

# WINDSWEPT PROPERTIES ~ 401-364-8946

## BUYER'S CHECK LIST

<b>Client's Name</b>	<b>Phone #</b>	<b>Deadline</b>	<b>Date Completed</b>
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Sign Buyer's Agency Form with Client			
Present MLS Search Results to Client			
Create and Maintain Appointment Log			
Obtain Pre-Approval Letter From Lender			
Pull field Card/Analyze Property Value			
Review All Disclosures With Buyer			
Create Purchase & Sales Agreement			
Deliver Purchase & Sales Agm't to Sellers Agent			
Deliver All Deposits to Sellers Agent			
Fax Purchase & Sales Agreement to Lender			
Obtain Home Inspector			
Conduct Home Inspections			
Appointment With Appraiser			
Confirm Appraisal			
Settle Inspections			
Send Mortgage Commitment Letter To Sellers Agent			
Confim Buyer's Lawyer (if requested/needed)			
Request Utility, Appliance Manuals,& SVC AGMTS			
Confirm Closing			
<b>FAX Commission Statement</b>			
<b>Conduct Closing WALK THRU</b>			
<b>CLOSING</b>			
<b>14 Days Prior to Closing</b>			
<b>Suggestions For Buyers:</b>			
Connect/Change name on Electric			
Connect/Change name on Water & Sewer			
Connect Phone			
Connect Cable			
Connect/Transfer Satellite			
Connect/Transfer Security System			
Transfer Refuse Hauler			
Transfer Oil/Propane			
Obtain Firewood Supplier			
Obtain Furnace Service Company			
Sprinkler System Information			
Plumber/Electrician/Carpenter/Handyman			
Obtain Pool Care Company			
Obtain Lawn Maintainence			
Obtain Air Conditioning Service Co.			
<b>Closed File To Office Administrator</b>			







