

# 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

Earnest money amount

Home warrant allowance

Is inspection scheduled for the buyer?

☐ ☐

Has the buyer completed loan procedures?

☐ Yes ☐ No

Is the buyer attending the closing?

☐ Yes ☐ No

Are the contract and the earnest money submitted to the title company?

☐ Yes ☐ No

Are inspections for repairs done?

☐ Yes ☐ No

Is the date for the survey finalized?

☐ Yes ☐ No

Is the date for contact finalized?

☐

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