

Sellers Guide

When the time comes to sell your home, Susan will put our proven expertise and vast reach to work to attract the most qualified buyers, achieve the highest price, and make the overall experience smooth and satisfying.

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Partnering with Susan gives you a distinct advantage in the quality of both the service and results you receive. She is not only a industry expert, but marketing executives who know how to best showcase your property and shepherd all facets of your transaction to success to get you swiftly to the closing table.

Once you sign a listing agreement to let Susan Singer represent your property exclusively, she will work closely with you from start to finish of the sales process through to closing.

Price to Sell

A well-priced property, based on what the current market will bear, is the first and most important step to a successful sale and to ensuring that you get the best return on your investment. Susan draws upon her knowledge and conduct extensive research on current market conditions to provide you with a complete market analysis of comparable properties for sale in your price range, neighborhood and property type category.

Customized Marketing

Once pricing is established, Susan creates a personalized marketing plan for your unique residence and implements a targeted promotional campaign to reach the widest possible pool of qualified buyers.

Presentation is Key

Susan helps you prepare your property for viewings to maximize appeal as well as your sale price, and performs professional staging, if necessary, to bring out your property's best features, and showcase it in the best possible light.

Getting the Word Out

Susan Singer and TOWN immediately spread the word about your property to the entire New York City brokerage community so they can come preview it and start showing it to their customers. We also announce the listing directly to well-qualified buyers in New York, the U.S. and abroad using our vast database and extensive industry contacts. Our aggressive marketing efforts include prominently displaying your listing with full-color photographs and a professionally-written description on our highly-trafficked website, in addition to syndicated marketing on some of the most visited search engine real estate and consumer sites as well as print advertising and other vehicles.

Showing Your Home

When your property is ready for showing, Susan arranges separate open houses for brokers and for customers which are widely publicized online and print advertising. She coordinates and oversees all open houses. Susan also arranges individual showings for brokers, their customers and ours, with all appointments scheduled at your convenience.

Ongoing Communication

Susan will keep you constantly updated on feedback from brokers and their customers, as well as all developments regarding the sale of your property.

Professional Service

Susan Singer has seasoned experience in all areas of your real estate transaction, from bid management to liaising with attorneys and keeping all information flowing to ensure a prompt contract signing and closing.

Expert Board Package Preparation

Her expansive knowledge of buildings and boards is vital in our ability to assemble and submit surefire board packages for approval.

Closing Costs

Single Family Homes and Townhouses

For the Seller	For the Purchaser
<p>Broker: Typically 6%</p> <p>Own Attorney: Consult your attorney</p> <p>NYC Transfer Tax: Residential: Up to \$500,000 = 1% \$500,000+ = 1.425%</p> <p>Commercial: Up to \$500,000 = 1.425% \$500,000+ = 2.625%</p> <p>Admin. Fees: Residential Deed Transfers= \$75 Commercial Deed Transfers = \$165 NY State Transfer Tax: \$4 per \$1,000 of price NYS Equalization Fee: \$75 Miscellaneous Title Fees: \$200-\$500 Pick-up / Payoff Fee to Title Closer: \$100-\$300</p>	<p>MORTGAGE CLOSING COSTS</p> <p>Buyer's Attorney: Consult your attorney</p> <p>Bank Fees: \$750</p> <p>Application Fee: \$350</p> <p>Processing Fee: \$330</p> <p>Appraisal Fee: \$300-\$1,500 (depending on sales price)</p> <p>Credit Report Fee: \$10.10 single/\$15.20 joint</p> <p>Bank Attorney: \$650-\$750</p> <p>Tax Escrows: 2 to 6 months</p> <p>Recording Fees: \$250-\$750</p> <p>Fee Title Insurance: Approx. \$450 per \$100,000 of sales price under 1M, +15% on \$1M or more</p> <p>Mortgage Title Insurance: Approx. \$130 per \$100,000 of mortgage amount</p> <p>Municipal Search: \$350-\$500</p> <p>Mortgage Tax - NYC (paid by borrower): 1-3 Family Home or Condo: If mortgage is less than \$500,000: 1.80%. If mortgage is \$500,00 or more: 1.925% of loan amount</p>

Closing Costs Condominiums

For the Seller	For the Purchaser
<p>Broker: Typically 6%</p> <p>Own Attorney: Consult your attorney</p> <p>Processing Fee: \$450+</p> <p>NYC Transfer Tax: Residential: Up to \$500,000 = 1% \$500,000+ = 1.425%</p> <p>Commercial: Up to \$500,000 = 1.425% \$500,000+ = 2.625%</p> <p>Admin. Fees: Residential Deed Transfers= \$75 Commercial Deed Transfers = \$165 NY State Transfer Tax: \$4 per \$1,000 of price NYS Equalization Fee: \$75 Pick-up/Payoff Fee: \$250-\$500 UCC-3 Filing Fee: \$100 Miscellaneous Condominium Charges: Vary by building</p> <p>Note: For condominiums in new developments, the Purchaser will pay costs normally paid by the Seller. These include Seller attorney fees as well as NY and NYC Transfer Taxes.</p>	<p>Buyer's Attorney: Consult your attorney</p> <p>Bank Fees: \$350-\$750</p> <p>Application Fee: \$350</p> <p>Processing Fee: \$330</p> <p>Appraisal Fee: \$300-\$1,500 (depending on sales price)</p> <p>Credit Report Fee: \$10.10 single/\$15.20 joint</p> <p>Bank Attorney: \$650-\$750</p> <p>Tax Escrows: 2 to 6 months</p> <p>Recording Fees: \$250-\$750</p> <p>Fee Title Insurance: Approx. \$450 per \$100,000 of sales price under 1M, +15% on \$1M or more</p> <p>Mortgage Title Insurance: Approx. \$130 per \$100,000 of mortgage amount</p> <p>Municipal Search: \$350-\$500</p> <p>Mansion Tax: 1% of entire purchase where price is \$1,000,000 or more.</p> <p>NYC Mortgage Tax (paid by borrower):</p> <p>Mortgage less than \$500,000 = 1.80%</p> <p>Mortgage \$500,000+ on 1-3 family residential dwelling = 1.925%</p> <p>Mortgage on all other property over \$500,000.00 = 2.80%</p> <p>ADDITIONAL REAL ESTATE EXPENSES</p> <p>Common Charge Adjustment: Pro-rated for the month of closing</p> <p>Real Estate Tax Adjustment: Pro-rated depending on when the tax is collected</p> <p>Miscellaneous Condominium Charges: Vary by building</p> <p>Short Term Interest: Equal to interest for balance of month in which you close</p>

Closing Costs
Cooperatives

<p>For the Seller</p> <p>Broker: Typically 6%</p> <p>Own Attorney: Consult your attorney</p> <p>Co-op Attorney: \$450+</p> <p>Flip Tax: Typically 1% to 3% of price (if applicable)</p> <p>Stock Transfer Tax: \$0.05 per share</p> <p>Move-out Deposit/Fee: Varies by building</p> <p>NYC Transfer Tax:</p> <p>Residential:</p> <p>Up to \$500,000 = 1%</p> <p>\$500,000+ = 1.425%</p> <p>Commercial:</p> <p>Up to \$500,000 = 1.425%</p> <p>\$500,000+ = 2.625%</p> <p>Admin. Fees:</p> <p>Non-Deed Transfers (i.e., Co-ops) = \$50</p> <p>Residential Deed Transfers= \$75</p> <p>Commercial Deed Transfers = \$165</p> <p>NY State Transfer Tax: \$4 per \$1,000 of price</p> <p>NYS Equalization Fee: \$75.00</p> <p>Pick-up / Payoff Fee: \$250-\$500</p> <p>UCC-3 Filing Fee: \$100</p> <p>Miscellaneous Coop Charges: Vary by building</p>	<p>For the Purchaser</p> <p>MORTGAGE CLOSING COSTS</p> <p>Buyer's Attorney: Consult your attorney</p> <p>Bank Fees: \$350-\$750</p> <p>Application Fee: \$350</p> <p>Processing Fee: \$330</p> <p>Appraisal Fee: \$300-\$1,500 (depending on sales price)</p> <p>Credit Report Fee: \$10.10 single/\$15.20 joint</p> <p>Bank Attorney: \$650-\$750</p> <p>Lien Search: \$250-\$350</p> <p>UCC-1 Filing: \$100</p> <p>Mansion Tax: 1% of entire purchase price where price is \$1,000,000 or more.</p> <p>ADDITIONAL REAL ESTATE EXPENSES</p> <p>Miscellaneous Co-op Charges: Vary by building</p> <p>Recognition Agreement Fee: \$200+</p> <p>Maintenance Adjustment: Pro-rated for the month of closing</p> <p>Short Term Interest: Equal to interest for balance of month in which you close</p>
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