

Buyer Checklist**Date:**

Address _____ Buyers _____ _____ Address: _____ Home Phone _____ Cell _____ Bus. Phone _____ Fax _____ Email _____ Other _____	Date of Offer _____ Projected COE Date _____ Price _____ Title Company _____ Escrow Officer _____ Address _____ Phone/Fax _____
RECEIVE/SIGN DISCLOSURE DOCUMENTS ___ Purchase Contract ___ Addendums ___ Transfer Disclosure ___ Agency Disclosure ___ Seller's Affidavit(s) ___ Pest Report ___ Smoke Detector ___ EQ/Spec. Studies ___ Residential E/Q Hazards Report ___ Other Documents _____ ___ Sign Request Date _____ _____ Home Warranty Co. _____ Policy Number _____ Amount \$ _____ [Basic Plan] Extra Coverage: _____ Paid By _____ NOTES _____ _____	PROPERTY OFFER/PURCHASE STEPS ___ Obtain Pre-Approval for Loan Loan Consultant _____ Address _____ Phone _____ Fax _____ ___ Order Inspections Inspector/Phone: _____ Inspector/Phone _____ Inspector/Phone _____ ___ Remove Loan Contingency Date for Removal _____ ___ Remove Appraisal Contingency Date for Removal _____ ___ Remove Inspection Contingencies Date for Removal _____ Date for Removal _____ ___ OTHER
MOVING STEPS [See Moving Checklist] ___ Choose Moving Co. / Rent Van ___ Schedule Utility/Cable/Phone Connect or Disconnect Dates ___ Set Schedule with Real Estate Agents and Landlords ___ After COE change locks/lock barrels SCHOOL INFORMATION School Dist. Information # _____ Elementary: _____ Intermediate: _____ High School: _____	ESCROW SETTLEMENT/SIGNING ___ Preliminary Title Report Review ___ Order Home Fire Insurance Insurer _____ Agent _____ Address _____ Phone _____ Fax _____ Coverage _____ ___ Determine How Title Will Vest ___ Prepare Funds for Closing (Bring Cashier's Check or Wire Funds to Title Co.) ___ Bring an I.D. to Signing Appointment ___ Conduct Property "Walk-Through" (Your recorded deed and policy of title insurance will be mailed to you several weeks after Close of Escrow [COE])