

Transaction Checklist for Buyers

Name: _____ Date: _____ Property

Address: _____ SAVE EVERYTHING!!!!!!

- Pre approval/Proof of funds (goes with the offer)
- 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)
- Buyer Broker compensation Agreement(goes in the offer)
- Residential Property Disclosures (goes in the offer)
- Lead based paint disclosure - for homes built prior to 1978(goes in the offer)
- Agency Disclosure (goes in the offer)
- Purchase Agreement (goes in the offer)
- 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
- Complete Escrow Letter (include notes to pay outside referrals directly)
- 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 settlement statement with buyer
- 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