

BUYER PUNCHLIST--

PRE SHOWINGS

___ **Initial meeting**. **Desired** Sales Price and PAYMENT range. Ideal home min #beds, baths, yard, children, pets, etc.

___ Preferred **School Districts**

___ Buyers' full names, current address, best contact #'s, email

___ Disclosure (by law), Agency (agreement to work together)

___ Initial list of potential **Homes**

___ **Lender letter**. Lender contact info

___ **Cost breakdown estimate** needed at closing. Estimated monthly payment.

VIEW HOMES- lots of notes. Important we watch market daily & react quickly.

PREPARING FOR OFFER;

- copy of EMD (Earnest Money Deposit)- typically 1-2% of your Offer. Make check out to Title Company on regular sales. This \$ counts towards your \$ needed at closing.

- approval letter

- Financial Information Sheet. Bank stmts to evidence funds to close when Foreclosure/Short Sale

- Discuss amount of EMD. **Contingencies**; Inspection, Radon, Appraisal, HOA, Financing...

- Offer pages

- seller disclosures

- many preliminary calls to Listing Agent. Work out details, build familiarity & trust.

- cover sheet. Also call to Listing Agent & verbally explain Offer

___ **Offer** submitted

___ **Ratified contract** begins the clock. Home inspection, appraisal, financing, other contingencies.

Name should appear EXACTLY as your name is written on your loan application.

Be clear on who will be on Title and/or on the Deed.

___ **Letter received from BJ** regarding specific property; Utility co.'s & their #, next steps to take for Buyers.

Recommended Mover, Home Inspector, Loan Officer, Title Company, Insurance

___ **Confirm inspection** time/day.

___ Buyers attend **Home Inspection**. Paid upfront to Inspector, est. \$350 - \$450. *Pest/Termite* inspection also performed at this time, usually required by your Lender, est \$35. Optional tests; *Radon \$125, carbon monoxide*.

Address any issues within 7 days (depending on contract) of inspection.

___ Home **Inspection issues**. There will always be items on the report. Any code violations or critical items?

Safety concerns? We'll discuss the issues, and determine what we'd like Seller to address before settlement.

___ **Loan Officer selection** finalized.

___ **Order Appraisal** Done after we see if there were any 'show stopper' issues uncovered through home inspection. Pay Lender upfront & directly, est. \$400-500.

___ **Appraisal** Value come in at Sales Price? Any items that need fixed per appraisal? i.e. roof certification, loose railing or steps.. FORWARD to Insurance person, get & pay for policy.

___ **Homeowner's Insurance** in place. HO-6 if Condo for 'contents' insurance, basic fire protection is included in condo fee. This is paid upfront, directly to insurance co.

___ **HOA or Condo DOCS**; delivered. Review, address any issues within 5 days of receipt.

___ **Utilities**; water, electric, gas, sewer. Make sure Utilities stay on through settlement day. Make sure you are clear who Utility companies are, and **get Contact Info** for each. We will do our best to provide this info for you. These will be switched over on Closing Day. Important so there is no interruption in service.

___ **Cable** scheduled. ___ **Security system** scheduled. ___ **Mover** scheduled.

___ **Full approval** from Lender to meet financing contingency date, and get *Financing Commitment to Lend, letter* to Seller. Typically 15 to 30 days from date of contract ratification.

___ **Final inspection** items to be addressed & fixed as discussed after home inspection AND appraisal.

___ **Final walk-through**; home is vacated, home is broom-swept clean & in move-in ready condition. BJ will attend & have Walk-through checklist, copy of Inspection Report. **READ Water Meter.**

___ **Rent-back** If sellers will be staying in property due to Rent Back we agreed on, we still do walk-through. A 2nd walk-through will occur when you're going to move in.

___ **Clear to close** from Lender. All conditions satisfied and loan is ready to go to settlement.

___ Review **Final HUD** with BJ and Loan Officer couple of days before closing.

___ **Wire funds needed** for closing to Title company once you have final number. If last minute & you don't have exact number for closing, go ahead and wire estimated amount given by Loan Officer. Be safe & over-estimate. This way Title company has funds, you can close, and they will cut you a check back, for any difference. Bring checkbook in case you're slightly under.

___ **Driver's License** for closing.

CLOSING

___ Any issues from Final Walk-through?

___ **Keys**; all doors, storage, & mailbox. If Mailbox needs re-keyed, after closing go to local Post Office with evidence you are new owner and schedule.

___ **give Post Office** change of Address paperwork OR go online;

<https://moversguide.usps.com/icoa/icoa-main-flow.do?execution=e1s1>

___ copy of **Inspection report**

___ **Water meter reading** for Title co.

___ **Utility companies.** all info to Buyer. All called by Seller?

___ When will Listing Agent's sign come down

___ Home Warranty info if Seller paid for as part of sale OR if you decided to buy on your own.

___ Welcome home! Congratulations.. Thank you for the opportunity!!