**Buyer  Checklist**

**Property Address­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TMLS#\_\_\_\_\_\_\_\_\_\_\_\_**

**Prior to going under contact.**

|  |  |  |  |
| --- | --- | --- | --- |
| 🞎 | WWREA Brochure - (Form 160) | 🞎 | Property Type: 🞎 New 🞎 Resale 🞎 Land 🞎 Other |
| 🞎 | Exclusive Buyer Agency Agreement - (Form 201) | 🞎 | Deed |
| 🞎 | ABA (Affiliated Business Arrangement) | 🞎 | County Tax Records |
| 🞎 | Agreement To Amend Agency - (Form 710) | 🞎 | School Assignments |
| 🞎 | Copies of Sellers Utility Bills | 🞎 | Copies of Old TMLS Listings |
| 🞎 | TMLS Printout of Active Listing | 🞎 |  |
| 🞎 | Buyers Proof of Funds | 🞎 |  |
| 🞎 | Buyers Prequalification Letter | 🞎 |  |
| 🞎 |  | 🞎 |  |
| 🞎 |  | 🞎 |  |
| 🞎 |  | 🞎 | Team Commission Split |
| 🞎 | Buyer Profile Form | 🞎 | Team Referral? |
| 🞎 |  | 🞎 |  |
| 🞎 | Termination of Agency Agreement & Release (Form 720) | 🞎 | Referral Agreement - (Form 730) 🞎 W-9 Form |

**Once Under Contract.**

|  |  |  |  |
| --- | --- | --- | --- |
| 🞎 | Offer To Purchase & Contract - (Form 2T) | 🞎 | Notice of Buyers Right To Terminate - (Form 350-T) |
| 🞎 | FHA / VA Addendum | 🞎 | TMLS Printout CONGT/PENDING 🞎 TMLS Printout CLOSED |
| 🞎 | Contingent Sale Addendum (Form 2A2-T) | 🞎 | Seller's Agent TMLS Information Sheet |
| 🞎 | Lead Base Paint Addendum Signed By All | 🞎 | Copy of Home Insp: Who?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_ |
| 🞎 | Residential Property & HOA Disclosure - Signed By All | 🞎 | 🞎 Copy of WDIR 🞎 Well Test 🞎 Radon Test 🞎 Survey 🞎 Septic |
| 🞎 | Mineral - Oil - Gas Rights Disclosure (Signed By All) | 🞎 | Estimate For Repairs |
| 🞎 | Short Sale Addendum (Seller & Buyer) - (Form2A14-T) | 🞎 | Confirmation of Agency Relationship (Agent to Agent)(Form 220) |
| 🞎 | Additional Provisions Addendum - (Form 2A11-T) | 🞎 | Buyer Possession Before Closing - (Form 2A7-T) |
| 🞎 | Back-Up Contract Addendum - (Form 2A1-T) | 🞎 | Confirmation of Compensation (Agent to Client) (Form 770) |
| 🞎 | Copies of: 🞎DD Check 🞎 EM Check 🞎 AEM Check | 🞎 | Notice to Buyer That Seller Is Terminating (Form - 352T) |
| 🞎 | Signed Receipt of: 🞎DD Check 🞎 EM Check 🞎 AEM Check | 🞎 | Closing Disclosure / HUD-1 From Closing (Signed Copy, NOT Preliminary Copy) |
| 🞎 | Due Diligence Repair Request - (Form 310T) | 🞎 | Disbursement Authorization From KW 🞎 Send DA To Closer |
| 🞎 | Agreement To Amend Contract - (Form 4T) | 🞎 | Copies of ALL Closing Checks |
| 🞎 | Owners Association Discloser For RPD Exempt Prop (Form 2A12T) | 🞎 | Commission % Being Offered in TMLS:\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞎 | Professional Services Disclosure & election (Form 760) | 🞎 | 🞎 Septic Permit 🞎 Well Permit (If Necessary) |
| 🞎 | Send Lender Copy of Signed Contract | 🞎 |  |
| 🞎 | Utility Switchover Set Up | 🞎 |  |
| 🞎 |  | 🞎 | Date of Contract:\_\_\_\_\_\_\_\_\_\_\_\_ DDD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞎 | EM/AEM Held By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 | Home Warranty Info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Closing Attorney/Date/Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lender Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**