



BUYER'S CHECKLIST

| Date or N/A | Task |
|-------------|--|
| | Obtained signed Buyer's Representation Agreement (TXR or SJP) |
| | 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 |
| | Verified any residential or fixture leases on property |
| | 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) |
| | Verified that loan has been approved BEFORE expiration days on TPFA |
| | 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 |
| | Verified that the contract and addenda have been uploaded to Dotloop |
| | 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: _____

(REVISED January 2023)