

Module 5 Workbook

The Homebuying Process, Start to Finish

Every step from pre-approval to closing day. Who the players are, what happens when, and where deals most commonly fall apart so you can protect yourself. Use this workbook with Module 5 online at yourmortgagetoolbox.com/learn/homebuying-process/ or in a class led by an instructor. Type directly into the shaded boxes on screen, or print it and write by hand.

Name

Date started

Instructor or class (if any)

How to use this workbook

1. Read or attend each lesson, then fill in the matching page.
2. Use real numbers from your own situation where asked. Nothing here is submitted anywhere. It stays with you.
3. Take the self-assessment quiz before you check the answers online.
4. Finish with your action plan. That plan is the real goal of this module.

Lessons in this module

Lesson	Topic	Done
5.1	The Players: Who Does What in a Real Estate Transaction	☐
5.2	From Pre-Approval to Offer Accepted	☐
5.3	Under Contract: Inspections, Appraisal, and Contingencies	☐
5.4	The Loan Process: Processing, Underwriting, and Clear to Close	☐
5.5	Closing Day: What Happens and What to Expect	☐
Quiz	Self-assessment (7 questions)	☐

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LESSON 5.1

The Players: Who Does What in a Real Estate Transaction

A home purchase involves more people than most buyers expect.

Key ideas

Key idea	In my own words
Your Real Estate Agent (Buyer's Agent)	
The Listing Agent (Seller's Agent)	
Your Mortgage Lender and Loan Officer	
The Title Company or Settlement Agent	
The Appraiser	

Worksheet A: How this applies to me

What applies to my situation

One question I still have

One action I will take

Notes

LESSON 5.2

From Pre-Approval to Offer Accepted

The sequence from pre-approval to offer accepted is what most people picture when they think about buying a home.

Key ideas

Key idea	In my own words
Get Pre-Approved (Before House Hunting)	
Define Your Criteria and Search	
Assess Value and Make an Offer	
Negotiate to Contract	
Crafting a Competitive Offer	

Worksheet B: How this applies to me

What applies to my situation

One question I still have

One action I will take

Notes

LESSON 5.3

Under Contract: Inspections, Appraisal, and Contingencies

Once you're under contract, you have several things happening simultaneously, all within deadlines specified in your purchase agreement.

Key ideas

Key idea	In my own words
The Home Inspection	
The Appraisal	
Understanding Contingencies	

Title search and insurance: The title company conducts a search of public records during this period to verify the seller has clear title to convey. They're looking for unpaid liens, judgments, easements, and ownership disputes. Issues found here must be resolved before closing. That's what title.

Worksheet C: How this applies to me

What applies to my situation

One question I still have

One action I will take

Notes

LESSON 5.4

The Loan Process: Processing, Underwriting, and Clear to Close

Once you're under contract, your loan application enters formal processing.

Key ideas

Key idea	In my own words
Loan Application and Disclosures	
Loan Processing	
Underwriting	
Clear to Close (CTC)	

Worksheet D: How this applies to me

What applies to my situation

One question I still have

One action I will take

Notes

LESSON 5.5

Closing Day: What Happens and What to Expect

Closing day is the finish line of a 30–60 day sprint. It's also where buyers are often surprised by both the sheer volume of paperwork and how anticlimactically routine the actual process feels after weeks of stress.

Key ideas

Key idea	In my own words
Before You Arrive	
What Closing Looks Like	
What You're Signing	
After Closing	

Worksheet E: Run it in the Total Mortgage Payment & Cash to Close Calculator

Open the Total Mortgage Payment & Cash to Close Calculator at yourmortgagetoolbox.com and run your own numbers. Record what you find.

Scenario I ran (price, down payment, rate, etc.)

Result I want to remember

What surprised me

Notes

Module 5 Quiz

Type the letter of your answer, or write it in by hand. Then check your results online at yourmortgagetoolbox.com/learn/homebuying-process/ or ask your instructor for the answer key.

- | | |
|--|---|
| 1. The listing agent in a real estate transaction represents: | My answer |
| A. Both buyer and seller equally
B. The seller, and works to get the seller the best price and terms
C. The buyer, once the offer is accepted | <input style="width: 60px; height: 20px;" type="text"/> |
| <hr/> | |
| 2. The appraiser's job is to: | My answer |
| A. Determine what price the buyer should offer
B. Provide an independent opinion of the property's market value for the lender
C. Inspect the home for physical defects | <input style="width: 60px; height: 20px;" type="text"/> |
| <hr/> | |
| 3. If the home appraises below your purchase price and you have an appraisal contingency, you can: | My answer |
| A. Negotiate with the seller to lower the price, pay the gap in cash, challenge the appraisal, or exit the contract and recover your EMD
B. Force the seller to lower the price to the appraised value
C. Ask your lender to increase the loan amount to cover the gap | <input style="width: 60px; height: 20px;" type="text"/> |
| <hr/> | |
| 4. "Clear to Close" (CTC) means: | My answer |
| A. The closing date has been set by the title company
B. All underwriting conditions have been satisfied and the loan has final approval
C. The inspection and appraisal have been completed | <input style="width: 60px; height: 20px;" type="text"/> |
| <hr/> | |
| 5. What should you NOT do between mortgage pre-approval and closing? | My answer |
| A. Review your Closing Disclosure carefully
B. Open new credit accounts or take on new debt
C. Complete the final walkthrough | <input style="width: 60px; height: 20px;" type="text"/> |
| <hr/> | |
| 6. Your earnest money deposit (EMD) is: | My answer |
| A. An additional cost on top of the down payment and closing costs
B. A good-faith deposit credited toward your down payment and closing costs at closing
C. Paid to your real estate agent as their commission | <input style="width: 60px; height: 20px;" type="text"/> |
| <hr/> | |
| 7. At closing, you'll typically need to bring: | My answer |
| A. A personal check for the down payment amount
B. Valid photo ID and a wire transfer or certified/cashier's check for your cash to close
C. Proof of homeowners' insurance and a \$500 deposit | <input style="width: 60px; height: 20px;" type="text"/> |

My score (out of 7)

Topics I want to review

PUTTING IT TO WORK

My Action Plan

Pick the three or four actions that matter most for you. Be specific: what, how much, and by when.

Next 30 days

31 to 60 days

61 to 90 days and beyond

My Module 5 readiness check

- ☐ I can explain: The Players: Who Does What in a Real Estate Transaction
- ☐ I can explain: From Pre-Approval to Offer Accepted
- ☐ I can explain: Under Contract: Inspections, Appraisal, and Contingencies
- ☐ I can explain: The Loan Process: Processing, Underwriting, and Clear to Close
- ☐ I can explain: Closing Day: What Happens and What to Expect

Questions for my housing counselor or loan officer

Next: continue with the next module at yourmortgagetoolbox.com/learn/, and try the calculators at yourmortgagetoolbox.com to run your own numbers.

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