

Transaction Checklist Buyer

An accepted offer is the beginning of a successful home purchase. The following are the next steps towards closing. Items are time sensitive. As your agent, I will help coordinate these actions and keep track of the deadlines.

<u>Action</u>	<u>Responsibility</u>	<u>Deadline</u>	<u>Completed</u>
Loan application submitted	buyer	_____	_____
Pre-qualification obtained	buyer/lender	_____	_____
Sale agreement			
Buyer signed	buyer agent/buyer	_____	_____
Seller signed	listing agent/seller	_____	_____
Escrow opened	listing agent/escrow	_____	_____
Earnest money submitted	buyer agent/buyer	_____	_____
Earnest money cleared	escrow	_____	_____
Seller disclosure reviewed	buyer agent/buyer	_____	_____
Inspection scheduled	buyer agent/buyer	_____	_____
Inspection completed	inspector/buyer/agent	_____	_____
Repairs negotiated	agents/buyer/seller	_____	_____
Repairs complete/inspected	seller/buyer/agents	_____	_____
Repair contingency removed	buyer agents/buyer	_____	_____
Prelim title report issued/reviewed	escrow/agent/buyer	_____	_____
Appraisal ordered	buyer/lender	_____	_____
Appraisal completed	agents/appraiser	_____	_____
Appraisal approved	lender/underwriter	_____	_____

Action	Responsibility	Deadline	Completed
Home warranty ordered (if desired)	buyers	_____	_____
Insurance options reviewed	buyer	_____	_____
Insurance binder finalized	buyer/insurer/escrow	_____	_____
Utilities changed	buyer	_____	_____
Loan package completed	buyer/lender	_____	_____
Loan approved/docs ordered	lender/underwriter	_____	_____
Moving company scheduled?	buyer	_____	_____
Signing scheduled			
Buyer/buyer's agent	buyer/agent/escrow	_____	_____
Seller/seller's agent	seller/agent/escrow	_____	_____
Buyer's funds deposited	buyer/lender	_____	_____
Sale recorded	escrow	_____	_____
Keys provided	seller/agents	_____	_____
Possession date: _____	Details: _____		

Questions:



Shelley Zucker
c-503-706-2548
shelleyzucker@gmail.com

Joyce Thomas
c-541-726-0400
ajt@efn.org