

Transaction Checklist for Buyers

Name: _____

Date: _____

Property Address: _____ SAVE EVERYTHING!!!!!!

___ Pre approval/Proof of funds

___ Consumers guide(does not go to list agent)

___ Exclusive Buyers agency agreement (does not go to list agent)

___ Recommended Vendor list, LBP Pamphlet(does not go to the list agent)

___ Property Disclosures

___ Lead based paint disclosure - for homes built prior to 1978

___ Agency Disclosure

___ Purchase Agreement

___ Purchase add ons(Walk through, FHA, VA, Condo, ABA, Short sale, copy of MLS etc)

___ Earnest money (get to title within 72 hours)

___ Home Warranty **Send everything above this line to list agent for offer**

___ Send signed paperwork 48 hours to c21homestar@gmail.com, **Include copy of MLS sheet**

___ Notify client Move Easy Concierge will notify them shortly!

___ Send paperwork to title company include escrow letter(send to homestar)

___ Order inspections(must have general home inspection)

___ Create inspection addendum(if need remedied)

___ Remove inspection contingency(ROC)

___ Appraisal(lender orders)

___ Schedule closing(title company)

___ Go over TIL with buyer (Signed buyer net sheet)

___ Sync with **CRM** for tracking **ROI** or future prospecting

___ Close, save final HUD!!!! Confirm with List agent how buyer gets keys

___ Order client gift as congratulations on home purchase

___ Set up preferred Client Club

