



BUYER'S GUIDE





WHAT OUR CLIENTS SAY

We decided to buy a house and wanted to find one that would be perfect for our growing family. Shayla quickly got us in to see several houses and we fell in love with the one we bought. We are first time homebuyers and Shayla did an excellent job at guiding us through the home buying process.

—Nya Basinger



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MISSION STATEMENT

We offer a proactive, and solution based, advisory experience that allows our clients to make the best future decisions for both themselves and their families



Statement from the Owner, Erik Peterson

Proven Realty is a full-service real estate company that is locally owned and managed. We are committed to providing you the highest level of customer service. We have over 12 years of experience in the Bakken and will utilize our knowledge and relationships to get you the best results. We value our clients and know that you

have a multitude of real estate agents to choose from, we want you to be confident from the first time that we meet, that you have made the best choice for you and your family. We take our tagline very seriously: "Experience * Service * Results" and we are committed to finding you the perfect solution for all of your real estate needs.

EXPERIENCE * SERVICE * RESULTS

OUR TEAM



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STEP 1 – PRE APPROVAL

Know Your Budget | Obtain Pre-Approval Letter From Your Lender

One of the very first steps of purchasing a home or investment property includes meeting with a trusted Mortgage Broker or Bank and obtaining a pre-approval. Having a pre-approval will give you a good idea of what your monthly obligation would look like.

Make sure you can budget with the allotted amount you're given. Just because you're given an X amount of dollars doesn't mean you're comfortable with those monthly payments. It's important to take into consideration your lifestyle, the things you enjoy, and are

you going to have the money to do that with your new mortgage payments.

Having a pre-approval done also gives us a great advantage when it comes time to putting an offer in on a house and your REALTOR® negotiating price.

MORTGAGE BROKER VS BANK

A mortgage broker has the ability to apply for a mortgage to multiple lenders.

A bank can only apply for a mortgage with the bank they are associated with.

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TOP RESIDENTIAL MORTGAGE SPECIALISTS

BRANDY LADUE

Loan Originator/Branch Manager
Unify Home Lending
701-770-6533
701-695-1078 Ext: 1078
brandy@myunify.com

KASI BERGSTROM

Residential Loan Officer
First State Bank and Trust
701-577-2113
Toll Free: 833-572-2113
kbergstrom@fsbtnd.bank

TOP COMMERCIAL LOAN SPECIALISTS

SKYE OLSEN

VP/Commercial Loan Officer
First State Bank and Trust
701-577-2113
Toll Free: 833-572-2113 Ext. 1033
solsen@fsbtnd.bank

MARK SPARBY

Commercial Loan Officer
First International Bank & Trust
701-842-2381
msparby@FIBT.com

STEP 2 – TOOLS & PROGRAMS

Client Care Department | Private Client Search

The next step towards finding your new home is being connected with the right tools and people to help you get the most out of your search.

This is where our Client Care Team comes into place. They are available to conveniently answer your questions seven days a week.



After speaking with a member of our client care team, and giving them an idea of what you're looking for, they will set you up on our user friendly website ProvenRealtyND.com that is accessible 24/7 and updates new properties daily to make sure you don't miss out on the market's newest listings.

Your Client Care Manager will also set you up with a Private Client Search, also known as a PCS. This search is set according to your every

need and want in a home. For example, if you want a home with three bedrooms and a double garage, you will only be sent homes that have the criteria you're looking for, saving you endless hours of searching the internet.

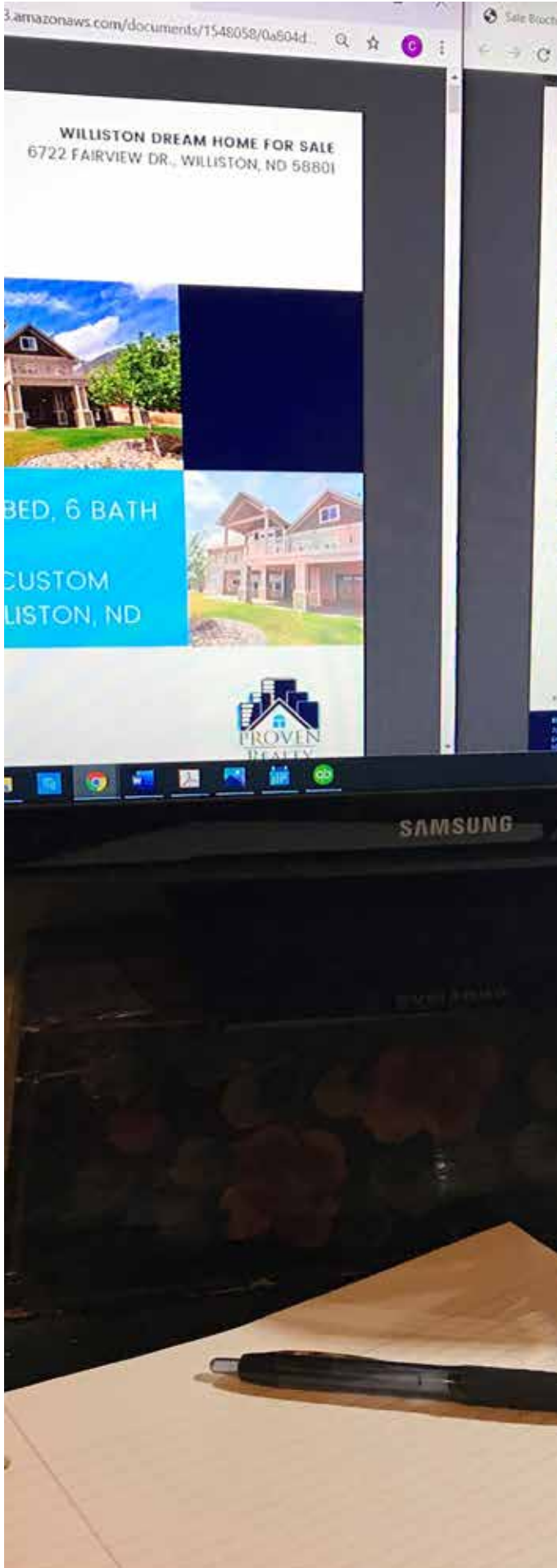
Another great feature we can offer is knowing what condos, homes, and lots are coming up for sale before it becomes available to the general public.

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OUR WEBSITE

We love our new website and believe you will too! You will find up to date information on all the MLS listings, whether it is being listed by us or by another firm.

This powerful site will save you time by helping you narrow your search, save favorite properties, and most importantly notify you immediately when a property that matches your search criteria hits the market to give a competitive advantage over other buyers!



STEP 3 – VIEWING HOMES & WHAT TO EXPECT

Working With An Agent | Viewing A Home

You're pre-approved with your Mortgage Broker or bank, have been successfully connected with a Client Care Manager and have searched our website for what might be your next home.

What's next?

The home viewing process. This is definitely the most exciting part of purchasing a home and gives you the chance to view the home in person and see if it's the right size for you, if it's bright enough, close enough to schools, parks, and transportation.

After your Client Care Manager schedules your tour of desired homes, you will have the opportunity to view them with one of our REALTORS®, Erik, Tamara, Shayla, April, Janessa or Karen.





Your REALTOR® can provide helpful information on homes and neighbourhoods that isn't always easily accessible to the public. Their knowledge of the home buying process, negotiating skills, and familiarity with the area you want to live in can be extremely valuable.

Our job is to protect your interest in the process of buying a home. What this means is, when viewing a home, we might not

have conversations you want to hear, but conversations you NEED to hear. If you're viewing a home and the house might have some issues, our job is to uncover those and disclose those to you. Another job of ours is to carefully research what the fair market value is of the home. If there's points in the home that could end up causing a resale issue or even a bonus as far as resale goes, it's important that you know that.

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STEP 4 – WRITING AN OFFER



Emotions | Contract of Purchase & Sale | Terms & Conditions

You've found the right home, and you're ready to write an offer. Let's talk about the process and the emotions that may follow. During this time it's normal to feel excited, nervous, scared, and a lot of other emotions you might be facing.

Having a professional available to walk you through this process will help you feel more confident in what might be the largest personal investment of your life.

At this point, we will educate you on what key Terms and conditions to write in your contract. This will include multiple terms, however here are a few key subjects we include.

1. Deposit - How much should you put down?
2. Home Inspection – What kind of condition is the home in, is there anything such as plumbing, roofing, insulation or electrical that is concerning?
3. Title Search - The importance of having it reviewed by a lawyer or notary.

Our company was looking for a shop to lease in Williston. We contacted Erik Peterson with Proven Realty because they have the most contacts and listings in the Bakken. Erik was great, he listened to our needs and showed us lots of options. He was fair to both sides of the transaction and I would highly recommend him to anyone looking to lease or buy property in ND.

—Shane Reeves, President

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4. Property Disclosure Statement – The importance of reviewing
5. Financing – Do you need a mortgage or are you paying cash
6. Home Insurance – Protecting yourself and your investments

giving them the opportunity to negotiate and do their best to make sure you're satisfied with your contract and both parties agree with the price, deposit, terms, conditions, completion/possession dates, etc.

After writing the contract with your agent, your REALTOR® will present your offer to the Listing Agent and act on your behalf,

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CONTRACT OF PURCHASE AND SALE

BROKERAGE: _____ DATE: _____
 ADDRESS: _____ PC: _____ PHONE: _____
 PREPARED BY: _____ MLS# NO: _____

SELLER: _____ SELLER: _____ ADDRESS: _____ PC: _____ PHONE: _____	BUYER: _____ BUYER: _____ ADDRESS: _____ PC: _____ PHONE: _____ OCCUPATION: _____
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PROPERTY:
 UNIT NO: _____ ADDRESS OF PROPERTY: _____
 CITY/TOWN/MUNICIPALITY: _____ POSTAL CODE: _____
 PD: _____ OTHER PD(S): _____

LEGAL DESCRIPTION:
 The Buyer agrees to purchase the Property from the Seller on the following terms and subject to the following conditions:

- PURCHASE PRICE:** The purchase price of the Property will be _____ DOLLARS \$ _____ (Purchase Price)
- DEPOSIT:** A deposit of \$ _____ which will form part of the Purchase Price, will be paid within 24 hours of acceptance unless agreed as follows: _____

All moneys paid pursuant to this section (Deposit) will be paid in accordance with section 10 or by certified cheque except as otherwise set out in this section 2 and will be delivered in kind to _____ and held in trust in accordance with the provisions of the Real Estate Services Act. In the event the Buyer fails to pay the Deposit as required by this Contract, the Seller may, at the Seller's option, terminate this Contract. The party who receives the Deposit is authorized to pay all or any portion of the Deposit to the Buyer's or Seller's conveyancer (the "Conveyancer") without further written direction of the Buyer or Seller, provided that: (a) the Conveyancer is a Lawyer or Notary; (b) such money is to be held in trust by the Conveyancer as stakeholder pursuant to the provisions of the Real Estate Services Act pending the completion of the transaction and not on behalf of any of the parties to the transaction; and (c) if the sale does not complete, the money should be returned to such party as stakeholder or paid into Court.

INITIALS

BC2017 REV. 04 JUNE 2019-22 COPYRIGHT - BC REAL ESTATE ASSOCIATION AND CANADIAN BAR ASSOCIATION (BC BRANCH) 2020/June/22/2020

Representation in Trading Services

Options for Real Estate Consumer

Why are you getting this form?
 A real estate professional is required to give you this form before entering with you, and must explain it to you.

How to use this form:
 Read over this information and ask about anything that is not clear to you. You can complete the optional consumer fields to indicate that you have received this information with the real estate professional.

What happens next?
 After you've reviewed the form and completed the optional consumer fields, the real estate professional must explain and sign it. Learn more about this form and other information for real estate consumers at www.recbc.ca.

Real estate transaction? One of the first decisions you make is whether you should work with a licensed professional who will represent you. Take a moment to consider consumer protection information from the Council of BC.

Real estate professional, who will represent the transaction, or

UNTERESTED PARTY with no real estate representing you.

Representation
 To have a real estate professional represent them in real estate transactions to help them. As a client, you'll benefit from:

Protection
 Real estate professionals in BC are licensed under the Real Estate Services Act. It is legislation designed to protect the rights of consumers.

Oversight
 The Real Estate Council of BC works to ensure real estate professionals are competent and knowledgeable. If you have a concern about a real estate professional, you can file a complaint by visiting our website at www.recbc.ca. We can investigate and discipline individuals for professional misconduct.

DISCLOSURE OF REMUNERATION

Trading Services (Rules, section 5-11)

ENBEE ANTICIPATES RECEIVING REMUNERATION AS A RESULT OF PROVIDING REAL ESTATE TRADING SERVICES OTHER THAN ANY REMUNERATION PAID DIRECTLY BY YOU, THE CLIENT, THEY YOU OF THIS IN WRITING.

If no remuneration including any commission, fee, gain or reward, whether the remuneration is received, or is to be received.

DISCLOSURE OF REMUNERATION

WHEN ACTING FOR ONE PARTY

I am licensed under the Real Estate Services Act and I declare to you that my remuneration is:

_____ with respect to the services provided to you, and to the other party to the transaction.

WHEN ACTING AS DUAL AGENT

I am licensed under the Real Estate Services Act and I declare to you that my remuneration is:

_____ with respect to the services provided to you, and to the other party to the transaction.

REFERRAL FEES AND OTHER REMUNERATION NOT DISCLOSED IN PART B

I am licensed under the Real Estate Services Act and I declare to you that my remuneration is:

_____ with respect to the services provided to you, and to the other party to the transaction.

SIGNATURE OF CLIENT

Signature of Client: _____

SIGNATURE OF REAL ESTATE PROFESSIONAL

Signature of Real Estate Professional: _____

ACKNOWLEDGEMENT

I acknowledge that I have read and understood the Disclosure of Remuneration Form and I agree to the terms and conditions of the Disclosure of Remuneration Form.

ACKNOWLEDGEMENT

I acknowledge that I have read and understood the Disclosure of Remuneration Form and I agree to the terms and conditions of the Disclosure of Remuneration Form.

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STEP 5 – ACCEPTED OFFER

Your Tasks | Costs With Purchasing

Congratulations, you have an accepted offer. Now it's time to work hard at satisfying your conditions (also known as subjects).

Depending on what your contract states, your deposit might be due upon subject removal, or it might be due within 24–72 hours of acceptance depending on what has been agreed upon on the contract.

If your contract is subject to a home inspection, your next step will be scheduling your home inspection with a company who is fully qualified to get the job done right. Scheduling your inspection should be done quite quickly as their schedules tend to fill up quite quickly.



While you are ensuring your deposit is made and your inspection is scheduled, we will also be working hard on our end to make sure we have done as much due diligence as we can to make sure that this property is right for you, the last thing we want is unexpected surprises.

1. Proper Zoning Information from the County
2. Charges on Title
3. Building Schemes
5. Floor Plans

Next we want to work on financing and having your mortgage approved. In order to do this, your Mortgage Broker or bank might ask that an appraisal be done. This is a normal procedure and is done quite often as this will tell the bank three things:

1. Does this property meet the bank parameters, is it a safe risk.

2. Making sure they aren't over extending themselves for a property and its condition
3. Is this property worth what you are going to be paying.

IF YOUR APPRAISAL IS LOWER THAN THE PURCHASE PRICE YOU HAVE IN PLACE:

IF THE APPRAISAL COMES IN LOWER THAN THE PURCHASE PRICE, IT DOESN'T MEAN THE DEAL IS DEAD, IT JUST MEANS YOU WILL NEED TO COME UP WITH THE DIFFERENCE AS THE BANK WILL ONLY LEND ON THE LOWER OF THE 2 VALUES.

IF YOU'RE APPRAISAL IS HIGHER THAN THE PURCHASE PRICE YOU HAVE IN PLACE:

IF THE APPRAISAL COMES IN HIGHER THAN THE PURCHASE PRICE, THE BANK WILL LEND ON THE ACTUAL PURCHASE PRICE.



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COST OF PURCHASING A HOME

Depending on what type of property you're purchasing, there are a few different costs that might come up on or before possession day. Here are a few examples:

REALTOR®: When you are using a REALTOR® to assist you with the purchase of a property, there are NO COST to you as all REALTORS® commissions are paid for by the sellers of the property you are purchasing.

DOWN PAYMENT: Your down payment/ deposit varies depending on the purchase price of your home, what mortgage rate you qualify for and whether or not you are a first-time home buyer.

VARIOUS INSPECTIONS: Depending on what type of property you are purchasing and how large the home is, a home inspection and cost anywhere from \$400 to \$900. Some inspectors also charge an additional fee for an older home or a home with a secondary suite.

If you are purchasing a home that has a septic field, you will also want to have a septic/well inspection done to ensure everything is in

working order, and if it's not, you will want to know what the repairs and as well as the costs that are associated with them.

APPRAISAL: Appraisals are ordered by your mortgage broker or bank and normally cost anywhere between \$300 and \$500.

LAWYERS VS NOTARIES: WHAT IS THE DIFFERENCE?

Notaries do not represent clients in court and don't get involved with litigations. Notaries provide legal advice and services for will preparations, affidavits and notarizing documents. They do not require a law degree.

Lawyers can represent their clients with all legal matters inside and outside of the court room and they are required to have a law degree.

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LAND SURVEY FEES: Lenders may require a survey of the property. This fee ranges and is roughly \$500 to \$2,000.

MORTGAGE APPLICATION: Some mortgage brokers and banks may charge a mortgage application fee. This cost will vary depending on the company.

LAWYER/NOTARY FEES: In order to register a property and transfer the Title from the previous owners name from one person to another, this has to be done by a lawyer or notary and is paid for closer to your completion day.

PROPERTY TAXES: You will receive your property tax notice from your county. You pay your property taxes to your county office annually.

HOME INSURANCE: Your home insurance is paid for monthly or yearly and is not added onto your mortgage. The cost will depend of the size of your home and what type of insurance you have selected.

LOCKS: After purchasing a new home, you should always have the doors re keyed. This cost will depend on whether the locks are standard or electric.

MOVING COMPANY: If you plan on hiring a moving company, their fees will depend on the distance you are moving and whether or not you would like assistance with packing. Each company typically sets their own prices.



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STEP 6 – SUBJECT REMOVAL

When you've reviewed the Title Search, Title Charges, Property Disclosure Statement, gotten your financing approved and have been approved for insurance and you are satisfied with all terms, you will need to have the conditions that you wrote as subjects in your accepted offer removed. This process lets the sellers, your mortgage broker, insurance agent, and all other parties involved know that your accepted offer is now firm and your contract will be legally binding. If there is anything that

needs to be renegotiated, it will be done at this time.

The next step in the Buyers process is the closing. You will meet with your agent to do a final walk through of your property, then you will meet your closing agent at the title company to sign closing papers.

Congratulations you are a new home owner!

TOP RECOMMENDED TITLE COMPANY: NORTH DAKOTA GUARANTY AND TITLE

WATFORD CITY

701-842-3366
340 N. Main St., Ste. 3C
Watford City, ND 58854

WILLISTON

701-774-3054
116 Main St.
Williston, ND 58801

STANLEY

701-628-2886
18 Railroad Ave. SE
Stanley, ND 58784

DICKINSON

701-483-2271
235 Sims St.
Dickinson, ND 58601



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PROVEN'S PREFERRED VENDORS

49th Latitude Land Survey, LLC
13046 74th Street NW, Alamo, ND, 58830
Ed Rintamaki
erintamaki@49latitudelandsurvey.com
701-580-2651

Williams County Abstract Company
123 E Broadway, Williston, ND, 58801
Lisa Engel
lisa@williamsabstract.com
701-572-3381

North Dakota Guaranty & Title Co.
116 Main St, Williston, ND, 58801
Cassandra Kalal
cassandrak@thetitleteam.com
701-774-3054

First International Insurance -
Commercial Lines
Po Box 607, Watford City, ND 58854
Kenny Liebel
kliebel@firstintlins.com
701-609-6850

Meyer Basin Home Inspections
318 4th Street SE Apt B, Rugby, ND, 58368
Levi Meyer
meyerbasin@gmail.com
701-580-8978

First International Insurance -
Personal Lines (McKenna Mayne is Agent)
Po Box 607, Watford City, ND 58854
Marella Schwan
marellas@firstintlbank.com
701-609-6850



MOVING CHECKLIST

UTILITIES

- ___ Electric
- ___ Water
- ___ Gas
- ___ Telephone
- ___ Internet
- ___ Cable

GOVERNMENT

- ___ CRA
- ___ Post Office
- ___ Schools
- ___ Driver's Licence
- ___ Library

PROFESSIONAL SERVICES

- ___ Accountant
- ___ Doctor
- ___ Dentist
- ___ Eye Doctor
- ___ Lawyer

INSURANCE COMPANIES

- ___ Auto
- ___ Car Insurance
- ___ Life Insurance
- ___ Home Insurance

BUSINESS

- ___ Bank
- ___ Cell Phone
- ___ Health & Fitness
- ___ Department Stores

MISCELLANEOUS

- ___ Business Associates
- ___ Drugstore
- ___ Dry Cleaner
- ___ Hair Stylist
- ___ Alarm System
- ___ Veterinary Hospital
- ___ Pet Microchip/Tattoo

SUBSCRIPTIONS

- ___ Magazines
- ___ Newspapers
- ___ Monthly Boxes



Cami Hinz
Director of Operations

I came to Proven Realty two years ago after leaving a high paid position as a property manager in North Dakota. I was previously managing over \$100 Million in new construction: 576 residential units and over 100,000 SF of Commercial/Industrial property. I was ready for a change.

What drew me to Proven Realty was Erik Peterson and his dream for the future. I had met Erik while doing property management during the oil bust of 2016. I was opening a high-end apartment complex in Williston and the timing couldn't have been any worse. Erik was an agent at the time and we collaborated on ways to appeal to new renters and corporate housing. We came up with "out of the box" ideas that helped employers and employees alike feel comfortable in signing a year lease during a very unsteady time. What we did worked and we were able to obtain a 90% occupancy level while our competitors were in the 30-40% range. The results proved we had a fantastic working relationship and that quickly became a friendship.

Erik opened Proven Realty in 2017 based on a desire to do things differently. Erik's goal is to make a difference in the lives of people he meets, both clients and agents alike, to treat people right. I was drawn to that desire and knew that big things were going to happen. I am so happy that I chose to make the change that I did. My quality of life has changed for the better and I am a better person being around Erik's energy and positive attitude.

ABOUT PROVEN REALTY

Proven Realty was founded by Erik Peterson in the winter of 2017, his goal was to simply do better. Having had years of previous real estate and financial advising experience, he wanted to utilize his extensive knowledge of the market and to bring in agents with the same desire to go above and beyond for their clients. His can do attitude and outgoing personality has allowed him to create relationships and attract talented agents to our team.



Erik has negotiated over \$100 million dollars worth of real estate deals. These various projects include industrial shops, retail, office, residential, man-camps, and development projects. He has also worked closely with planning & zoning departments, engineers, architects, contractors, and developers.

Prior to opening Proven Realty, Erik was a Salesperson at Energy Real Estate Solutions where he played a role in closing over \$10 million dollars of real estate transactions and helped start their workforce housing division. Erik began his real estate career at Keller Williams, where he was one of their first licensed agents in Missoula, Montana. Currently, Keller Williams has over a hundred licensed agents in this market center.

We are proud to have received the 2019 and 2020 "Best of Williston" Awards for Real Estate, and can say without a doubt, we always take our tag line seriously.

EXPERIENCE * SERVICE * RESULTS

Welcome to **PROVEN REALTY**, we would be honored to help you buy your dream property!





Erik Peterson, Broker, MBA

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