

BUYER TRANSACTION DETAILS - NOT A SIMPLE PROCESS

- ☐ Contract documents signed and uploaded
- ☐ Executed agreement (offer to purchase)
- ☐ Agreement between buyer and agent or brokerage
- ☐ Buyer's disclosure
- ☐ Proof of funds or pre-approval
- ☐ Earnest money
- ☐ Add inspector
- ☐ Add lender
- ☐ Order inspections
- ☐ Upload inspections
- ☐ Create inspection addendum
- ☐ Remove inspection contingency
- ☐ Complete agent info sheet for title
- ☐ Schedule closing
- ☐ Seller disclosure
- ☐ Signed buyer net sheet
- ☐ **HOA** disclosure
- ☐ **CDD** (Community Development District) addendum
- ☐ Lead based paint disclosure - for homes built prior to 1978
- ☐ Appraisal
- ☐ Short sale addendum
- ☐ Wire fraud prevention notice
- ☐ Ensure **MLS** marked pending
- ☐ If relo, alert relocation
- ☐ Send buyers links to utilities
- ☐ Home warranty
- ☐ Final **walk-through**
- ☐ Complete close

Essential Elements

Integrate with **Google Calendar** to alert agents and customers of upcoming deadlines and signatures needed.

We can provide interactive forms and worksheets covering costs provided by your lender and title company.

We can provide new buyers links to utility providers' for easy transfer of services.

We can add your favorite title company and home warranty contacts for easy sharing.