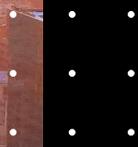


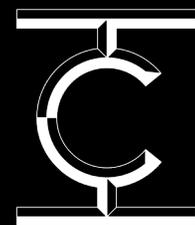


COMPASS



# The Catalyst Team's How-To Guide

Buying in New York City



# About The Catalyst Team



We know that whatever purchase you make, it is important to have a strong team on your side. Purchasing a piece of New York City is an investment in your future, and there are multiple dynamic options for residential buyers and investors.

Beth, Emily & Daoud have a collective 30+ years in residential real estate and are a true partnership, which means that whatever your needs you will always be covered! Our team of 8 (and growing) can assist you with whatever your purchase needs may be, from first-time homebuyers to guiding investors through complicated 1031 exchanges. We have a real love and passion for what we do, and our main focus is empowering our clients. Born educators, our team prides itself on transparency, out of the box thinking, and above all else, persistence. We will not stop until you find not only the property you love but the one that best fulfills your goals.

As self-confessed numbers nerds, we are very data-driven so that you have the best competitive edge in the marketplace. Within the ever-shifting landscape of NYC real estate, it is important to have experienced professionals who are not only gifted at all types of transactions, but excel at the real human element of real estate, by listening to your goals and helping you focus in on how you can be

most successful. Our team is made up of personable, compassionate people who are not only excellent at what they do, but take your purchase very seriously with the best data we can find.

The Catalyst Team was created in 2019 by Beth Gittleman, Emily Ackerman, and Daoud Heidami. Our team members are Rachael Braunstein, Jennifer Heitel, Cody Hernandez, Rachel Policar & Emma Roberts Welch. We also have partnerships with a wide variety of service providers from Attorneys to Financial Advisors, Contractors to Architects, Organizers to Moving Companies and beyond. Our referral network is nationwide. With our collective experience and the incredible power of Compass, we are confident that we can assist you with whatever your real estate needs are and we promise you will have a fantastic time along the way.

We look forward to working with you, and to being the Catalyst for your success.

Beth Gittleman, Emily Ackerman,  
and Daoud Heidami

Handwritten signatures of Beth Gittleman, Emily Ackerman, and Daoud Heidami.



### Services we offer

- Sell/Buy Transactions
- 1031 Exchanges
- First Time Home Purchasing
- Townhouses
- Estate Sales
- New Developments
- Investment Purchases
- HDFC Purchases & Sales
- Parents Buying for Children/Co-purchasing
- Nationwide Referral Database
- RE Asset Diversification
- Long Distance Sales Management
- Full Spectrum of Rental Services

### Businesses we partner with

- Attorneys
- Mortgage Professionals
- Contractors
- Inspectors
- Investment/Financial Advisors
- Accountants
- Designers
- Architects
- Moving Companies
- Organization Services
- Locksmiths
- Security Systems
- Handymen
- Painters
- Cleaning Services

# Choose Your Property



	Condo	Co-op	Townhouse
<b>Cost</b>	<p>Sells at the top of the residential inventory values within a specific market.</p> <p>Sponsor condos (new developments) sell at the highest condo prices within a specific market.</p> <p>Down payments are flexible with the minimum typically at 10%.</p>	<p>Sells in the middle to low range of residential inventory within a specific market.</p> <p>Sponsor co-ops (unsold shares of a co-op) sell at the highest co-op prices within a specific market.</p> <p>Down payments vary between co-ops and range from 10-50% of the purchase price with 20% down being the most common.</p>	<p>Sells in relation to the uniqueness and classification of the building for sale.</p> <p>Pricing and selling strategy is determined by the unique market each townhouse sells within.</p> <p>Down payments vary and are dependent on the purchaser's financial profile and building classification.</p>
<b>Closing Costs</b>	<p>Typically 2-5% of the purchase price. Higher overall closing costs than co-op.</p>	<p>Typically 2-5% of the purchase price. Lower closing costs than condos.</p>	<p>Typically 2-5% of the purchase price. Closing costs are similar to a condo without any of the condo fees.</p>
<b>Board Approval</b>	<p>No board approval is required, although many condos still require buyers to complete a purchase application.</p>	<p>A thorough application and board approval is required.</p>	<p>No application, board or approval process.</p>
<b>Volume</b>	<p>Lower inventory</p>	<p>Higher inventory</p>	<p>Lower and Most Unique Inventory</p>
<b>Length of Purchase</b>	<p>1-3 months after a property is identified.</p>	<p>3-5 months after a property is identified.</p>	<p>1-3 months after a property is identified.</p>
<b>Selling this Property Type</b>	<p>Faster selling period due to less restrictions. Lower inventory and higher demand increase the rate of appreciation.</p>	<p>Slower selling period based on the board approval process and higher inventory levels. Tend to have a steady rate of appreciation.</p>	<p>Slower selling period due to lower inventory and buyer pool. Holding these types of properties account for the most successful appreciation.</p>

# Choose Your Property

	Condo	Co-op	Townhouse
<b>Subleasing</b>	Usually allowed.	Sometimes allowed. Policies vary building to building.	At the owner's discretion.
<b>Type Of Ownership</b>	Real property that is deeded.	Corporate ownership. A stock and lease is issued for your shares in the co-op.	Real property that is deeded.
<b>Composition of Owners in the Building</b>	Higher renter to owner-occupied ratio.	Higher owner-occupied ratio.	Typically one owner with some properties allowing for sub-tenants in separate apartments within the building.
<b>Investor Friendly</b>	Almost Always	Almost never	Always
<b>Renovations</b>	Condo board approval required.	Co-op board approval required.	Require any necessary DOB approvals.

\*please note, all information is subject to errors, omissions and changes in facts or circumstance.

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# How to Buy a Home

New York City

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## 01

### Building your Team

Committing to working with The Catalyst Team ensures an efficient, effective and connected experience. We do the big work so you can focus on selecting the perfect property.

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## 02

### Get Finance Focused

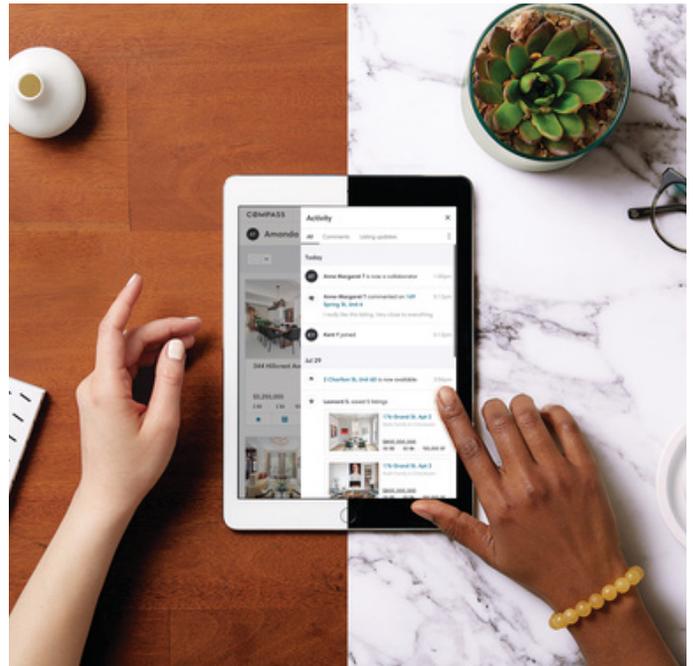
Before beginning your home search, your first step is to get pre-approved for a mortgage loan (unless you will be paying in cash for the full price of your home). Based on your income and credit history a lender will determine how much the bank will lend you and help us determine the best price range for your search.

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## 03

### Create a Collection & Visit Properties

Collections is a one-stop-shop for us to get on the same page (literally!) to find your dream home. Together we'll be able to search for and save listings, discuss the pros/cons of each with everyone involved with the purchase, and narrow down your search to make decisions in a single, organized place. Once you have your favorites, we can schedule viewings and attend open houses spanning a range of areas, property types and amenities.



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## 04

### Make an Offer & Negotiate

Once we find a home that has you feeling all the feels, we can put in an "offer," which is a non-binding agreement to pay a certain price for the home. The seller will return with either an acceptance, denial, or a counter to your offer. You can then choose to accept, reject, or make another offer. The Catalyst Team will provide comprehensive advice on pricing, the market, and negotiation strategies throughout.

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## 05

### Due Dilligence

Your real estate attorney becomes very important at this point of the sale. They will review the contract of sale, building financials, and board minutes to ensure your total confidence in your purchase. We highly suggest you work with a real estate attorney who specializes in New York City sales, (after all, you wouldn't hire a foot doctor to do your brain surgery!).

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## 06

### Sign the Contract & Put Down Deposit

Once the seller signs you will officially be 'in-contract.' This is the time for a small celebration, you are on your path to closing!

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## 07

### Complete Loan Application

Once your contract is signed your lender can work on underwriting your loan and then provide a commitment letter, which is a binding agreement between you and the bank providing your mortgage.

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## 08

### Prepare your Board Package

(If you are purchasing a townhouse, skip ahead to Step 10.) Co-ops are run by a board of directors, who will require an extensive purchase application and in-person interview in order for you to be approved to complete your purchase. While condos do not require interviews, many will also require a thorough purchase application. We will expertly assemble your application and coach you on your interview (if needed). With an impeccable record of board approvals, we will package and present your application in its strongest form, perfectly positioning you for success.

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## 09

### Board Approves the Purchase

Another celebration! You are accepted to finalize your purchase and you are almost at the finish line!

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## 10

### Bank Issues Clearance to Close

The closing can now be scheduled and you will be given documents to sign showing all of your closing costs by your lender (if applicable).

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## 11

### Closing Scheduled by Attorneys

Getting multiple attorneys in the room takes efficient scheduling, (ask us how many attorneys it takes to close a sale!).

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## 12

### Final Walk-through

24 to 48 hours before closing, we will accompany you to your property for a final walk-through where we will ensure all the requirements of your contract are upheld.

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## 13

### Closing!

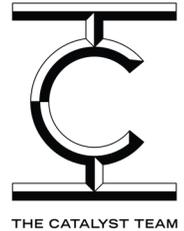
Full on celebration! Whether it is your first or tenth time purchasing a property, it is always a huge accomplishment to purchase in NYC. Congrats!

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# Closing Costs

Condos

10-20% Down  
3-5% CC

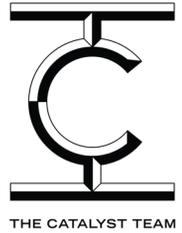


	Fee	Estimated Cost
<b>Attorney</b>	Your Attorney	Consult your attorney ~\$2,500 - \$5,000+
	<b>Bank</b>	Points
	Bank Application, Credit Check, etc	\$400 - \$600
	Bank Attorney	\$900 - \$1,500
	Appraisal	\$300 - \$1,500
	Tax Escrow	~2 - 6 months of property taxes
	Mortgage Recording Tax	1.8% of mortgage amount < \$500,000 1.925% of mortgage amount > \$500,000+
	Mortgage Origination Fee	~0 - 3% of loan amount
<b>Building</b>	Board Package Processing Fees	\$500 - \$2,000
	Move-in Fee	\$250 - \$1,000
	Move-in Deposit	\$500 - \$1,500 (refundable)
	Common Charges Adjustment	Pro-rated during the month of closing
	Condo Credit Check	\$300 - \$500 per buyer
<b>New Development</b>	Residential NYC Transfer Tax*	1% < \$500,000 1.425% < \$500,000+
	Progressive NY State Transfer Tax*	0.4% for Residential transactions < \$3M 0.65% for Residential transactions > \$3M

\* NYC & NYS Transfer Taxes are paid  
by the purchaser in case of a new development

# Closing Costs

## Condos

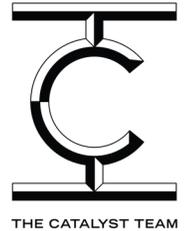


	<b>Fee</b>	<b>Estimated Cost</b>
<b>Government &amp; Title</b>	Recording Fees	~\$250
	Title Insurance	~0.45% of purchase price
	Municipal Searches	\$350 - \$500
	Real Estate Tax Adjustment	Pro-rated amount depends on when the tax is collected
	Mansion Tax	\$1M to < \$2M: 1.00% \$2M to < \$3M: 1.25% \$3M to < \$5M: 1.50% \$5M to < \$10M: 2.25% \$10M to < \$15M: 3.25% \$15M to < \$20M: 3.50% \$20M to < \$25M: 3.75% \$25M or more: 3.90%
	Residential Deed Transfers Title	\$75
	Fee Closer	\$100 - \$500
	Lenders Policy Title Insurance	Rates may vary

\* NYC & NYS Transfer Taxes are paid by the purchaser in case of a new development

# Closing Costs

## Co-ops



	Fee	Estimated Cost							
<b>Attorney</b>	Your Attorney	Consult your attorney ~\$2,500 - \$5,000+							
	Lien Search Fee	~\$350							
<b>Bank</b>	Points	~0 - 3% of the loan value							
	Bank Application, Credit Check, etc	\$400 - \$600							
	Bank Attorney	\$900 - \$1,500							
	Mortgage Origination Rate	~0 - 3% of the loan value							
	UCC 1 Filing	\$125							
	Appraisal	~\$300 - \$1,500							
	<b>Building</b>	Board Package Processing Fees	\$500 - \$2,000						
Credit Check Fee		\$100 - \$300 per buyer							
Move-in Fee		\$250 - \$500							
Move-in Deposit		\$500 - \$1,000 (refundable)							
Maintenance Adjustment		Pro-rated for the month of closing							
Recognition Agreement Fee		\$200 - \$300							
Miscellaneous Co-op Charges		Varies by building. Consult the co-op's transfer agent & board package							
<b>Government</b>	Transfer Tax Filing Fee	\$100							
	Mansion Tax	<table border="0"> <tr> <td>\$1M to &lt; \$2M: 1.00%</td> <td>\$10M to &lt; \$15M: 3.25%</td> </tr> <tr> <td>\$2M to &lt; \$3M: 1.25%</td> <td>\$15M to &lt; \$20M: 3.50%</td> </tr> <tr> <td>\$3M to &lt; \$5M: 1.50%</td> <td>\$20M to &lt; \$25M: 3.75%</td> </tr> <tr> <td>\$5M to &lt; \$10M: 2.25%</td> <td>\$25M or more: 3.90%</td> </tr> </table>	\$1M to < \$2M: 1.00%	\$10M to < \$15M: 3.25%	\$2M to < \$3M: 1.25%	\$15M to < \$20M: 3.50%	\$3M to < \$5M: 1.50%	\$20M to < \$25M: 3.75%	\$5M to < \$10M: 2.25%
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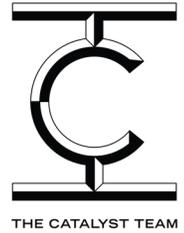
\* varies depending on lead product/program selected

\*\* varies based upon size of loan and lender

The closing costs provided are estimates. All information is subject to errors, omissions, and changes in facts or circumstances.

# Closing Costs

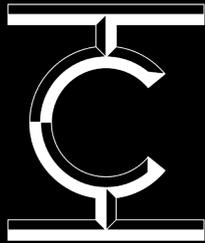
## Townhomes



	Fee	Estimated Cost							
<b>Attorney</b>	Your Attorney	Consult your attorney ~\$2,500 - \$5,000+							
	<b>Bank</b>	Points	~0 - 3% of the loan value						
	Bank Loan Application Fees	\$400 - \$600							
	Bank Attorney	\$900 - \$1,500							
	Appraisal	~\$300 - \$1,500							
	Tax Escrow	~ 2 - 6 months of property taxes							
	Lenders Policy Title Insurance	Rates may vary							
	Mortgage Origination Fee	~0 - 3% of loan amount							
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	Municipal Search	\$500 - \$1,500 (refundable)							
	Miscellaneous Title Fees	Pro-rated during the month of closing							
	Real Estate Tax Adjustment	\$300 - \$500 per buyer							
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THE CATALYST TEAM

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**Cody Hernandez**

Licensed Real Estate Salesperson

C: 303.241.9219

[cody.hernandez@compass.com](mailto:cody.hernandez@compass.com)

Member  
**REBNY**<sup>®</sup>  
REAL ESTATE BOARD OF NEW YORK

