



Contract to Close Checklist

Congratulations on contracting on your new home! We are excited to help make the contract to closing process a smooth and enjoyable one for you. Please review the below guidelines and follow the steps as applicable to ensure items are completed in a timely manner. You may find additional information on our website

www.monarchtownhomes.com.

At time of Contract:

- ☐ Once you receive the fully executed contract by all parties, please send a copy to your lender (if obtaining financing) immediately.
- ☐ A formal loan application must be completed within 5 days of contract or the contract may be void.
- ☐ Please deposit the Earnest Money within 5 days of contract. The seller's preferred title company is Security 1st Title. You may deposit earnest money in person at any Security 1st Title location, or online via ACH.

Security 1st Title
2127 N Collective Lane
Wichita, KS 67206
(316) 634-6300
<https://www.security1st.com/oem>

Property Inspection:

- ☐ Any third-party inspections you choose to complete must be completed within the specified timeframe in your contract, typically 10 business days after the contract is executed.
- ☐ Please contact a home inspector of your choosing directly to schedule. They will contact the listing agent to arrange access.
- ☐ The below list of home inspectors are provided to you as a convenience; you may use another inspector you are familiar with or you may conduct an inspection walk-through yourself.

American Society of Home Inspectors
www.homeinspector.org/homeinspectors/find/ListingByCity/Kansas/Wichita

- ☐ Following the inspection, you may provide a copy of the report and formally request items of defective or incomplete nature to be corrected by the seller prior to closing, no later than 14 days prior to closing. The seller then has the opportunity to review and agree or disagree with the existence of the deficiency and whether correction is or is not agreeable.

Touch-up Walk-Through:

- ☐ The items listed on the "Final Construction Detailing Checklist" outlines the items that will be completed by the seller prior to closing.
- ☐ You may at your own option, no later than 14 days prior to closing, conduct a walk-through of the property and submit a list of any additional or remaining cosmetic touch-up items that you would like to be completed prior to closing. Please mark paint touch ups on walls and trim with blue painters tape.
- ☐ This walk-through is for cosmetic items only such as paint or cleaning; repairs or deficiencies should be addressed during the above described inspection timeframe.

- ☐ All repairs and contract changes must be submitted to the listing agent in writing and signed by the seller to constitute acceptance. No verbal communication with the seller's employees, contractors or vendors shall constitute an agreement between buyer and seller.

Prior to Closing:

- ☐ Please check in with your lender regularly to ensure they have all necessary documentation in order to move through the loan process effectively.
- ☐ The loan or appraisal may not be paused for any reason, doing so constitutes breach of contract.
- ☐ Closing extensions due to buyer or lender delays or request of buyer will result in a daily per diem amount due from buyer at closing.
- ☐ Utilities - please be sure to change utilities over into your name as of the day of closing. They will be scheduled to be turned off by the seller as of the day of closing and can sometimes take up to 5 days to transfer, so please do not wait until the last minute.
- ☐ Cashier's check - you will be provided with the total due at closing by your lender a day or two prior to closing. Please be sure to obtain certified funds for the amount due at closing payable to Security 1st Title. They will also need a copy of your government issued ID.

Day of Closing:

- ☐ Closing may be scheduled at any Security 1st Title location. If you are out of state, a mail-out can be completed. Please be sure to communicate this so arrangements can be made beforehand.
- ☐ The seller will have signed their documents prior to closing and will not be in attendance.
- ☐ The keys, mail keys, garage remotes and warranty information will be left inside of the property the morning of closing. Please use the provided garage code to access after closing. If you have any issues with the mail keys, please contact the post office.
- ☐ Any lockbox and signage will be picked up after closing - you may leave the Private Residence sign in your yard to avoid potential showing traffic and return it to our model unit when you are finished using it. Please do not throw any of our signs away.

Warranty:

- ☐ The Warranty Packet will be provided to you at the time of of prior to Contract.
- ☐ Warranty items after closing may be scheduled directly with the contractor or vendor provided within your warranty packet.
- ☐ Warranty time frames may vary by item; please review the warranty packet for more information.

Listing Agent for Contract or Closing questions:

Nicole Kennedy
Real Broker, LLC
316-285-0377
nicole@kennedyhomegroup.com
www.MonarchTownhomes.com



Final Construction Detailing Checklist

The below checklist includes a list of items the builder will be completing prior to closing. The process will occur during the entire contract timeframe. Professional cleaning is intentionally reserved for the day or two prior to closing to ensure no additional foot traffic or construction messes are made

If there are other items (in addition to the below list) that you have noticed should be touched up or completed prior to closing, please record them using the attached form and either leave the form inside the home or email it to the listing agent.

Interior:

- ☐ Install permanent front and rear deadbolts/locks
- ☐ Install bathroom hardware
- ☐ Install bathroom mirrors
- ☐ Install cabinet hardware, where applicable
- ☐ Install any missing interior door knobs
- ☐ Install any missing switch or outlet cover plates
- ☐ Install any missing closet rods
- ☐ Install doorstops
- ☐ Install wall vents
- ☐ Install floor vents
- ☐ Install house numbers
- ☐ Hang doors/bi-folds, if any removed for painting
- ☐ Touchup paint (completed after model furniture is removed, if any)

Exterior:

- ☐ Sod installation
- ☐ Mulch installation
- ☐ Power wash driveway and sidewalk to front

Garage:

- ☐ Remove any construction debris
- ☐ Sweep out garage
- ☐ Power wash garage floor

Whole house:

- ☐ Shop vac inside mechanical/storage rooms
- ☐ Interior professional cleaning
- ☐ Window cleaning inside and outside



Phone #: _____

Seller to Complete:

[illegible]