

# BUYER TRANSACTION CHECKLIST

- \_\_\_ THANK U/REFERRAL
- \_\_\_ INTRO/INTERVIEW DOC
- \_\_\_ LOAN APP & GFE'S
- \_\_\_ PURCHASER INTERVIEW
- \_\_\_ PURCHASE PROCESS DOC (WHOLE)
- \_\_\_ BUYER AGENCY FORMS
- \_\_\_ SET UP FILE/INFO INTO PALM
- \_\_\_ PROCESS REMAX
  
- \_\_\_ LOAN PRE-APPROVAL/LETTER
- \_\_\_ ACTIVE AGENT & SEARCHES
- \_\_\_ OVERVIEW TOUR
- \_\_\_ REVIEW PROCESS & CONTRACT
  - \_\_\_ REVIEW FINANCES
  - \_\_\_ SEARCH PROCESS
  - \_\_\_ REVIEW EXAMPLE CONTRACT
  - \_\_\_ CONTRACT PROCESS
  - \_\_\_ POST-CONTRACT/CNTGY'S
  
- \_\_\_ CONTRACT RATIFIED
- \_\_\_ LISTING CO. INTO PALMS/FILE
- \_\_\_ COPY ESCROW CHECK
- \_\_\_ MAIL ESCROW CHECK
- \_\_\_ SEX OFFENDER DISCLOSURE
- \_\_\_ OFFER HMS WARRANTY
- \_\_\_ PROCESS CONTRACT
  - \_\_\_ REMAX
  - \_\_\_ ATTORNEY
  - \_\_\_ LENDER
  - \_\_\_ CLIENT COPY
- \_\_\_ TIME LINE/CHECK LIST
- \_\_\_ HOME INSPECTION
- \_\_\_ RADON \_\_\_ ORDERED \_\_\_ RESULTS \_\_\_ ADDENDUM
- \_\_\_ TERMITE \_\_\_ ORDERED \_\_\_ RESULTS TO TITLE CO.
- \_\_\_ RENT BACK
- \_\_\_ POA DOCUMENTS \_\_\_ ACK FORMS
- \_\_\_ APPRAISAL \_\_\_ ORDERED \_\_\_ RESULTS
- \_\_\_ NVAR FORM 100
- \_\_\_ COMMITMENT LETTER
- \_\_\_ HO INS POLICY/RECEIPT
- \_\_\_ TRANSFER UTILITIES DOC
  
- \_\_\_ FINAL CHECK LIST
- \_\_\_ CLIENT EVAL/REFERENC LETTER
- \_\_\_ FINAL WALK
- \_\_\_ CLOSING
  
- \_\_\_ RENT BACK
- \_\_\_ POST RENT BACK WALK
- \_\_\_ RELEASE DEPOSIT

