



Buyer's Name _____ Property Address _____

IMPORTANT DATES:

- 1. Due Diligence Expiration Date
- 2. Financing Contingency Expiration Date.....
 - a.) Proof of Loan Application to Seller Yes No
- 3. Appraisal Contingency Expiration Date
- 4. Scheduled Closing Date and Time with Closing Attorney and Lender.....

CONTRACT SIGNING:

- 5. Buyer Brokerage Agreement Signed..... Yes N/A
- 6. Confirmed with Lender Loan can be Closed by Closing Date..... Yes N/A
 - a.) Confirmed Closing Cost Contribution..... Yes N/A
- 7. Confirmed with Lender that Buyer Names Match
- 8. Fully Reviewed Contract with Client prior to Execution
- 9. Provided Buyer with Copy of Existing Leases for review..... Yes N/A
- 10. Fully executed contract to Closing Attorney..... Yes No to Lender..... Yes N/A
- 11. Amendments and Counters to Closing Attorney..... Yes No to Lender..... Yes N/A
 - a.) Reviewed with Client..... Yes N/A
- 12. Pre-Qual. Letter to Listing Agent
- 13. Earnest Money delivered..... Yes No with check copy in file ... Yes N/A
- 14. Confirmed Commission Agreement
- 14. Confirmed Commission Agreement
- a.) Referral Fee..... Yes No Sent to Closing Attorney.. Yes No Amount _____
- 15. Explained to Buyer DO NOT apply for any other credit or make any major purchases..... Yes N/A
- 16. HUD/REO Peculiarities
- 17. Attorney Information Sheet Fully Completed..... Yes No
- 18. Reviewed Seller Disclosure with Client..... Yes No
- 19. Provided Buyer with copy of "How to Protect Yourself" and "What you should know about Flood"

DUE DILIGENCE/INSPECTION PERIOD:

- 20. Home Inspection ordered..... Yes No Declined..... Yes No
 - a.) Reviewed with Client..... Yes No
- 21. Termite Inspection ordered
- 21. Termite Inspection ordered
- a.) Reviewed with Client..... Yes N/A Declined..... Yes No
- 22. Pool Inspection ordered
- 22. Pool Inspection ordered
- a.) Reviewed with Client..... Yes N/A Declined..... Yes No
- 23. Septic Inspection ordered
- 23. Septic Inspection ordered
- a.) Reviewed with Client..... Yes N/A Declined..... Yes No
- 24. Water Inspection ordered
- 24. Water Inspection ordered
- a.) Reviewed with Client..... Yes N/A Declined..... Yes No
- 25. Boundary Survey ordered
- 25. Boundary Survey ordered
- a.) Reviewed with Client..... Yes N/A Declined..... Yes No
- 26. Elevation Certificate ordered..... Yes N/A Declined..... Yes No
- 27. Made Covenants Available to Client..... Yes N/A
 - a.) Confirmed HOA Dues Yes No Annual Amount _____ HOA Admin Fees _____
 - b.) Sent HOA Dues/Fees Info to Closing Attorney..... Yes No Lender _____
- 28. Post Inspection Repairs Agreed Upon with Buyer
- 28. Post Inspection Repairs Agreed Upon with Buyer
- a.) Amendment Signed and Sent to Closing Attorney and Lender..... Yes No and Seller..... Yes No
- b.) Repair Person(s) Scheduled
- 29. Home Warranty Ordered..... Yes N/A Sent to Closing Attorney..... Yes No
- 30. Homeowner's Insurance Bound..... Yes No
- 31. Flood Insurance Bound..... Yes No

FINAL CLOSING ITEMS:

- 32. Client Attending In Person Yes No POA Yes No Mail Away Yes No
 - a.) Informed Lender Yes No and Closing Attorney Yes No of POA or Mail Away Yes No
 - b.) Lender Approved POA..... Yes No
 - c.) Original POA to Closing Attorney
- 33. Confirmed with Lender any additional information needed for Closing
- 34. Scheduled Pre-Closing Walk Through
- 35. Discussed Utility Turnover with Client..... Yes No
- 36. Turnover for Keys, Garage Door Opener and Pool Access..... Yes No