



BUYER'S CHECKLIST

PRIOR TO PURCHASE:

- Contact a lender and request loan pre-approval.
- Determine your budget and what percentage of down payment you'd like to make.
- Have your lender fax your approval letter to our office at (206) 623-6533.
- Discuss with your lender before making any major purchases such as a car, furniture, vacations, etc. Often lenders will recommend that you delay such purchases until after your transaction has closed.
- Be prepared to have funds available in your account for your earnest money check, we will consult with you regarding the appropriate amount.

HOUSE SEARCH:

- Your house tours begin! We can schedule a tour based on your availability as early as 9:00 am and as late as 9:00 pm on weekdays or weekends. The initial tour will be crucial for us to gather information about your personality and sense of style as well as double check that your wants and needs match your expectations.
- In between tours, we will email you properties that fit within your criteria as they come on the market.
- Some clients like to be more proactive and set-up their own searches on the Windermere site. In addition, when you associate your search to us on the web, we can see any notes you make about the properties available.

HOUSE PURCHASE:

- Compose letter to sellers to provide a personal touch to your offer.
- Discuss preferred closing date and down payment amount.
- Meet with us to sign paperwork and finalize offer – remember your check book for Earnest Money check .
- After paperwork is complete, we will present your offer to Sellers and Selling agent (in person whenever possible).

MUTUAL ACCEPTANCE:

- Upon mutual acceptance, we will fax a copy of your Purchase and Sale agreement to your Lender, the Title Officer and the Escrow Officer.
- Your Earnest Money will be deposited.
- Hire an Inspector immediately, time is of the essence.
- Contact your Lender to lock in your loan rate and finalize your program.
- Secure Homeowner's Insurance Binder for the new property; make sure you have the property information available as they will request the year built, square footage, type of electrical, type of heat, etc.
- Lender will send out an appraiser to appraise your new home. You will hear from the lender a few days later only if there are any problems with the appraisal.



ESCROW

- ❑ Escrow will request a copy of the preliminary title insurance policy; collect information from buyers, sellers and agents as needed; order payoff information; clear outstanding issues (home loans, liens, vesting, etc.); and review the file for any additional information necessary to close the transaction.
- ❑ Prepare any additional down payment funds or closing costs to be available at your signing appointment such as cashing out stocks, bonds, or other investments. Some investment plans can take a few weeks to process so be prepared ahead of time. You must bring a Cashier's Check to your signing; no personal checks will be accepted.
- ❑ Make sure to let your Escrow Officer know in advance if you will be out of town near your closing so that they can schedule accordingly.

CLOSING

- ❑ 7 days prior to closing contact your lender to confirm your loan program has been finalized and all paperwork has been completed.
- ❑ 3-4 days prior to closing: Escrow receives loan documents from your lender and prepares them for closing. Immediately after documents are prepared the escrow officer schedules both parties for signing appointments.
- ❑ Bring Cashier's Check to your signing; Escrow will inform you of the amount due prior to your appointment.
- ❑ 2-3 days prior to closing: Buyers and sellers sign closing documents.
- ❑ Now is a good time to call utility companies to have service started or transferred to your name (i.e. Water, Sewer, Garbage, Electricity, Cable, Internet and Phone).
- ❑ 1-2 days before closing: Lender reviews loan documents.
- ❑ Closing Day: Title recorded, funds dispersed and clients notified of closing.
- ❑ We deliver the keys to your new home!