



Use the Buyers Checklist as a convenient way to keep track of all the things you must do to complete the process of buying your home.

Preparing to Buy

- Determine that buying is the right decision
- Understand the requirements for buying
- Order the only free credit reports on line at annualcreditreport.com to review credit history
- Resolve credit issues if necessary

- Assemble the money you will need into one place
- Get pre-approved for mortgage through familyga.com or another source
- Decide to work with real estate agent or by yourself

Finding a New Home

- Research neighborhoods
- Drive around the interesting areas
- Test commute by driving it
- Talk with local merchants and neighbors about the area
- Assess the schools with [Thompson Evans Realty](#) or another source
- Decide on neighborhoods to concentrate on

Understand the market

- Read the Real Estate section of the paper for info
- Visit open houses and talk with sellers and agents about the market
- Psychologically prepare to move quickly, get [pre-approved](#) for your mortgage

Start to Shop

- Make a list of amenities desired in a new home
- Rank the amenities by most desired
- See properties, both FSBO and those listed with agents
- Assess each property against your list
- Decide on a house that's right and prepare to make an offer

Writing the Offer

- Obtain contract forms from your agent or another source
- Know the typical elements of an offer and contract
- Hire a real estate attorney to handle the contract if desired
- Decide on an offer price
- Compare the house to other houses on the market

- Decide on the inspections you want to have and how you want to handle it if they are not satisfactory
- Give the seller or agent a check for the earnest money deposit and make it clear in the offer when and where the check is to be deposited
- Decide whether you want the seller to contribute to your closing costs
- Decide on timeframes for inspections, financing and settlement

Negotiating the Offer

- Offer is presented for consideration
- Verify to seller that you are pre-approved to purchase ([get pre-approved at familyga.com](http://familyga.com))
- Receive seller's response and respond
- Accepted? Move on to Handling the Details
- Declined? Walk away or re-offer
- Counter-offer? Assess
- Price is acceptable or counter-offer price is decided upon -
- Make sure you still qualify at the new price - do you have enough cash and income?
- Timeframes for inspections, financing and settlement acceptable or alternatives decided on counter offer
- Inspection, closing cost contribution and other contingencies are acceptable or alternatives decided on for counter-offer
- Earnest money deposit is acceptable or alternative decided on for counter offer
- Accept counter offer, reject counter offer or prepare counter-offer in response to contract
- Put time-frame in counter offer for seller's response

Handling the Details

- Home inspection completed
- Home inspection issues resolved if necessary
- Radon inspection completed
- Radon inspection issues resolved if necessary
- Other inspections completed
- Roof inspection
- Electrical inspection
- Other _____
- Inspections followed up on
- Inspection issues resolved if necessary
- Property disclosures delivered, or condo documents if appropriate
- Property disclosures approved
- Appraisal completed
- Appraisal issues resolved if necessary
- Mortgage is approved
- Deposit earnest money with escrow agent
- Provide necessary documents to escrow agent
- Survey is completed if necessary
- Termite inspection
- Termite inspection completed
- Termite inspection issues resolved if necessary
- Obtain Homeowners insurance
- Pay for one year in advance
- Provide paid receipt and insurance binder to lender
- Repairs required by contract or inspections completed

- Settlement/Closing date and time scheduled
- Final walk-through completed with seller
- Satisfied with walk-through?
- Issues with walk-through resolved if necessary

Settlement/Closing

- Review documents 24 -48 hours in advance
- Resolve issues with documents if necessary
- Make sure all lender's requirements have been met
- Determine exact amount of money necessary for settlement
- Obtain certified check for settlement
- Settle!