

# The Hartsfield Group: REAL ESTATE

"Home of The Successful  
OPEN HOUSE."

## GuideBook





hello,  
Household!

Welcome to the Atlanta Real Estate Consulting Office of: Hartsfield & Co., - Located in Buckhead.

**#ArrivingInHartsfield** Our objective is:

"Helping international households meet their real estate goals in Atlanta's Million Dollar Homes Market!"

My name is Maika Alexandre, as the CEO, I am happy to have my office guide you during this season in your home. Hence, I have enclosed this year's Georgia Guidelines for the real estate transaction management process: from the house listing preview & offer, contracting your home, to handling mortgage & lending, and closing on the property!

In addition, a new client meeting is attached where you may call me to confirm at your complimentary appointment as I look forward to meeting you & your family!

Many Thanks,

Maika Alexandre-  
Real Estate Consultant.  
Founder / The Hartsfield Group:  
"Home of The Successful Open Houses."

DISCLOSURE: Affiliate of:

PALMERHOUSE PROPERTIES & ASSOCIATES.

*Sincerely,*

*Maika*



# Georgia

## REAL ESTATE TRANSACTION MANAGEMENT PROCESS IN ORDER:

### **PRESENTING & ACCEPTING AN OFFER ON A PROPERTY**

**1**

*Determining the listing price as it compares to 3-5 comps which helps decide the buyers' purchase price according to their preapproval or POF.*

### **BINDING A CONTRACT**

**2**

*Determining terms of the contract include closing day, closing costs, and deciding roles of all parties involved.*

### **EARNEST MONEY | CLOSING COSTS**

**3**

*Buyer deposits a minimum of 1% of purchase price which will count towards the down payment -a portion of the closing costs.*

### **DUE DILIGENCE**

**4**

*Number of days given to complete inspection, appraisal, and review contingencies and request possible amendments if needed.*

### **CLOSING DAY | CLOSING COSTS | CLOSING DISCLOSURES**

**5**

*Parties bring negotiated closing costs at a minimum of 3 % of the purchase price (which includes the earnest money previously deposited) and attorney fees, title, deeds, etc. Closing Disclosures to be reviewed before closing day by all parties.*

# *Helping Households is my passion!*

As a young woman from Haiti, I strive to build my own family that would become a blessing to other households in my Atlanta community, both spiritual & financial ways - and I know that personal goals requires daily discipline & prayer. May my daily discipline meet you where your prayers are and help you achieve real estate goals beyond your wildest dreams for you & your family.

Currently, I am a Licensed REALTOR®, Licensed Real Estate School Instructor, and Licensed Broker®/MBA Candidate.

Additionally, as a Real Estate Consultant, I am a Masters in Healthcare Management Student at Herzing University where home, health, & family became my underlying foundation for my household passion; after graduating with a Bachelor's in Organizational Leadership Studies with a concentration in City Planning & Development & an allied field study in African American Studies from Georgia State University. Thus far, I have worked in the business & real estate brokerage operations department for AIG, Wells Fargo, SunTrust, & State Farm Insurance, as well as, held Real Estate Transaction Manager office positions for top Atlanta Brokers, Attorneys/ Law Firms, & Top Real Estate Agent Producers at Harry Norman Realtors®, in addition to Keller Williams Realty, and as of late work for the Palmer House Properties listing, contract, & closing teams.

After 10 years of service to other brands, brokers, teams, and becoming a new mother in 2019, I took 2020 as an opportunity to begin preparations to start my own real estate company: Hartsfield & Co., team an affiliate of PalmerHouse Properties, so that I can provide a more hands-on & high-end approach to my client's real estate goals and add with more concierge features to my own clients!



Now in 2021, I am ready to officially launch and I would love to have you as a client, colleague, and a household member of The Hartsfield Group:

Many Thanks,

Maïka Alexadré-

Real Estate Consultant.

Founder / The Hartsfield Group:

"Home of The Successful Open Houses."

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**PALMERHOUSE**  
PROPERTIES®





## **Meet My ATLANTA Partners:**



### **Mortgage Broker**

**Mrs. Jamie Bailey**

**For Getting The Home Loan & Pre-Qualifying Buyers.**

Company: **SOUTHEAST MORTGAGE & FINANCE.**

Phone: 678.776.4375

E-Mail: [Jamie.Bailey@SoutheastMortgage.com](mailto:Jamie.Bailey@SoutheastMortgage.com)

Lending License Numbers: NMLS: 166024 | GA: 26611 | FL: LO29593

**[www.southeastmortgage.com/jamiebailey](http://www.southeastmortgage.com/jamiebailey)**



### **Closing Attorney**

**Mr. Mark Seib**

**For Getting Deed, Title, & More.**

Company: **GANEK P.C.,**

**Principal & Lead Attorney**

Phone: 404.892.7300

Email: [MarkS@ganekpc.com](mailto:MarkS@ganekpc.com)

197 14th Street, NW, Ste. 300

Atlanta, GA 30318.

**[www.ganekpc.com/order/](http://www.ganekpc.com/order/)**



### **Brokerage Firm**

**PalmerHouse Properties & Associates**

**Real Estate Transaction Management**

Company: **PalmerHouse Properties**

Phone: 404.876.4901

Founder: Kevin Palmer.

Email: [kpalmer@phpatlanta.com](mailto:kpalmer@phpatlanta.com)

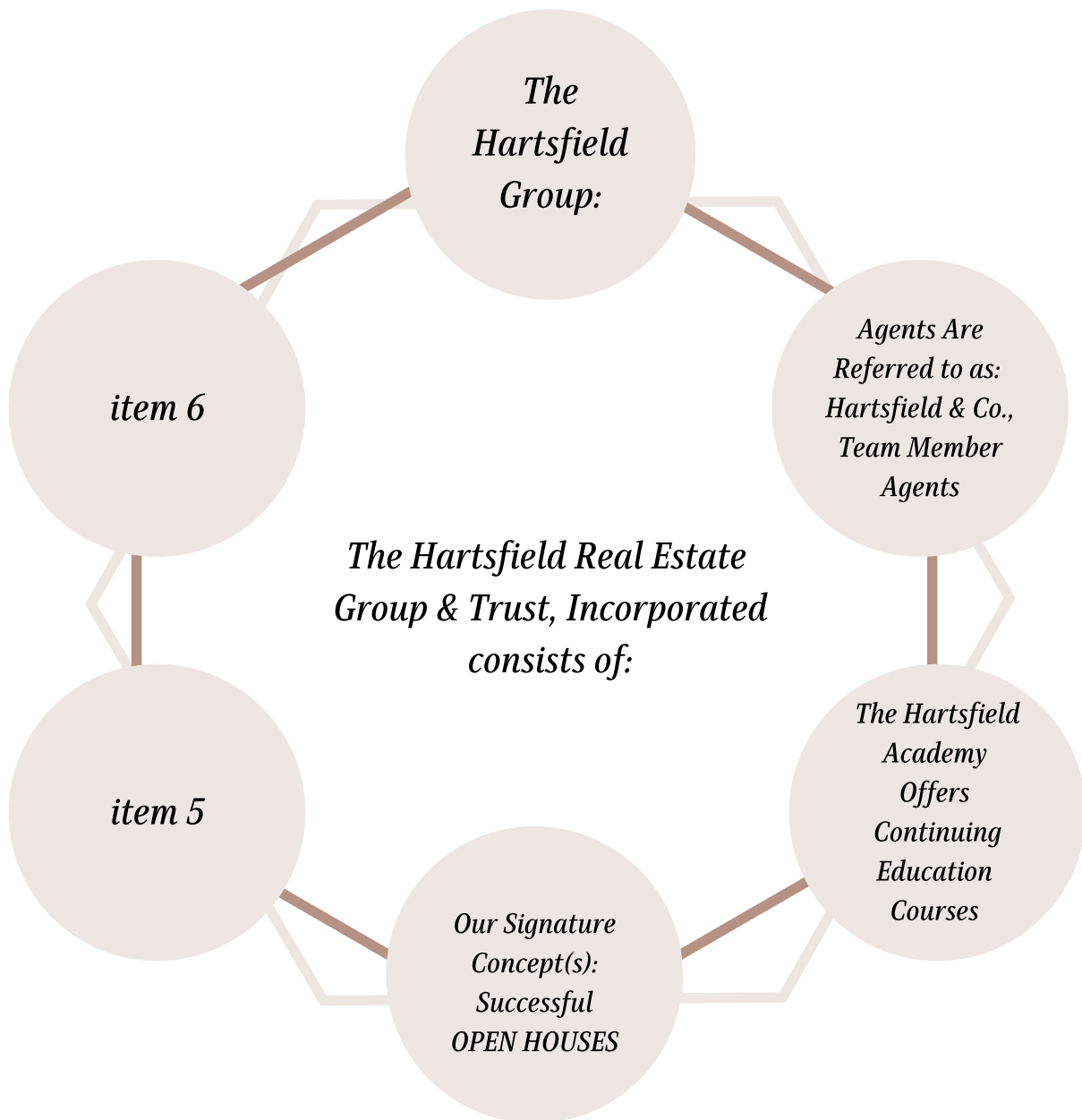
2911 Piedmont Rd NE., Atlanta, GA 30305.

**[www.palmerhouseproperties.com](http://www.palmerhouseproperties.com)**

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Brokerage Office Address: By Appointment Only  
2911 Piedmont Road NE.,  
Suite B., | Second Fl.,  
Atlanta, GA 30305

**Please Call to Confirm:  
470.409.0722**

YOUR NEW CLIENT MEETING CAN BE  
SCHEDULED FOR: *THIS*  
*MONDAY @ 12-NOON.*

*OR TEXT: " I WANT TO CONFIRM A:*

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InPerson (Office) @: \_\_\_\_\_



In-Direct (Phone) @: \_\_\_\_\_

Any questions, comments, concerns?





