



JEN

Langhals

DEDICATED TO HELPING YOU REACH YOUR REAL ESTATE GOALS

The Ultimate Buyer's Checklist

Early-Phase Checklist

- Do you need to sell a home before buying?
- Review agents buyers guide.
- Have you been pre-approved? Send a copy of the pre-approval to agent.
- Secure agency representation.

House Hunt Checklist

- Gather a list of your must have's and give to your agent to create search criteria.
- Take notes on your home tours to keep track of the highlights in each home you walk through.

Making an Offer

- You found the one!
- Review the quick CMA sent by agent to ensure fair and competitive offer.
- Review and sign offer documents.
- Prepare earnest money via wire instructions or dropping off check.

Contract-to-Close Checklist:

- Deposit earnest money.
- Schedule the home inspection(s).
- Order any surveys if needed.
- Cooperate with your lender to complete application and order appraisal.
- Review title commitment.
- Confirm the status of the loan funding.
- Review the inspection and resolve defects.
- Arrange and open a homeowners insurance policy on the home.
- Review due diligence documents.
- Conduct final walkthrough.
- Transfer utilities to the new home.
- Confirm clear-to-close with the lender.
- Review final settlement statement.
- Wire necessary funds, bring ID & attend closing to sign closing documents.
- Receive the keys to your new home!

Post-Close Checklist

- Confirm you have received any and all contract documents from the transaction.
- Complete online review of your agents service and performance.
- Confirm you have received all closing documents from title company.
- Ask your agent if you have any questions.
- Refer your agent to your friends.