

BUYER TRANSACTION CHECKLIST

THINGS TO DO

REFERRAL? _____ TYN/GIFT _____

BUYER AGENCY FORMS **PROCESSED**

RECORD INTO CONTACTS _____

LOAN APP _____ PRE APPROVAL/LTR _____

SET UP SAVED SEARCHES _____

OVER VIEW TOUR _____

DISCUSSION CHK LIST _____

REVIEW PROCESS _____

REVIEW CONTRACT _____

REVIEW "THE RIGHT HOUSE" PROTOCOLS _____

HMS WARRANTY? _____

CONTRACT RATIFIED

LISTING CO/TITLE CO INFO-CONTACTS _____

COPY ESCROW CHECK _____ MAIL _____

PROCESS CONTRACT

REMAX _____ CLIENT _____

ATTORNEY _____ LENDER _____

TIME LINE/CHECK LIST _____

AUTHORIZE HI _____ SHEDULE HI _____

AUTHORIZE RADON _____ RESULTS/ADDEN _____

HI ADD SIGNED _____ RECEIPTS _____

TERMITE _____ B _____ S _____ ORDERED _____ RESULTS _____

HOA DOC DELIVERY _____ ACK FORM _____

ARB NOTICE? _____ COMPLIANCE LTR? _____

APPRAISAL? _____ DONE? _____ RESULTS? _____

FORM 100 _____ COMMITMENT LETTER _____

HO INS POLICY-LENDER _____

UTIL'S DOC _____ TRANS UTIL'S _____

CLOSING PHASE

FINAL CHECK LIST _____

CERTIFIED/WIRE FUNDS _____

FINAL WALK _____

CLOSING _____

REFERENCE LETTER _____ ADD WEBSITE _____

RENT BACK? _____ TERM DATE? _____

POST RENT BACK WALK THRU _____

RELEASE DEPOSIT _____

PUT ON MAILING LIST/CONSTANT CONTACT _____