

AUGUSTA VIRTUAL ASSISTANTS

BUYER UNDER CONTRACT TRANSACTION CHECKLIST



AUGUSTA VIRTUAL ASSISTANTS LLC

Your Tasks On Our TIME

Buyer Under Contract Transaction Checklist

Property Address: _____

Closing Date/Time: _____

Purchase price: \$ _____ Commission%: ____

Buyer Name(s): _____

Buyer Numbers: Home _____ Cell _____ Work _____

Additional numbers: _____

Email Address(es): _____

Best Form of Contact: Text Email Phone

Attorney/Title Company: _____ Contact: _____

Phone: _____ Email: _____

Is POA Needed? Yes No

Financing Type: Conv VA FHA Other Finance Cont: ____ days Appraisal Cont: ____ days

Lender: _____ Loan Officer: _____ Email _____ Phone: _____

Binding Date: _____ Due Diligence Period Ends: _____

EM/Good Faith: \$ _____ Held By Whom: _____

Seller(s): _____

Agent: _____ Phone: _____ Email: _____

Assistant or TC: _____ Phone: _____ Email: _____

Home Inspection Company/Date of Inspection: _____

Re-Inspection Date (if applicable): _____

Pest Control Company/Date of Inspection (if applicable): _____

Special Stipulations/Contingencies:

Immediately After Contract Is Binding:

Date Completed:

- Obtain contact info. for lender, title company/attorney/and seller's agent
- Set Up Contract to Close File
- Check documents for signatures initials, and details
- Upload all U/C Documents into file sharing program or electronic file.
- Remind buyer to submit EM/Good Faith funds to designated party per contract
- Email buyer, lender, title co./atty contact and seller's agent to introduce selftitle co./atty c
- Verify receipts of ALL DOCS
- Confirm submission of EM/Good Faith funds and put copy in file
- Schedule Home Inspection within due diligence period
- Confirmation from seller's agent that home inspection can take place
- Put scheduled home inspection on agent's calendar (if requested)
- Fill out Greensheet or agency Transaction Sheet and submit to Agent Services (if applicable)

Second Week:

Date Completed:

- Check for home inspection report
- Contact agent/seller with property concerns from report (Amendment to Address Concerns)
- Ask seller's agent for Instructions to Closing Attorney
- Touch base with buyer(s) to keep informed/answer questions
- Touch base with lender regarding loan progress
- Touch base with attorney regarding title search/commitment
- Confirm that all exhibits and addenda are submitted into file
- Submit loop for compliance (if working with Dot Loop)

If contract terminates:

Date Completed:

- Send Notice to Terminate to buyer and agent for signatures
- Send signed termination to seller's agent for signatures
- Send to proper contact for processing
- Follow up to make sure processing is complete and EM/Good Faith Funds are returned to the appropriate party

Third and Fourth Weeks:

Date Completed:

- Check on re-inspection (if applicable)
- Make sure repairs are completed and receipts are submitted
- Confirm that all contingencies are satisfied
- Touch base with lender regarding loan appraisal
- Confirm closing date/time
- Ask buyer if they have obtained Homeowners Insurance
- Touch base with agent about closing gift or any final details
- Schedule final walk-thru if agent requests
- Remind sellers agent to remove lockbox and sign from property
- Confirm that all compliance issues are satisfied
- Request Disbursement Authorization (KW agents)
- Disbursement Authorization APPROVED. Sent to Atty/Title Company (if applicable)

After Closing:

Date Completed:

- Post photo of closing with buyer on SM platforms (if requested)
- Send Thank You email and ask for review on specified sites (Realtor.com, Zillow, Facebook etc)