

Transaction Checklist for Buyers

Name: _____

Date: _____

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

___ Pre approval/Proof of funds

___ Consumers guide/Recommended Vendor List(does not go to list agent)

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

___ Property Disclosures

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

___ Agency Disclosure

___ Purchase Agreement(if signing as entity, need POA, Trust, LLC docs)

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

___ Earnest money (copy, verify once title receives it)

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

___ Send signed paperwork 48 hours to c21homestar@gmail.com, send client c21 tracker app, 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)

___ update c21 tracker on inspections

___ Create inspection addendum(if need remedied)

___ Remove inspection contingency(ROC)

___ Appraisal, update c21 tracker

___ Schedule closing

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

___ Sync with CRM for tracking ROI or future prospecting

___ Close, save final HUD!!!!

___ Order client gift as congratulations on home purchase

___ Set up preferred Client Club

