



BUYER TO-DO CHECK LIST



Done?	To-Do Task	Buyer	Broker	Title Co	Listing Agent
	Signed Buyer / Broker Agreement				
	Signed REPC				
	Addendum 1				
	Addendum 2				
	Addendum 3				
	Addendum 4				
	Addendum 5				
	Addendum 6				
	Addendum 7				
	Addendum _____				
	Buyer Contact Information Shared				
	Title Co Information Shared				
	Lender Information Shared				
	Seller Property Condition Disclosures				
	Earnest Money Receipt Shared				
	Home Warranty Info Shared				
	MLS and/or Commission Inst. Shared				
	Closing Appointment Info. Shared				

BUYER NAME

PROPERTY ADDRESS:

CURRENT ADDRESS:

REPC DEADLINES

SPCD: _____

BUYER DUE DILIGENCE: _____

FINANCING & APPRAISAL: _____

SETTLEMENT: _____

POSSESSION: _____

Date:		
Time:		
Appt. Confirmed:	Buyer:	Listing Agent:
Report Due Date:		
Report Rcvd Date:		

HOME INSPECTION

Date:		
Time:		
Appt. Confirmed:	Buyer:	Listing Agent:
Report Due Date:		
Report Rcvd Date:		

APPRAISAL

Date:		
Time:		
Appt. Confirmed:	Buyer:	Listing Agent:

FINAL INSPECTION

Date:		
Time:		
Appt. Details Confirmed:	Buyer:	Title Co:
	Lender:	

SETTLEMENT