

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