

# BUYER TRANSACTION CHECKLIST

## THINGS TO DO

REFERRAL? \_\_\_\_\_ TYN/GIFT \_\_\_\_\_

SEND INTERVIEW DOCS \_\_\_\_\_ RETURNED \_\_\_\_\_

SEND PURCHASE MODEL \_\_\_\_\_

SCHEDULE PURCHER INTERVIEW \_\_\_\_\_

**BUYER AGENCY FORMS** \_\_\_\_\_ **RETURNED** \_\_\_\_\_

RECORD INTO CONTACTS \_\_\_\_\_

LOAN APP \_\_\_\_\_ PRE APPROVAL/LTR \_\_\_\_\_

SET UP SAVED SEARCHES \_\_\_\_\_

SET SHOWING SCHEDULE \_\_\_\_\_

OVER VIEW TOUR \_\_\_\_\_

DISCUSSION CHK LIST \_\_\_\_\_

REVIEW PROCESS \_\_\_\_\_

REVIEW CONTRACT \_\_\_\_\_

REVIEW "THE RIGHT HOUSE" PROTOCOLS \_\_\_\_\_

SEX OFFENDER DISCLOSURE \_\_\_\_\_

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 \_\_\_\_\_ SCHEDULE HI \_\_\_\_\_

AUTHORIZE RADON \_\_\_\_\_ RESULTS/ADDEN \_\_\_\_\_

HI ADD SIGNED \_\_\_\_\_ RECEIPTS \_\_\_\_\_

TERMITE? \_ B \_ S \_ TREAT \_\_\_\_\_

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 \_\_\_\_\_

REFERENCE LETTER \_\_\_\_\_ ADD WEBSITE \_\_\_\_\_

CERTIFIED/WIRE FUNDS \_\_\_\_\_

FINAL WALK \_\_\_\_\_

CLOSING \_\_\_\_\_

RENT BACK? \_\_\_\_\_ TERM DATE? \_\_\_\_\_

POST RENT BACK WALK THRU \_\_\_\_\_

RELEASE DEPOSIT \_\_\_\_\_

\*EDIT 8/27/10