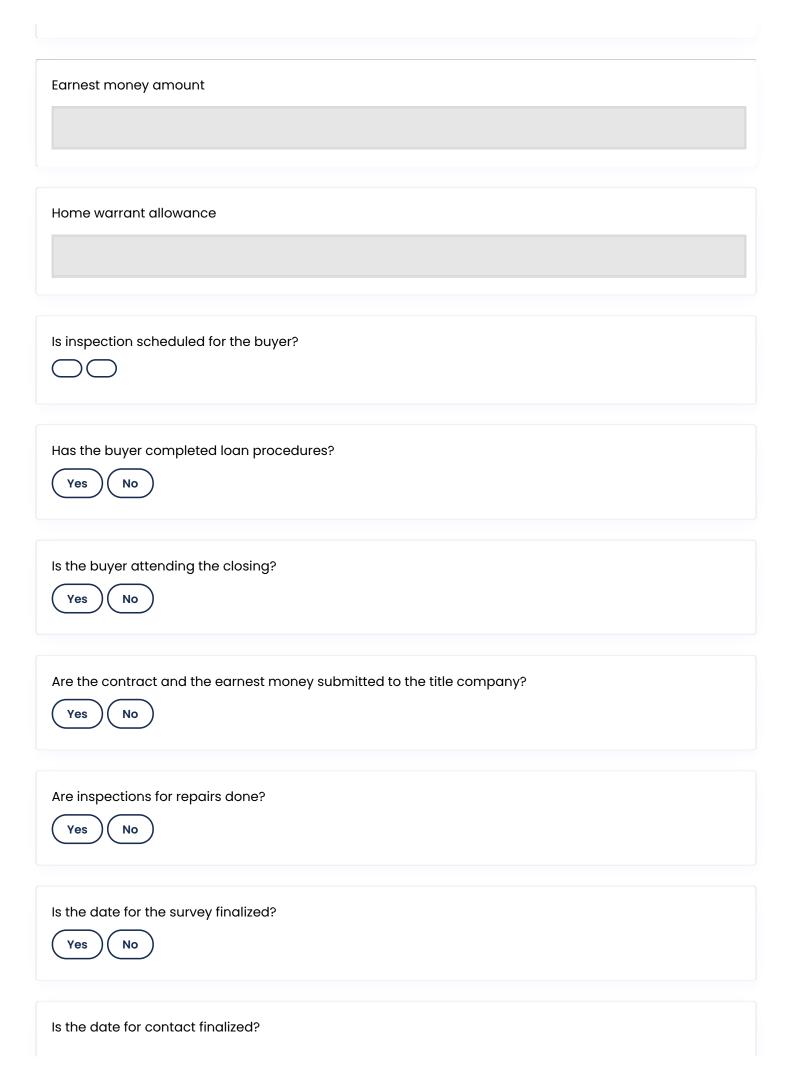
## Real estate buyer agent checklist

## **Real Estate**

GENERAL
Listing ID
Listing type
Listing location
Listing name
Survey date
Contract date
Option period date

Closing date
Possession date
Financing date
Special provision
Objections
Exclusion
HOA(housing authority) documents
Seller-paid closing cost



Yes No
Is the list of repairs submitted to the seller?  Yes No
Is closing time scheduled with the closing company?  Yes No
Is option check submitted to selling agent?  Yes  No
Has buyer met utility concierge?  Yes No
Are housing authority (HOA) docs received?  Yes No
Is HUD received?  Yes No
Is credit approval received?  Yes No
Are you attending closing?  Yes No
Is a walkthrough scheduled?

Yes No	
Has the buyer brought insurance?  Yes No	
Is funding followed up?  Yes No	
Are repair receipts requested?  Yes No	
Does the buyer have a valid ID to close?  Yes No	
Agent Name	
Agent Signature	SIGNATURE
Date	DATE
2017-01-01	