on this property, you may lose this protection and have to pay any debt remaining even after foreclosure. You may want to consult a lawyer for more information.
- state law does not protect you from liability for the unpaid balance.

Refinance

Refinancing this loan will depend on your future financial situation, the property value, and market conditions. You may not be able to refinance this loan.

Tax Deductions

If you borrow more than this property is worth, the interest on the loan amount above this property's fair market value is not deductible from your federal income taxes. You should consult a tax advisor for more information.

Contact Information

	Lender	Mortgage Broker	Real Estate Broker (B)	Real Estate Broker (S)	Settlement Agent
Name	Ficus Bank		Omega Real Estate Broker Inc.	Alpha Real Estate Broker Co.	Epsilon Title Co.
Address	4321 Random Blvd. Somecity, ST 12340		789 Local Lane Sometown, ST 12345	987 Suburb Ct. Someplace, ST 12340	123 Commerce Pl. Somecity, ST 12344
NMLS ID					
ST License ID			Z765416	Z61456	Z61616
Contact	Joe Smith		Samuel Green	Joseph Cain	Sarah Arnold
Contact NMLS ID	12345				
Contact ST License ID			P16415	P51461	PT1234
Email	joesmith@ ficusbank.com		sam@omegare.biz	joe@alphare.biz	sarah@ epsilontitle.com
Phone	123-456-7890		123-555-1717	321-555-7171	987-555-4321

Confirm Receipt

By signing, you are only confirming that you have received this form. You do not have to accept this loan because you have signed or received this form.

Applicant Signature

Date

Co-Applicant Signature

Date

**Residential
Rehabilitation Inspection Guideline**

**Prepared for the
U.S. Department of Housing and Urban Development
Office of Policy Development and Research**

**by the National Institute of Building Sciences, Washington, D.C.
under Contract C-OPC-21204**

February 2000

Appendix C— Life Expectancy of Housing Components

The following material was developed for the National Association of Home Builders (NAHB) Economics Department based on a survey of manufacturers, trade associations, and product researchers. Many factors affect the life expectancy of housing components and need to be considered when making replacement decisions, including the quality of the components, the quality of their installation, their level of maintenance, weather and climatic conditions, and intensity of their use. Some components remain functional but become obsolete because of changing styles and tastes or because of product improvements. Note that the following life expectancy estimates are provided largely by the industries or manufacturers that make and sell the components listed.

Appliances	Life in Years
Compactors	10
Dishwashers	10
Dryers	14
Disposal	10
Freezers, compact	12
Freezers, standard	16
Microwave ovens	11
Electric ranges	17
Gas ranges	19
Gas ovens	14
Refrigerators, compact	14
Refrigerators, standard	17
Washers, automatic and compact	13
Exhaust fans	20

Source: Appliance Statistical Review, April 1990

Bathrooms	Life in Years
Cast iron bathtubs	50
Fiberglass bathtub and showers	10–15
Shower doors, average quality	25
Toilets	50

Sources: Neil Kelly Designers, Thompson House of Kitchens and Bath

Cabinetry	Life in Years
Kitchen cabinets	15–20
Medicine cabinets and bath vanities	20

Sources: Kitchen Cabinet Manufacturers Association, Neil Kelly Designers

Closet Systems	Life in Years
Closet shelves	Lifetime

Countertops	Life in Years
Laminate	10–15
Ceramic tile, high-grade installation	Lifetime
Wood/butcher block	20+
Granite	20+

Sources: AFP Associates of Western Plastics, Ceramic Tile Institute of America

Doors	Life in Years
Screen	25–50
Interior, hollow core	Less than 30
Interior, solid core	30-lifetime
Exterior, protected overhang	80–100
Exterior, unprotected and exposed	25–30
Folding	30–lifetime
Garage doors	20–50
Garage door opener	10

Sources: Wayne Dalton Corporation, National Wood Window and Door Association, Raynor Garage Doors

Electrical*Life in Years*

Copper wiring, copper plated, copper clad aluminum, and bare copper	100+
Armored cable (BX)	Lifetime
Conduit	Lifetime

Source: Jesse Aronstein, Engineering Consultant

Finishes Used for Waterproofing

Paint, plaster, and stucco	3–5
Sealer, silicone, and waxes	1–5

Source: Brick Institute of America

Floors

Oak or pine	Lifetime
Slate flagstone	Lifetime
Vinyl sheet or tile	20–30
Terrazzo	Lifetime
Carpeting (depends on installation, amount of traffic, and quality of carpet)	11
Marble (depends on installation, thickness of marble, and amount of traffic)	Lifetime+

Sources: Carpet and Rug Institute, Congoleum Corporation, Hardwood Plywood Manufacturers Association, Marble Institute, National Terrazzo and Mosaic Association, National Wood Flooring Association, Resilient Floor Covering Institute

Footings and Foundation

Poured footings and foundations	200
Concrete block	100
Cement	50
Waterproofing, bituminous coating	10
Termite proofing (may have shorter life in damp climates)	5

Source: WR Grace and Company

Heating Ventilation and Air Conditioning*Life in Years*

Central air conditioning unit (newer units should last longer)	15
Window unit	10
Air conditioner compressor	15
Humidifier	8
Electric water heater	14
Gas water heater (depends on type of water heater lining and quality of water)	11–13
Forced air furnaces, heat pump	15
Rooftop air conditioners	15
Boilers, hot water or steam (depends on quality of water)	30
Furnaces, gas- or oil-fired	18
Unit heaters, gas or electric	13
Radiant heaters, electric	10
Radiant heaters, hot water or steam	25
Baseboard systems	20
Diffusers, grilles, and registers	27
Induction and fan coil units	20
Dampers	20
Centrifugal fans	25
Axial fans	20
Ventilating roof-mounted fans	20
DX, water, and steam coils	20
Electric coils	15
Heat Exchangers, shell-and-tube	24
Molded insulation	20
Pumps, sump and well	10
Burners	21

Sources: Air Conditioning and Refrigeration Institute, Air Conditioning, Heating, and Refrigeration News, Air Movement and Control Association, American Gas Association, American Society of Gas Engineers, American Society of Heating, Refrigeration and Air-Conditioning Engineers, Inc., Safe Aire Incorporated

Home Security *Life in Years*
Appliances

Intrusion systems	14
Smoke detectors	12
Smoke/fire/intrusion systems	10

Insulation

For foundations, roofs, ceilings, walls, and floors	Lifetime
---	----------

Sources: Insulation Contractors Association of America, North American Insulation Manufacturers Association

Landscaping

Wooden decks	15
Brick and concrete patios	24
Tennis courts	10
Concrete walks	24
Gravel walks	4
Asphalt driveways	10
Swimming pools	18
Sprinkler systems	12
Fences	12

Sources: Associated Landscape Contractors of America, Irrigation Association

Masonry

Chimney, fireplace, and brick veneer	Lifetime
Brick and stone walls	100+
Stucco	Lifetime

Sources: Brick Institute of America, Architectural Components, National Association of Brick Distributors, National Stone Association

Millwork

Stairs, trim	50–100
Disappearing stairs	30–40

Paints and Stains *Life in Years*

Exterior paint on wood, brick, and aluminum	7–10
Interior wall paint (depends on the acrylic content)	5–10
Interior trim and door paint	5–10
Wallpaper	7

Sources: Finnaren and Haley, Glidden Company, The Wall Paper

Plumbing

Waste piping, cast iron	75–100
Sinks, enamel steel	5–10
Sinks, enamel cast iron	25–30
Sinks, china	25–30
Faucets, low quality	13–15
Faucets, high quality	15–20

Sources: American Concrete Pipe Association, Cast Iron Soil and Pipe Institute, Neil Kelly Designers, Thompson House of Kitchens and Baths

Roofing

Asphalt and wood shingles and shakes	15–30
Tile (depends on quality of tile and climate)	50
Slate (depends on grade)	50–100
Sheet metal (depends on gauge of metal and quality of fastening and application)	20–50+
Built-up roofing, asphalt	12–25
Built-up roofing, coal and tar	12–30
Asphalt composition shingle	15–30
Asphalt overlaid	25–35

Source: National Roofing Contractors Association

Rough Structure*Life in Years*

Basement floor systems	Lifetime
Framing, exterior and interior walls	Lifetime

Source: NAHB Research Foundation

Shutters

Wood, interior	Lifetime
Wood, exterior (depends on weather conditions)	4–5
Vinyl plastic, exterior	7–8
Aluminum, interior	35–50
Aluminum, exterior	3–5

Sources: A.C. Shutters, Inc., Alcoa Building Products, American Heritage Shutters

Siding

Gutters and downspouts	30
Siding, wood (depends on maintenance)	10–100
Siding, steel	50–Lifetime
Siding, aluminum	20–50
Siding, vinyl	50

Sources: Alcoa Building Products, Alside, Inc., Vinyl Siding Institute

Walls and Wall Treatments

Drywall and plaster	30–70
Ceramic tile, high grade installation	Lifetime

Sources: Association of Wall and Ceiling Industries International, Ceramic Tile Institute of America

Windows

Window glazing	20
Wood casement	20–50
Aluminum and vinyl casement	20–30
Screen	25–50

Sources: Best Built Products, Optimum Window Manufacturing, Safety Glazing Certification Council, Screen Manufacturers Association

Suggested Monthly and Seasonal Home Maintenance Schedule

To protect your largest investment and maintain its operating systems a suggested maintenance schedule has been prepared for your use. By investing time in following this home maintenance schedule you can identify and repair minor issues before they become major problems. We hope this will help save you time and expense during your ownership of this home. Always refer to your product's Owners Manual for specific guidelines/instructions.

MONTHLY CHECK-UP

SYSTEM	CHECK	NOTES
Air conditioning	Check condensate drain, filter -change if needed	
Carbon monoxide detector	Test alarm	
Clothes dryer	Clean filter, check vents or duct for lint	
ERV or HRV	Check filters	
Fire extinguishers	Check pressure, recharge/replace if needed	
Furnace/ Heat pump	Check filters- change as needed, check condensate drain	
GFCI and/or AFCI	Test ground and arc fault interrupt on all systems, service if needed	
Garage door opener	Test door reversing safety feature	
Plumbing	Check under sinks, water heaters, fixtures REPAIR ALL LEAKS ASAP	Not to pour grease down the drain
Radiant system	Check boiler, water heater, service if needed	
Sink, shower, tub drains	Clean out hair & other debris; Check caulking; repair as needed.	
Smoke alarm	Test alarm, replace batteries if needed	
Water heater	Check for leaks, flue for rust, free from debris	
Water softener	Check salt level	
Other		
Other		

SEASONAL CHECK-UP - *Spring*

SYSTEM	CHECK	NOTES
Air conditioning	Schedule service call	
Bath fans, tile	Clean fans, check for mold/mildew	
Fireplace, chimney	Check chimney, clean fire box, check flashing	
Dehumidifier	Clean, start operation as needed	
Duct dampers	Reset from heating to cooling	
Humidifier	Turn off unit and water, switch from winter to summer mode	
Range Hood	Clean filters if needed	
Sump Pump	Test to see if working and draining properly	
Water heater/ tankless unit	Flush tank if applicable	
Whole house fan	Check, clean, replace filters if needed	
Attic	Check for signs of roof leaks, pests <u>REPAIR ASAP</u>	
Basement	Check for leaks, cracks, mildew, mold, rot	
Crawl Space	Check for pests/wildlife, check insulation & vapor barrier <u>ADDRESS ASAP</u>	
Other		
Other		
EXTERIOR	EXTERIOR	
General	Check paint, caulking, putty needs <u>ADDRESS ASAP</u>	
Decks, patios	Clean, seal as needed	
Ground cover, landscape	Plan, start spring pruning, landscape maintenance schedule	
Sprinkler system	Service and start system	
Other		
Other		

SEASONAL CHECK-UP - *Summer*

SYSTEM	CHECK	NOTES
Air conditioning	Clean filter if applicable – clear of all branches, bushes	
Bath fans, tile	Clean fans, check for mold/mildew	
Range Hood	Clean filters if needed	
Sump Pump	Test to see if working	
Whole house fan	Check, clean, replace filters	
Wood stove	Schedule professional cleaning	
Attic	Check for signs of roof leaks, pests REPAIR IMMEDIATELY	
Basement	Check for leaks, cracks, mildew, mold, rot	
Crawl Space	Check for pests/wildlife, check insulation & vapor barrier <u>ADDRESS ASAP</u>	
Other		
Other		
EXTERIOR	EXTERIOR	
General	Finish painting, caulking, putty needs <u>ADDRESS IMMEDIATELY</u>	
Roofs, gutters	Have roof, gutters cleaned	
Decks, patios	Finish sealing as needed	
Ground cover, landscape	Plan, implement summer landscape maintenance schedule	
Sprinkler system	Check for leaks	
Other		
Other		

SEASONAL CHECK-UP - *Fall*

SYSTEM	CHECK	NOTES
Air conditioning	Cover at end of cooling season, if part of heat pump, don't cover	
Bath fans, tile	Clean fans, check for mold/mildew	
Fireplace chimney	Check, clean fire box, check flue	
Duct dampers	Reset from cooling to heating at end of season	
Heating	Schedule professional service	
Humidifier	Service, clean, charge water panel, change duct damper to winter	
Range Hood	Clean filters if needed	
Sump Pump	Test to see if working	
Whole house fan	Check, clean, replace filters	
Wood stove	Schedule professional cleaning	
Attic	Check for signs of roof leaks, pests <u>REPAIR ASAP</u>	
Basement	Check for leaks, cracks, mildew, mold, rot	
Crawl Space	Check for pests/wildlife, check insulation & vapor barrier <u>ADDRESS ASAP</u>	
Other		
Other		
EXTERIOR	EXTERIOR	
General Exterior	Check windows, replace damaged screens	
Roofs, gutters	Inspect roof, clean gutters, trim trees, inspect vents	Downspouts to lead away from the house
Weather stripping	Check, repair on windows & doors	
Ground cover, landscape	Start fall pruning, landscape maintenance schedule	
Hose, lawn equipment	Drain, service, store, winterize hose bibs	
Sprinkler system	Check for leaks	
Other		

SEASONAL CHECK-UP - *Winter*

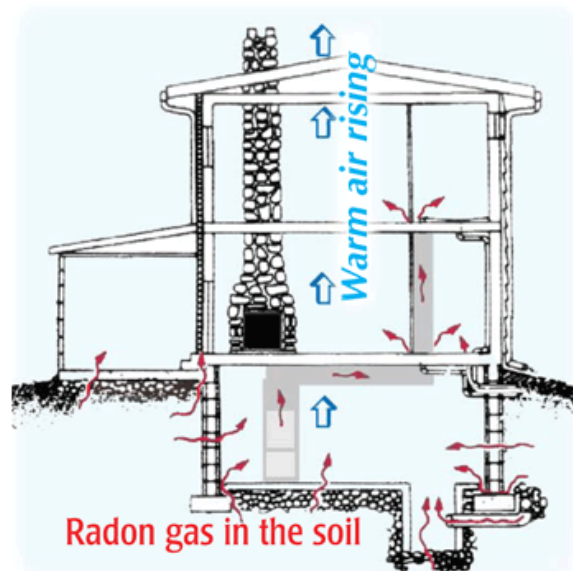
SYSTEM	CHECK	NOTES
Air conditioning	Schedule service call	
Bath fans, tile	Clean fans, check for mold/mildew	
Fireplace chimney	Check, clean fire box, check flashing	
Dehumidifier	Clean, start operation as needed	
Duct dampers	Reset from heating to cooling at end of season	
Garage Door	Check belts, lubricate	
Range Hood	Clean filters if needed	
Sump Pump	Test to see if working	
Washing machine	Check supply hoses, change if worn	
Water heater/ tankless	Flush tank if applicable	
Whole house fan	Check, clean, replace filters	
Wood stove	Schedule professional cleaning	
Attic	Check for signs of roof leaks, pests REPAIR IMMEDIATELY	
Basement	Check for leaks, cracks, mildew, mold, rot	
Crawl Space	Check for pests/wildlife, check insulation & vapor barrier <u>ADDRESS ASAP</u>	
Other		
Other		
EXTERIOR	EXTERIOR	
Decks, patios	Clean	
Ground cover, landscape	Plan, start annual landscape maintenance schedule	
Sprinkler system	Drain system	
Other		
Other		

Radon Fact Sheet

Radon is the second leading cause of lung cancer in humans, and the number one cause among non-smokers. In total, radon causes about 21,000 lung cancer deaths each year. The lung cancer risk is magnified when radon exposure is combined with smoking. The U.S. Surgeon General, the World Health Organization, the United States Environmental Protection Agency, the National Academy of Sciences and the American Lung Association have all identified indoor radon exposure as a serious public health problem.

What is Radon ?

Radon is a decay product of naturally occurring radioactive elements in the soil, and is a colorless, odorless gas. The radon gas can enter surface soils and become part of the “soil gas” environment, which then can enter the air, including air inside of buildings. When radon enters a building, radon and its decay products are either directly inhaled or inhaled after becoming attached to dust. The risk of contracting lung cancer from radon increases with an increase in the concentration of radon in the air.



Radon generally poses the greatest risk to occupants living at or below ground level. Occupants on the lower levels of structures are at risk of excess exposure if radon levels are elevated and these structures are not appropriately mitigated. It is also possible for units above the ground floor to have elevated radon levels. Radon levels in soil can vary greatly from one location to another, and no part of the country can be assumed to be free of radon, but some locations are at a much higher risk. EPA has divided states and counties into three radon risk zones : <http://www.epa.gov/radon/find-information-about-local-radon-zones-and-radon-programs>. Elevated levels of radon can be found in any of the three zones, but buildings in Zone 1 are at particularly high risk for having elevated levels, and the need for addressing radon in those locations is of greatest importance.

HUD Policy on Toxic Contamination and Radon

HUD regulations at 24 CFR 50.3(i) and 58.5(i)(2) require all property to be free of contamination where a hazard could affect the health and safety of occupants or conflict with the intended use of the property. Section 50.3(i) states that “It is HUD policy that all property proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gasses, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property”

By far the most frequently occurring radioactive substance that threatens HUD-assisted development is radon gas. Therefore, HUD regulations generally require HUD and other entities responsible for complying with HUD’s environmental review regulations at 24 CFR Part 50 and Part 58 to consider the need for radon testing and mitigation in their HUD-assisted activities.

Apart from this general requirement, some program offices within HUD have developed more specific radon guidance, which is discussed in the final section below.

What can be done to address radon risk?



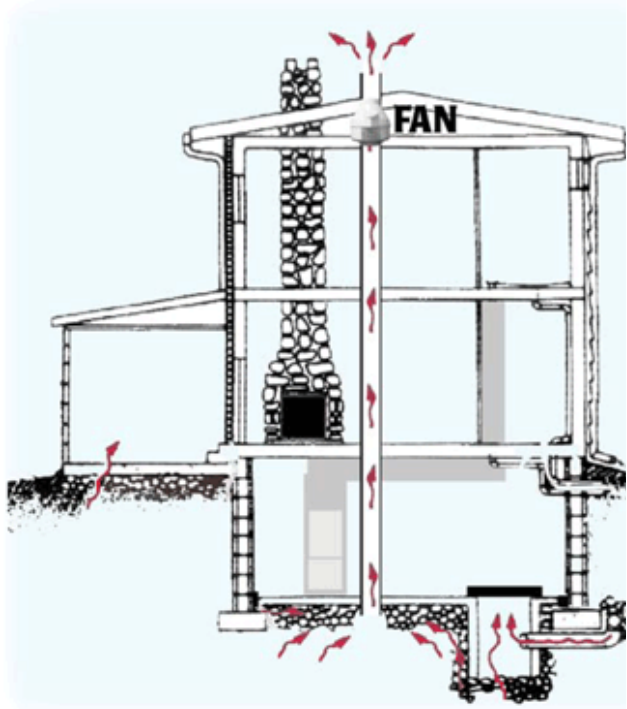
- A. Cracks in concrete slabs
- B. Spaces behind brick veneer walls that rest on uncapped hollow-brick foundation
- C. Pores and cracks in concrete blocks
- D. Floor-wall joints
- E. Exposed soil, as in a sump
- F. Weeping (drain) tile, if drained to open sump
- G. Mortar joints
- H. Loose fitting pipe penetrations
- I. Open tops of block walls
- J. Building materials such as some rocks
- K. Water

The US Surgeon General recommends that all homes be tested for radon. For existing homes, radon safety involves first testing to determine if there is a radon problem, and then “fixing” the home by capturing and exhausting radon before it enters the home. Radon testing and mitigation can also be completed for existing multifamily properties.

For new construction, it is not possible to test the land prior to building in order to determine whether there will be a radon problem. The difference in pressure between the air inside a building and the soil gas below means that a building can act like a giant vacuum, drawing soil gas through any openings, even very small ones, wherever the building makes contact with the ground. Until the building is constructed and its unique footprint and foundation are in place, it is not possible to know how much radon intrusion will occur.

Fortunately, there are radon-resistant construction techniques that can be used to protect the new building from radon. For multifamily buildings especially, it is much more cost effective to incorporate radon resistance into the design of the structure than to mitigate elevated radon levels after construction is complete.

Existing Homes - Testing for and Mitigating Radon



- Systems extend a slight vacuum under the home to pull this air away from living spaces and direct it towards the outside.
- When installed carefully, concentrations are typically reduced by 80-99%.

Single Family Homes

For single family homes, basic screening for radon can be accomplished simply and affordably using a radon testing kit. The kits range from \$25 - \$50 and are available at most hardware stores. They come with instructions for use. Usually, kits are placed in a central room on the lowest floor of the home (or in the basement if there is one) for a period of 48 to 96 hours. To the extent possible, windows and doors should not be opened for prolonged periods during the test, in order to simulate indoor air conditions during the time of year with the most extreme

outdoor temperatures. After the test period, the kit must be carefully packaged according to instructions and mailed to a laboratory for testing.

Find more information on obtaining a radon test kit on the EPA website at <http://www.free-radon-test-kits.com/>

EPA-recommended radon test kits may be ordered by phone at (800) SOS-RADON or on the web at www.sosradon.org.

Mitigating Radon in Existing Buildings

After testing, how do you know if you have a radon problem? There is no minimum level of radon that has been determined completely safe; however, the EPA has developed an action level for radon of 4 picocuries per liter of air (pCi/L). A picocurie is a measure of radioactivity. If a building's indoor radon concentration is at or above 4 pCi/L, mitigation is recommended. If the concentration is between 2-4 pCi/L, mitigation should be considered.

Single Family Homes

Mitigating radon in single family homes is relatively inexpensive, with the cost generally ranging from \$800.00 to \$3000.00. Mitigation strategies vary depending on the home's foundation type. The most prevalent mitigation consists in the access to the source of the radon gas from the foundation dwelling, getting the radon gases through a special seal in contact with the soil under the dwelling and route the gases using pvc piping with a vacuum pump away from the dwelling foundation and frame. All mitigation strategies have a simple goal, which is to reduce the overall concentration of radon inside the home. You can learn more about these mitigation approaches in the EPA publication, "Consumer's Guide to Radon: How To Fix Your Home," available at : <http://www.epa.gov/sites/production/files/2015-05/documents/consguid.pdf>.

Multifamily

Radon professionals designing a mitigation strategy for a multifamily property will reference ASTM E2121-09, "Standard Practice for Installing Radon Mitigation Systems in Existing Low-Rise Residential Buildings," and may also utilize the recommendations of ANSI-AARST's recently published RMS-MF 2014, "Radon Mitigation Standards for Multifamily Buildings." Multifamily buildings are more complex than single family homes, which can increase the cost of mitigation.

Finding a Radon Professional to Carry Out Testing or Mitigation

Cosmetic options available are dictated by the home's design.
(i.e. available pipe routes and aesthetic considerations such as location of unfinished areas, visibility from streets, etc.)



In order to find a certified radon professional in your community EPA recommends contacting one of the two national organizations who provide radon certification and training:

National Radon Proficiency Program (NRPP)
Toll Free: (800) 269-4174 or (828) 890-4117
Website: www.nrpp.info
Email: info@nrpp.info

National Radon Safety Board (NRSB)
Toll Free: (866) 329-3474
Website: www.nrsb.org
Email: info@NRSB.org

Radon Resistant Construction

Building foundations that are constructed today are less permeable than ever before. The construction industry generally recognizes the importance of preventing the intrusion of soil gases (e.g., radon, petroleum, solvent or other contaminant gases) into the interior. Therefore, radon resistant construction methods are similar to standard construction practices, but with specification of materials and techniques that are most effective not only for sealing the foundation, but also for reducing soil gas intrusion by venting captured gases to the outside. These techniques are specified in ASTM E1465-08a, “Standard Practice for Radon Control Options for the Design and Construction of New Low-Rise Residential Buildings.” Systems that have been demonstrated to be effective are “active systems” which facilitate soil gas venting by means of a fan system.

The following section and additional valuable information on building codes with respect to radon resistant construction is available on the EPA's website at: URL from EPA provides valuable information on building codes with respect to radon resistant construction: <http://www.epa.gov/radon/building-codes-radon-resistant-new-construction-rrnc>

Building Codes Overview

- Building codes are intended to protect the health, safety and welfare of homeowners and residents by establishing minimum construction standards.
- Building codes also provide uniformity in the construction industry.
- Building codes embrace all aspects of construction. They set minimum standards for materials, structural elements, fire prevention, plumbing and sanitation, radon reduction and the electrical and mechanical systems in a home.
- Building codes are adopted by a legislative body, then enacted to regulate building construction within a particular jurisdiction, such as a township, city, county, or state.
- [Find out what building codes/regulations exist in your state \(if applicable\)](#)

Additional Radon Policies in Specific HUD Programs

All FHA single family mortgage lenders are required to provide mortgagors with the revised HUD form 92564-CN, “For Your Protection: Get a Home Inspection,” available on [HUDCLIPS](#). This form is a lender disclosure advising the buyer of the need to obtain an independent home inspection and describing the difference between a home inspection and an appraisal. The form also alerts the buyer to the potential hazards of radon gas and recommends radon testing as part of the inspection process. The form advises testing prior to signing the purchase contract, or conditioning the contract on acceptable radon test results if testing occurs after the contract is signed. The disclosure form is available in both [English](#) and [Spanish](#).

Guidance from key HUD program offices lay out policies for testing and mitigating radon gas in HUD-assisted housing. HUD's Office of Public and Indian Housing (PIH) issued notice [2013-6](#), providing public housing agencies (PHAs) information about the dangers of radon gas and encouraging PHAs to test for and mitigate radon if possible. The Multifamily Accelerated Processing (MAP) Guide, issued on January 29, 2016 with an effective date of May 28, 2016, sets out a required process for identifying and mitigating radon in properties covered by FHA Multifamily insured mortgage applications. This version of the MAP Guide, when effective, will supersede Mortgagee Letter 2013-07, which was previously used to set out this process.

Multifamily

Radon testing to screen multifamily properties requires the assistance of a certified radon professional. Radon professionals are certified by the American Association of Radon Scientists & Technologists (AARST), the National Radon Proficiency Program (NRPP) or the National Radon Safety Board (NRSB), and have received certification or licensure from the state in which testing is being done (if the state requires licensing).

Radon professionals test multifamily properties for radon according to industry best practices. Uniform protocols help to ensure consistent results. The current multifamily testing protocol is the ANSI-AARST "Standard Protocol for Conducting Radon and Radon Decay Product Measurements in Multifamily Buildings," ANSI/AARST MAMF-2012. (See also ANSI/AARST MALB 2014 and RMS-MF 2014.)