



BUYER'S CHECKLIST

Date	Task
	Received copy of Pre-Approval Letter from lender
	Send IABS form to Buyer and have an initialed copy on file
	Send "Buying A Home – What You Can Expect" form to Buyer
	Counsel Buyer to be sure they know your expectations / availability
	Set up a custom search portal in MLS for the buyer with auto email
	Send MLS 360 copy, disclosures and CMA for each showing
	Discuss & Explain the offer pros and cons before submitting it
	Read the "Agent Remarks" and verified the commission being offered
	Verify that contract and addenda are accurate and complete
	Received EXECUTED contract and verified execution date is on it
	Send copies of executed contract to buyer, lender & title company
	Verify that Earnest Money & Option Fee were delivered to title co.
	Verify that Home Inspection was scheduled and Completed
	Submit Amendment before Option Period expires (if necessary)
	Verify that Appraisal and Survey have been ordered (if necessary)
	Set up closing appointment that is convenient for all
	Verify that Home Warranty has been ordered (if necessary)
	Remind Buyer about setting up utilities for day of closing
	Send signed "Commission Disbursement Authorization Form" (verify math)
	Get "Walk-Through & Acceptance Form" signed by buyer
	Verify "Final Closing Disclosure" numbers for accuracy
	Remind Buyer to bring license for Notary
	Remind Buyer that closing funds must be "Wired or Certified Funds"
	Obtain closing gift / thank you card or other gesture
	Attend Closing and verify funding for keys and access for Buyer
	Submit this form to Broker within 24 hours of closing date

Agent: _____ Date: _____

Client Names: _____

Property Address: _____