

# CONTRACT CHECKLIST

(ALL UTILITIES CONNECTED)

## UPON EXECUTION

- SEND CONTRACT TO EVERYONE
- SET EARNEST MONEY DUE DATE
- SET OPTION MONEY DUE DATE
- SET OPTION PERIOD END DATE
- SET INSPECTION DATE AND TIME
- CONTACT LOAN OFFICER
- CONTACT TITLE COMPANY FOR FUND

INSTRUCTIONS

## FORMS NEEDED

- IABS
- LISTING OR BUYER AGREEMENT
- SELLERS DISCLOSURE
- COMPENSATION AGREEMENT
- REPRESENTATION AGREEMENT
- INSPECTOR INFORMATION

## UNDER- CONTRACT

- SET SURVEY DUE DATE
- SET THIRD PARTY FINANCING DUE DATE
- GET QUOTES ON SURVEY
- GET QUOTES ON HOME INSURANCE
- ANY TITLE OBJECTIONS

## DURING THE CONTRACT

- READ TITLE COMMITMENT
- TITLE TO REVIEW TITLE W/BUYER
- HOA INFORMATION/ WEBSITE
- CHECK ON REPAIRS/RECEIPTS
- CHECK ON APPRAISAL DATE AND TIME
- PICK HOME WARRANTY PLAN

## ADDENDUMS TO BE INCLUDED

- NON-REALTY / BILL OF SALE
- THIRD PARTY FINANCING
- HOA ADDENDUM
- LEAD BASED PAINT

## FOLLOW UPS

- THIRD PARTY FINANCING APPROVAL
- FOLLOW UP ON APPRAISAL/REPAIRS
- SET CLOSING DATE AND TIME W/ TITLE
- SET FINAL WALKTHROUGH

## CLOSING DATE

- GATHER KEYS, MAILBOX LOCATION,  
GARAGE REMOTE, ACCESS CODES
- BRING CHECK AND VALID DRIVERS  
LICENSE TO TITLE COMPANY

# SALES *Contract*

- One to Four Family Residential Contract*
- Third Party Financing Addendum*
- Lead- Based Paint*
- Non-realty addendum*
- Addendum for property subject to HOA*
- Buyer or Listing agreement*
- Compensation agreement between brokers*
- General Information to buyer/tenant/sellers*
- Information about special flood hazard*
- Wire Fraud*
- IABS*
- Broker Service Fee*
- Inspector information*

