

## Buyer Under Contract

Develop offer and send to listing agent with the following documents:

- Purchase and Sale Agreement
- Seller's Disclosure
- HOA Assessment Fee Exhibit – if applicable
- Copy of Earnest Money Check
- Instructions to Closing Attorney – this is where you list your commission, it is not signed by the buyer – it is between you and the listing agent.
- Prequalification Letter from Lender

### Once Agreement Reached:

\_\_\_\_\_ Day 1: Get all 6 originals signed off on and distribute – 3 to listing agent and 3 to you. 1 turn in to office, 1 to your client, 1 to lender if they request.

\_\_\_\_\_ Make sure Acceptance and Binding Agreement Dates are filled in!

\_\_\_\_\_ Day 2: Confirm Inspection time with buyer and alert Listing Agent as to time/date.

\_\_\_\_\_ Request copy of HOA Covenants (if applicable)

\_\_\_\_\_ Day 5: Review Inspection Summary and discuss items needing attention – draft Amendment to Address Concerns with Property and fax to Listing Agent.

\_\_\_\_\_ Day 7: Follow up with Listing Agent on Amendment. Once all agreed upon turn in a copy to office and file a copy.

\_\_\_\_\_ Day 10: Mail Moving Checklist to Buyer.

\_\_\_\_\_ Day 12: Check in with Lender to make sure appraisal has been ordered, they have all necessary paperwork from Buyer.

\_\_\_\_\_ Day 15: Schedule Closing and confirm with Listing Agent.

\_\_\_\_\_ Mail Utility List to Buyer so they can put in their name. Mail directions, time/date sheet for closing.

\_\_\_\_\_ Day 20: Follow up on loan process with lender. Schedule final walk thru with Buyer and Listing Agent, usually done day before closing or morning of.

\_\_\_\_\_ Check in with Lender on final loan process.

\_\_\_\_\_ Day 25: Discuss details with buyer, make sure they know where to go.

\_\_\_\_\_ Day 30: Attend closing. Turn in paperwork and check, making a copy of everything For your personal file. Send personal note thanking client for business.