

Buyer Checklist:

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1. Schedule your inspection due by _____.
2. Hire an attorney to represent you during the Purchase and Sale (P&S) and Closing process. (Don't incur any expenses until after the inspection)

Attorney Name _____
Phone _____ Fax _____
Address _____

3. Notify your mortgage broker to begin the process; again don't incur any costs until after the inspection (application fee or appraisal fee) Make formal application for your mortgage by _____.

Mortgage Broker Name _____
Phone _____ Fax _____

4. Notify seller of any inspection issues by _____.
Normally 24 hours after the inspection.
5. Complete review of condo documents and financials by _____.
(Condominiums only).
Normally the same day as the signing of the P&S.
6. Prepare for you deposit at Purchase and Sale (P&S). (Transfer funds, etc.) This may be a personal check as long as it is more than 2 weeks before the closing.
7. Make necessary moving arrangements and address change notifications.
8. Make necessary arrangements for homeowners insurance (single family homes) or personal property insurance (condominium).
9. Sign P&S and make deposit by _____.
10. Obtain your mortgage commitment by _____.
11. Arrange for transfer of utilities (gas, electric, water/sewer) one or two weeks prior to closing. See Utility Roster. Also arrange for cable and phone service.
12. Schedule final walk through 1-2 days before closing. I recommend daylight hours if possible.
13. Obtain final closing costs from attorney and get certified or bank check.
14. Attend closing, remember to bring your drivers license or passport, additional funds in the form of a bank check or certified check and your Truth in Lending Statement from your mortgage broker.

Location & time of closing:

15. Move into your new home!!!