



Purchase Checklist

Clients:

Property Address:

Agent Name: _____

Accept Date: _____

Close of Escrow: _____

* To get paid at closing, all documents and CDA will need to be submitted 10 days prior to closing.

Required Docs -- Due in 3 Days of Execution

- Buyer Representation Agreement
- Information about Broker Services
- Purchase Contract
- Third Party Financing
- Authorization to Furnish TILA/RESPA Disclosures
- Sellers Disclosure Notice
- Information about On Site Sewer Facility
- For your Protection get a Home Inspection
- Earnest Money Receipt
- Receipt for Option Fee
- Inspector Information
- Other: _____

Required (If Applicable)

- Addendum Sellers Disclosure Lead Based Paint
- Protect your Family from Lead Pamphlet
- Non Realty Items
- Buyers Temporary Lease
- Addendum for Sale of Other Property by Buyer
- Addendum Mandatory Membership in a HOA
- Signed Intermediary Relationship Notice with Buyer
- Acknowledgment of Non-Agency Relationship
- Other: _____
- Other: _____
- Other: _____

Addenda/Trans details due in 3 days of Execution

- Contract Addendums 1 2 3 4
- Title Commitment
- Survey
- T-47 Residential Real Property Affidavit
- Home Inspection Report
- WDI / Termite Report
- Septic Inspection Report
- Pool Inspection Report
- Residential Service Contract
- Buyers Final Walk Through
- Commission Disbursement Authorization***
- Closing Disclosure/Settlement Statement
- Other: _____
- Other: _____

Notes: