



Greco Real Estate

Buyer Client | Contract Checklist

Property Address:

Date of Closing:

Contact List:	Full Name / Company	Phone Number	Email
Buyer			
Listing Agent			
Seller			
Closing Agent			
Lender			
Inspector			
Termite Inspection Company			
Homeowners Insurance Company			
Home Warranty			

Once Under Contract

Make sure you completely execute the contract and addenda with signed documents and have the party involved initial in all necessary places. Write up all key dates and send an email to the Listing Agent to confirm the following dates:

- Contract Effective Date:
- Earnest Money Due Date:
- Appraisal Due Date:
- Loan Application Due Date:
- Home Warranty to order?:
- Home Inspection Due Date:
- Condo/HOA Application Due Date:
- Title Evidence Due Date:
- 2nd Earnest Money Due Date:
- Loan Commitment Due Date:

Contract Timeline

- 1.) Send fully executed contract and addenda to Lender & Title Company (not Seller 's Property Disclosure)
- 2.) Inform buyers of the contract deadlines they need to follow along with on their calendar
- 3.) Introduce Lender to Title Company and ensure they are aware of closing cost additions
- 4.) Receive a copy of the EMD Receipt from Title Company
- 5.) Send to Listing Agent within 3 days of due date
- 6.) Need all utilities on, including water and gas
- 7.) If applicable, request repairs in writing. If Repair Agreement is drawn up, save a copy to your buyer's file on your computer
- 8.) Get repair receipts from Listing Agent
- 9.) Home Inspection (Must be conducted in the time period stated in the contract)
- 10.) Receive Home Inspection Report and consult with your Buyer.
- 11.) If repairs are made, schedule follow up inspection.
- 12.) Confirm with lender they have Listing Agent's contact info to schedule an Appraisal
- 13.) Buyers received full loan Approval within deadline
- 14.) Buyer has secured and bound their property insurance
- 15.) Home Warranty ordered and info. is sent to the title company
- 16.) Confirm with Buyer to get all utilities put in their name for closing day
- 17.) Contact Title Company and Lender- confirm they have everything for closing
- 18.) Received and Reviewed ALTA for Closing (wire instructions, not ACH)
- 19.) Inform Buyers they need be prepared to wire money for Closing (and how much)
- 20.) Final Walk-Thru → Have walk-thru document signed:
- 22.) Confirm Seller will have all utilities on up through the date of closing
- 23.) Closing gift

Utility Companies & Vendors

Title	Name	Phone Number
Water		
Sewer		
Cable		
Water		
Garbage		
Pool		
Gas		
Yard		

