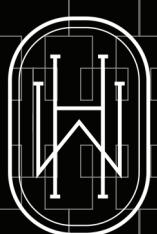
BUYING



GUIDE



THE BUYING GUIDE



Shawn Brown

Real Estate Specialist

604 999 6261
SHAWN@THEWESTHAVENGROUP.COM

Shawn Brown is a top-producing real estate agent with the West Haven Group, and was awarded the President's Club award in 2021 recognizing him in the top 1% of producers within the Real Estate Board of Greater Vancouver. 2025 marked the thirteenth consecutive year that he was awarded the Board's Medallion Club achievement award, as was his team the West Haven Group.

Shawn specializes in marketing properties to sell. He brings with him an advertising and marketing agency background that he has leveraged to become one of the most effective listing marketers in the region. Shawn also has a proven track record in working with investors in sourcing the savviest real estate investments that Metro Vancouver has to offer.

He invests significant time creating strategic alliances with key individuals, which consistently proves to benefit his clients—being just one of the many reasons he has such an excellent client services track record.



Steven Forlin

Real Estate Specialist

604 613 2145
STEVEN@THEWESTHAVENGROUP.COM

Steven Forlin is an award-winning real estate agent with over 11 years experience in navigating Vancouver's real estate market. His team, the West Haven Group, has sold over $800M, and in 2025 it was awarded the Board's Medallion Club achievement award for the sixth consecutive year.

With a successful background in new development pre-sales as well as an unparalleled eye for detail and value, his specialized skill set provides him with the opportunity to think outside the box and obtain outstanding results for his clients. His marketing and design abilities are also leveraged immensely by clients and West Haven Group in the listing preparation and property marketing process.

His excellent eye for quality real estate allows him to see the potential in properties, and guide his buyers in making the smartest possible real estate purchases.



Image credit Third Aesthetic Pty Ltd



CHOOSE YOUR REALTOR®

Having a REALTOR® to guide you through the process of buying a home is an absolute necessity. As a Buyer's Agent, I am there to assist you in the process and help to guide you in the right direction. I will show you homes, give you advice every step of the way, and write an offer that protects you.

Who pays the commission?

Many people don't realize that the services provided by a Buyers Agent are free to the buyer – the seller pays all commissions associated with their sale, so make sure that your best interests are protected and that you hire a Buyer's Agent to consult and assist you throughout your purchase.

CHOOSE YOUR MORTGAGE BROKER

My team has strong relationships with some of the best mortgage brokers in the industry. When it comes to real estate there are no one-size-fits-all solutions, and I would be happy to refer you to the best fit for you. Your mortgage broker will be able to help you get pre-approved and determine your affordability based on your income and various other factors, as well as search for the best rate and terms for you.

Pre-Approval – What's your budget?

A mortgage pre-approval is the process by which your mortgage broker submits your basic financial information (income, credit score, current debts, etc.) to lenders for review. From there, the lender will determine the maximum amount that they will lend to you, along with an estimated interest rate and monthly mortgage payment. A mortgage pre-approval assures home sellers that you are a motivated and qualified buyer.



Image credit Third Aesthetic Pty Ltd.

STEPS OF THE PROCESS

1 VIEWING PROPERTIES

Once you have set your budget and determined a list of needs and wants, it's time to go out and search for your new home! Most homes you see online will not have open houses every weekend or will have hidden details from the public. As your Buyer Agent I am there to check availabilities, book private showings, and advise you on any offer deadlines or specific showing constraints.

2 WRITING AN OFFER

Once you have found a home that you love, the next step is to write an offer using the real estate industry's Contract of Purchase and Sale. I will prepare a detailed comprehensive market analysis using comparable active and recently sold listings to assess market value. I will explain the details of the offer, including each of its terms. Most importantly I will ensure you know exactly what you are agreeing to when you sign.

3 NEGOTIATIONS

Once you've submitted your offer, the seller can respond in one of three ways: Accept, Reject, or Counter the offer. During this phase of the transaction, I will negotiate on your behalf and we will work together as a team to achieve the best possible outcome. Any terms of the contract can be negotiated including the price, dates, subjects, deposit amount, etc.



NEGOTIATING

What if the Seller makes a counter offer?

When the party with whom you are negotiating changes your offer in any way, it becomes a 'counter offer'. When you receive a counter offer, you now make the decision whether to accept, reject, or counter by changing the contract you received. All changes to the original offer must alwats be initialed by all parties in order to be accepted.

Your counter offer cancels the previous offer, and every change that is made takes the previous offer off of the table. It is common for negotiations to require multiple counters, and you will also need to be aware of the expiry time of each offer. An offer, or counter offer, will always have an expiry date and time.

How long is subject removal?

Typically, the amount of time required to complete your due diligence on most subjects is usually 7-10 days. Some of these subjects include:

- Financing approval deposit organization
- Property and/or building inspection
- Property Disclosure Statement review
- Strata documents review (if relevant)

4

SUBJECT REMOVAL

The subject removal period exists for you and the lender to carry out the appropriate due diligence on the property prior to removing your conditions and submitting the deposit. Once satisfied, subjects can be waived and considered fulfilled, and as the purchaser you will provide the deposit. If you are not satisfied with the results of your due diligence, then you can collapse the deal and walk away. If you are comfortable and happy, then you remove the subjects and your dream home becomes a reality!



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YOUR NE

CHOOSING A LAWYER OR NOTARY

Anyone buying or selling a home will need a notary or lawyer to represent them in the closing of their real estate transaction. I can facilitate an introduction to some of the best in the business! Your represenative will then communicate with the lender to acquire the funds and create the Statement of Adjustments, which details your various closing costs and how much cash is due to close the sale. In the case that something goes wrong, they will ensure solutions are found.

COMPLETION / CLOSING

Prior to closing, my conveyancing team will send your notary or lawyer all of the documents they need to create your file and prepare for the completion date. Depending on which mortgage lender you use, you may also have to visit the branch to review important mortgage details and ensure they have all of the documents that they need to close on the transaction.

DOWN PAYMENT & CLOSING COSTS

Make the necessary arrangements to have funds available when the lawyer asks for them. Liquidating some assets or receving a gift of funds may require some additional time, so prepare for this early on. I can also provide guidance on this timing.

MOVERS

Whether you use professional movers, rent a truck, or rely on the help of family or friends for your move, plan and organize early to ensure you meet your deadlines. If moving into a strata property you may also need to book in a move-in day and time with the building or property manager.



Image credit Third Aesthetic Pty Ltd.

W HOME



UTILITIES

It is important that you contact utility providers to set up services. These include internet, electricity, and gas. Remember to cancel the services at your old address and book the installation at your new address to avoid any delays.

CHANGE OF ADDRESS

Start giving out your new address. Prepare a checklist of people and businesses so that you don't miss anyone. Some key ones are your auto insurance, the CRA, and your banking.

INSURANCE

Your lawyer will need a copy of your home insurance before closing so that your lender will release the mortgage funds. To prepare for this, call your insurance broker with the listing information as they will need various details regarding the property.

If purchasing a strata property, be sure that your insurance broker provides you coverage for any insurance deductible amount that your strata can charge back in case of a claim. Make sure that your insurance start date is the day before your closing day.

MOVING IN

Your possession day will have been stipulated in your Contract of Purchase and Sale, along with the time that you are to receive the keys. I will make sure to review this with you so you know exactly when you are able to move in. The home should already have been properly cleaned, but a secondary clean before you start moving your furniture in is recommended. I will ensure you receive the keys and that all parts of the contract have been fulfilled.

WEST HAVEN
GROUP

West Haven Group is a Vancouver-based team of real estate and marketing specialists, with the mission of providing clients with a dynamic set of tools to help realize their real estate goals. With in-depth market knowledge, an impeccable eye for detail, and a keen focus on the end goal, we put our full efforts into every listing and acquisition—without compromise. We believe that integrity, professionalism and perseverance lead a well marketed property to sell, and guides a successful home or investment purchase.

When purchasing a home or investment property, it is critical to work with a specialist who understands the nuances of every neighbourhood, the attributes that will resonate with buyers or tenants upon re-selling or renting out, and the details that fit well with the objective and subjective needs and desires of each homebuyer. West Haven Group agents understand the importance of achieving these criteria, along with an unparalleled level of service, honesty, and responsiveness.



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