

Buyer Follow-up Checklist

Agency Disclosure

- Seller's Agent
- Buyer's Agent
- Dual Agent
- Non-Agent
- Facilitator

Yes No

If yes, Signature _____
Date _____

Fair Housing Explained

Yes No

Earnest Money

Promissory Note Redeemed
Date _____ N/A _____

Inspections

Private Home Inspection
Date _____
Contingency Removed _____

Pest
Date _____
Contingency Removed _____

Municipal
Date _____
Contingency Removed _____

FHA/VA
Date _____
Contingency Removed _____

Other _____
Date _____
Contingency Removed _____

Complete Loan Application

(Check with your lender for additional needs if you are divorced, paying child support, or self-employed; or if you own income properties.)

Loan Officer _____
Phone # _____
Date _____

- Bring:
- Past 2 years' W-2 tax forms
 - Paycheck stubs for last 30 days
 - Last 3 months' statements from all deposit and/or investment accounts (checking, savings, 401K, mutual funds, etc.)
 - Cancelled rent/mortgage checks (12 months)
 - Name/address of any landlord (12 months)

Date _____
 Application fee (check or money order)

Deposit Funds

Escrow Officer _____
Phone # _____
Date _____

Contact Movers

Name _____

Phone # _____
Moving Date _____

Obtain Homeowners Insurance Agent _____
Phone # _____
Date _____

Arrange Utility Transfer ___ Gas Phone # _____
___ Electric Phone # _____
___ Telephone Phone # _____
___ Cable Phone # _____
___ Other _____

Final Walk-Through Date _____
Contingency Removed _____

Sign Final Papers Date _____
Location _____

Obtain Keys From _____
Date _____
Time _____