



Chiarella Realty

Specializing in Waterfront Properties

The Buyer's Booklet



14 Sargent Road

PO Box 402

Sunapee, NH 03782

Phone: 603-763-5400

Fax: 603-829-4127

www.chiarellarealty.com

Table of Contents

Meet the Crew	3
Why Choose Chiarella Realty	4
Needs and Desires	4
Home Search	4
Determining a Properties Value	4
Making an Offer	5
Home Inspections	5
Home Financing	6
The Closing	6, 7
Helpful Ulility Phone Numbers	7
Tips for a Successful Move	8
Town Phone Numbers	9

Meet the Chiarella Realty Crew!

John Chiarella, Principal Broker

Family owned and operated, the philosophy at Chiarella Realty, Ltd. reflects that of our Principal Broker, John Chiarella. John's deep commitment to his clients is matched only by his great love of the Sunapee region, where he has been a resident and community leader since 1957. With more than 25 years of experience in the local real estate market, John's expertise in waterfront property sales, his dynamic network and his longstanding reputation as a community leader allow him to be responsive to his clients' needs and, in many cases, to anticipate issues before they arise.

Over the years, John has served as consultant to several local banks, as a member of several hospital boards and as a town Selectman. John has spent many years sailing the waters of beautiful Lake Sunapee. He continues to be an avid sailor and currently serves as an officer of the International Star Class.

jcdcstar@yahoo.com

(603) 763-5400, ext. 11; (603) 249-6478 (cell)

Bob Anthonyson, Associate Broker

Bob has over 20 years of professional experience in real estate. He has led projects in commercial development, including Boston's very successful Park and Garage at Post Office Square. He also has extensive experience in retail property management, especially involving the creative use of high technology. Bob has earned BS and MS (real estate) degrees from M.I.T. and an MBA from Stanford Business School.

Bob is a former director of Sunapee Harbor-Riverway, Inc. and of the Lake Sunapee Protective Association. He has owned a home on Lake Sunapee for over 25 years and his knowledge of waterfront and residential real estate is beneficial to his clients.

bob@chiarellarealty.com

(603) 763-5400, ext. 14; (603) 249-6426 (cell)

Taryn Chiarella, Office Manager, Licensed Realtor ®

John's daughter Taryn has been working with him as office manager and salesperson since the inception of Chiarella Realty, Ltd. She lives in Sunapee with her husband Bob Anthonyson. After having earned graduate degrees at Babson College and Bentley College, Taryn worked as a CPA with a large Boston firm and commuted to Sunapee on weekends. In 1996, Taryn and Bob moved to Sunapee full-time and have been thoroughly enjoying the change in lifestyle. Taryn travels extensively and devotes much of her free time to environmental and animal welfare organizations.

taryn@chiarellarealty.com; **(603) 763-5400, ext. 12**

Melissa Pollari, Licensed Realtor ®

Melissa is a licensed Realtor currently serving as our broker's assistant. When not in the office, Melissa devotes herself to spending time with her husband, Michael, and their two children. Melissa has lived in Sunapee her entire life and can therefore provide great help to people moving to the area. And because Melissa also has experience working in the real estate law business, she is extremely knowledgeable about the "technical aspects" of home buying and selling.

Melissa@chiarellarealty.com; **(603) 763-5400**

Deborah Connell, Licensed Realtor ®

Debby joins Chiarella Realty after 20 years in public school administration. She lives in Newport with her husband, Barry, who is Principal at a local school. On a hot summer weekend you can find the family boating on Lake Sunapee or in the winter you will find them enjoying the terrific skiing at Mt. Sunapee. Debby takes full advantage of the many special opportunities that the Lake Sunapee Area offers and would be pleased to share her insights with you! Debby and family decided to move to the Lake Sunapee Area as it is a healthy place to raise a family.

There is a strong sense of community, core values are evident, and the schools are good!

deborah@chiarellarealty.com; **(603) 748-0018**

Why Chiarella Realty?

Here at Chiarella Realty, we are committed to providing honest, fair and professional service to our clients. Each Realtor at Chiarella Realty is a member of our local Sunapee Region Board of Realtors as well as the New Hampshire and National Association of Realtors. We provide each client with personal service. As our client, we can help ensure that your home buying process is both successful and enjoyable.

The Crew at Chiarella Realty provides informed guidance and utilizes the most current area market information. We work as a team and every agent and support staff member is devoted to providing you with the highest quality service. Because we cooperate with each other and work as a team, we are able to draw on a great wealth of combined experience and expertise, as well as historical and current area information.

Needs and Desires

At Chiarella Realty we pledge to help you in your search for your desired property. Whether you are looking for land, a vacation home or a year-round residence Chiarella Realty will listen to your needs and desires and help you determine what properties would best fit your needs.

To help your Realtor determine which properties to show you, first determine what you NEED in a property. These things can include:

- 1) Price Range
- 2) Location
- 3) Minimum Number of Bedrooms and Bathrooms
- 4) Special Requirements

Some desired features can help narrow down your choices. Things to consider that may be of importance are:

- 1) Features most important to you (fireplaces, wood floors, etc.)
- 2) Lifestyle (waterfront, condominium, community, etc.)
- 3) Styles you like
- 4) Condition (new construction, "fixer-upper", etc.)

Home Search

To help ensure you find the home of your dreams, Chiarella Realty provides services to our clients using the Multiple Listing Services (MLS). Any new property that fits your needs and desires can be sent to your email automatically!

Another key step for a productive home search is to use online resources. Search all MLS Listings using the Chiarella Realty website. We can be found easily at www.chiarellarealty.com or www.sunapeesearch.com. On our website you can see what properties are in a particular town such as Sunapee or New London. Or, choose the Local Waterfront search to look for waterfront listings that are available. Finally, use the Custom Search function to search for more specific listings.

Determining a Properties' Value

There are many factors that determine the value of a property. Your Chiarella Realty Realtor will look at recent sales of comparable houses, the condition of the property and local market conditions to help you determine the appropriate amount to offer.

However, a property may have more or less value to you depending on how well it meets your needs and the criteria that you establish. If the house meets some or all of your needs and desires it may be of more value to you than a house that doesn't have all the qualifications you are searching for regardless of the relative market values.

Making an Offer

Once you have “zeroed in” on that specific property, you’ll have a number of factors to consider as part of the “offer making process”. Some factors are uncontrollable (i.e. the economy and current market conditions) and others are adjustable (i.e. marketing strategies, pricing and condition of the property). It is important to take these factors into account during the process of making an offer.

In making a formal offer, you’ll want to include the following:

- 1) Purchase Price – what you are going to offer for the property
- 2) Closing Date – what day you will take title to the property
- 3) Deposit – the amount you will place in escrow to secure your offer
- 4) Contingencies – financing and/or inspection provisions
- 5) Expiration Date – the date the offer expires if not accepted

Please note that this is only an overview. It is wise to get legal assistance if you feel it is appropriate.

Once an offer is made, the seller has the following options when considering the proposed contract:

- 1) Accept the offer as presented
- 2) Reject the offer
- 3) Submit a counter-offer

Once all terms are agreed to by both parties, the contingencies countdown begins. Your Chiarella Realty Realtor will provide you with a time line with all the important dates from effective date to closing.

Home Inspections

It is common for buyers to make an offer contingent upon home inspections. These inspections are performed for, and typically paid for by the buyer. The seller must consent to the inspection, but the seller is not required to correct or provide compensation for any problems identified. If the seller agrees to the inspections as part of accepting the offer, the buyer must complete the inspections in the time frame provided in the contract. If the inspection findings are satisfactory to the buyer, the closing process can begin.

Property Inspections should be conducted by professional inspectors. Some area inspectors are:

- 1) Granite State Home Inspections – 800-287-2080
- 2) Shakes to Shingles – 800-533-8116
- 3) American Fortress - 603-731-9022

For a more complete list of professional home inspectors, please ask your Chiarella Realty Realtor.

It is advisable to be present for your home inspection to ensure the inspector can describe the process and findings personally. The inspector should also do the following:

- 1) Look for any serious structural, mechanical, and/or other major defect in the property
- 2) Examine all systems, including heat, air conditioning, electrical and plumbing
- 3) Examine the general construction quality and condition of the house
- 4) Spend time checking the exterior of the house, including the roof, foundation and chimneys
- 5) Check the basement, including wiring, plumbing and heating as well as for any evidence of water
- 6) Check the attic for proper insulation and venting
- 7) Run all appliances and plumbing fixtures
- 8) Inspect for other items you may have requested, including pests, lead paint, water quality, etc.

Ask your Chiarella Realty Realtor for further information about contingencies and which are pertinent to the house you are purchasing.

Home Financing

Another common contingency is the financing contingency. This provision allows you to state whether you must secure a mortgage prior to purchasing the property. If you are going to mortgage the property, you have an obligation to contact a financial institution within the required time limits to start the process. Also, if for some reason you cannot obtain financing that is satisfactory to you, it is necessary for your Realtor to contact the seller's agent in writing.

A few local lenders:

- 1) Lake Sunapee Bank – 800-281-5772
- 2) Sugar River Savings Bank – 800-863-1330
- 3) Claremont Savings Bank – 603-229-4540
- 4) Title Mortgage Solutions – 603-643-1400

For a more detailed list, please ask your Chiarella Realty Realtor.

The Closing

Closings are administered by a Closing Attorney or Settlement Agent. If the seller or buyer cannot attend the closing, there are alternative arrangements can be made, typically involving signing papers in advance and/or granting a Limited Power of Attorney to a representative. If you are financing, you will be asked to sign the mortgage and any other papers that the lender and/or other interested parties may require. At the conclusion, the closing attorney will record the new deed and mortgage. Ask your Chiarella Realty Realtor for some recommendations for a closing attorney or choose from one of the following:

- 1) Chiarella Law Office, P.C. – 603-763-5879
- 2) Feeney Law Offices – 603-863-1252
- 3) Law Offices of Michael J. Work – 603-863-3337

The following list is intended to give you an overview of your responsibilities as a buyer. If you have any questions or concerns, please do not hesitate to contact us or your attorney.

DEED - Once your financing is in place and contingencies are met, you will need to indicate to the closing attorney or your Realtor how you wish to hold title. Be certain to have the attorney explain the various options.

HOME OWNERS INSURANCE - At least two weeks before closing notify your insurance company of your pending purchase. You **must** bring an insurance binder to the closing.

CLOSING COSTS - A few days prior to closing you or your agent should contact the closing attorney regarding your closing costs. These will be itemized on the Settlement Statement and you will be required to bring a certified check to closing. (Note: In New Hampshire both the buyer and the seller are responsible for paying a deed transfer tax at closing in the amount of \$1.50 / 1,000 on the sale price which is typically split between the parties).

TAXES - Unpaid taxes will be adjusted at the closing on a per diem basis and will be included on the Settlement Statement.

ELECTRIC COMPANY - Final readings will be arranged by the seller. Two weeks prior to closing contact the electric company to establish an account and insure continuous service.

GAS OR OIL COMPANY - Final readings will be arranged by the seller or the seller's agent. You will be required to reimburse the seller for fuel in the tank at closing.

TELEPHONE/CABLE TV - About two weeks prior to closing, make arrangements to discontinue service or transfer to your new address.

HOUSE KEYS - You will receive house keys at closing.

CHANGE OF ADDRESS - Provide new address for the following:

Drivers License	Bank Accounts	Subscriptions	Dogs License	Post Office	Credit Cards
Creditors	Doctors	Insurance Companies		Place of Employment	

SCHOOL RECORDS - If Applicable, arrange for student's records to be forwarded to new schools.

FINAL WALK-THROUGH - You have the right to inspect the property being purchased prior to closing. This is usually done the afternoon before or the morning of closing. Make arrangements through your Realtor.

BRING TO CLOSING – Make sure to bring the following items with you to the closing:

Paid insurance policy binder	Certified check for closing costs
Personal checkbook for minor expenses	Photo ID (driver's license or passport)

Helpful Utility Phone Numbers

Talk to your Chiarella Realty Realtor to determine which services are available in the area of the property you are buying. It is important to notify the utility companies at least one week prior to closing.

Electric:

New Hampshire Cooperative	800-698-2007
Public Service of New Hampshire	800-662-7764

Television Providers:

Comcast	800-266-2278
Direct TV	800-203-4860
Dish Network	800-347-4638

Telephone:

Verizon	800-870-9999
TDS Telecom	603-526-9911

Fuel:

Irving Oil	888-310-1924
Dead River Co.	603-526-2666
Goodrich Oil	603-863-3700

Tips For A Successful Move

If You Plan to hire Movers, remember that they usually need plenty of notice. Call at least six weeks in advance if you can.

Build In a Time Overlap:

- Make sure you have some time between the closing date of your new home and the last day you can leave your present home. Remember:
 - Moving always take longer than you plan.
 - If you want to make any changes to the house you bought, it is much easier to accomplish *before* you move in

Pare It Down:

- Get rid of things you don't need or want.
 - Have a yard sale or give it charity rather than move things you won't use in your new home.

Take Some Notes:

- Take notes on your new house (room measurements, window measurements, locations of electric/cable/phone outlets, etc.).
 - You can have a plan as to where things go when you move in. Have the movers place them for you. Also if you buy new items, you can be sure they'll fit in your new home.

Phone and Utilities:

- Some companies need at least a week to get everything connected.

Essentials:

- Pack a box of essentials (a telephone, clothes, toiletries, medication, etc.) to get you through a couple of days.

Clean Items As You Pack Them:

- Unpacking is hard enough without added effort.

Clean Before You Unpack:

- Get a clean start by wiping our drawers and cupboards, sweeping floors and vacuuming carpets.
- Make up the beds and put out towels.

Find More Area Information, including restaurant, shopping and other service information on our website.

Town Phone Numbers

Town of Sunapee:

Non-Emergency Fire, Police	603-763-5555
Abbott Library Open: Mon. & Wed. - 9AM - 8PM; Thurs. & Fri. - 9AM - 6PM; Sat. - 9AM - 1PM	603-763-5513
Post Office, Sunapee Open: Mon. - Fri, - 8AM - 1PM; 2 - 5PM; Sat. - 8AM - 12PM	603-763-5786
Post Office, Georges Mills Open: Mon. - Fri. - 8AM - 12PM; 1 - 4:45PM; Sat. - 9 - 11:30AM	603-763-4094
Selectmen's Office / Town Clerk / Tax Collector Open: Mon., Tues., Thurs., Fri. - 8AM - 5PM; Wed. - 8AM - 1PM	603-763-2212
Town Manager	603-763-2212
Transfer Station Open: Mon, Thurs, Fri - 8AM - 4:15PM; Sun - 8 - 11:15AM	603-763-4614
Water / Sewer Office Open: Mon - Fri - 8AM - 4PM	603-763-2115
ZBA / Planning Board Open: Mon 9AM - 1PM; Tues - 12 - 4PM	603-763-3194

Town of New London:

Non-Emergency Police	603-526-2626
Non-Emergency Fire	603-526-6073
Tracy Library Open: Tues & Thurs - 9AM - 8PM; Wed & Fri - 9AM - 5PM; Sat - 9AM - 1PM	603-526-4656
Post Office, New London Open: Mon - Fri - 8:30AM - 5PM; Sat - 8:30AM - 12:30PM	603-526-4641
Post Office, Elkins Open: Mon - Fri - 7:30AM - 12PM; 1:30 - 4:45PM; Sat - 7:45AM - 11:30PM	603-526-4591
Selectmen's Office / Town Clerk / Tax Collector Open: Mon - Fri - 8AM - 4PM	603-526-4821
Town Administrator / Zoning Administrator	603-526-4821
Transfer Station Open - Tues - Thurs - 9AM - 3:30PM; Sat - 9AM-3:30PM	603-526-9499
Water Department	603-526-4441
Sewer Department	603-526-6411

Town of Newbury:

Non-Emergency Police Open: Mon - Fri - 7AM - 12PM	603-763-4104
Non-Emergency Fire Open: Tues - 7 - 9 PM	603-763-4403
Newbury Public Library Open: Mon - 12 - 8PM; Tues - Thurs - 12 - 5PM; Sat - 10AM - 2PM; Sun - 12 - 5PM.	603-763-5803
Post Office, Newbury Open: Mon - Fri - 7:15AM - 12:30PM; Sat - 8:30AM - 12:30PM	603-763-2560
Highway Department	603-938-5494
Town Clerk & Tax Collector Open: Mon - 1 - 7PM; Tues - Fri - 8AM - 12PM; 1 - 4PM	603-763-5326
Town Administrator Open: Mon, Tues, Thurs, Fri - 8AM - 12PM	603-763-4940
Transfer Station Open: Mon - 9AM - 1PM; Wed - 1PM - 5PM; Sat. & Sun - 9AM - 5PM	603-763-2298