

Home Buyer's Check List

The following is a guide to most of the details surrounding a residential purchase. Each transaction is unique and there may be other details and matters that need to be addressed and/or negotiated with the seller prior to settlement. However, this guide will help keep the purchase moving toward a satisfactory conclusion.

- _____ Interview/select Buyer's Agent to assist in the home search and purchase process.
- _____ Determine home location(s), style(s), features, neighborhood amenities and price range of desired property.
- _____ Interview lenders. Obtain loan cost estimates and select lender, as applicable.
- _____ Review the home purchase process, associated closing costs and fees, and estimated cash required at settlement.
- _____ Determine how your new home will be titled: Individuals, Trustees, etc. If purchased in trust provide copy of trust documents or certificate authorizing trustee(s) to purchase real property on behalf of the trust.
- _____ Tour Homes. Determine fair market price of desired property and prepare negotiation strategy.
- _____ Obtain lender's pre-qualification letter based on offer to purchase, as applicable.
- _____ Confirm cost and availability of homeowner insurance.
- _____ Review Estimated Purchase Costs
- _____ Present and negotiate offer to reach agreement for ratified contract.
- _____ Obtain copy of ratified contract and all addenda.
- _____ Review finance options and confirm terms with lender.
- _____ Apply for loan within five (5) days of ratification (_____) deadline date.
- _____ Contract forms to lender _____ (Date)
- _____ Select & schedule home and other inspections.
- _____ Submit request for repairs within required time-period (_____).
- _____ Negotiate repairs to be done per home inspection.
- _____ Select and retain settlement agent.
- _____ Contract forms and addenda to settlement agent.
- _____ Determine desire for and order home warranty if not provided by Seller in the contract.
- _____ Ensure listing agent provides HOA documents (as applicable).
- _____ Buyer's acknowledgment of receipt of HOA documents with copy of acknowledgment to listing agent.
- _____ Review/approve HOA covenants within 72 hours of receipt.
- _____ Send HOA fees page to Settlement agent.
- _____ Provide any new addendums changes to contract, per home inspection, to the settlement agent.
- _____ Verify home warranty information, if applicable, received by settlement agent and payment assigned to appropriate party (_____).
- _____ Monitor progress of loan approval by _____ (deadline for loan approval).

- _____ Determine appraisal results and need for further negotiation.
- _____ If applicable, re-negotiate price if appraisal is low and get signed addendum with price change. Provide copy of addendum to lender and settlement agent.
- _____ Remind/ensure seller gets needed inspections done (termite, moisture, septic, well, etc.)
- _____ Follow-up with listing agent and obtain verification that agreed repairs are complete.
- _____ Verify utilities are scheduled to be transferred to buyer by Settlement Day:
- _____ Electric _____ Gas/Propane/Oil _____ Water/Sewer _____ Trash _____.
- _____ Confirm homeowner's insurance will commence at settlement.
- _____ Review preliminary settlement statement.
- _____ Ensure amount and form of funds for settlement will be deposited with settlement agent at least 24 hours in advance of settlement.
- _____ Attend settlement or coordinate acceptable POA.
- _____ Assure deed has been recorded and funds disbursed.

For more information and assistance in the home buying process please contact me

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