

<Name>

< Property Address >

Note: This checklist is to give you a general idea of the process, along with an estimate of dates, which will help guide you through the purchase of your new home. It may need to be altered according to your specific situation. For assistance with the home buying process, please call Lauren at 603.305.7006

Home Buying Process Tracking Sheet			
Activity	Date To Be Completed	Check When Complete	Notes
Pre-Contract Acceptance		X	
Obtain pre-approval through area lender or mortgage broker	Prior to shopping for a home		
Find your home. This may or may not be a lengthy process. Your Buyer's Agent will work closely with you to determine which properties best meet your criteria. Draw a clear picture for your agent, so he/she can identify the right properties for you as soon as they hit the market. Ultimately, you are the only one that really knows what you want. As much as you can explain it to your agent, sometimes it's just a feeling that you have when you walk into one home versus another. Go hunting.			
Once you have found your home, work with your Buyer's Agent to submit an attractive offer to the sellers, for the purchase of their house			
Upon Contract Acceptance	< Contract Acceptance Date >		
Submit loan application to selected mortgage broker or lender	Within 5 days of Contract Acceptance Date		
Your Buyer's Agent will assist you with scheduling appropriate home inspection(s) (i.e. General, Lead Paint, Radon, etc.) Make sure to be present during the home inspection(s).			
Obtain results from home inspection(s).			
Work with your Buyer's Agent to formulate a strategy for re-negotiations with the Seller, in relation to the inspection results (if applicable). This is an art, not a science. This is just one of the many reasons you hired your Buyer's Agent.	Within 7-10 days of Contract Acceptance Date		
Your Buyer's Agent will provide results from home inspection(s) to the Seller, and negotiate repairs or compensation (if applicable).			
Start packing.			
Receive loan commitment from lender (This most often times is the point where you should begin feeling very excited and anxious...)	One week prior to Projected Close Date		
Schedule time-off from work for your move (if applicable)			
Arrange for moving company to assist you with your move (or friends and family)			
Work with your Buyer's Agent to gather appropriate paperwork and estimated funds necessary for closing.			
Schedule utilities to be transferred over or turned on/off (if applicable)	2 to 3 days prior to Projected Close Date		
Obtain HUD statement from your Buyer's Agent and the title company that is handling the purchase. This will indicate exactly how much money you will need to come to the closing with. (The parties will contact you with this information. You do not need to pro-actively contact them for the statement)	1 day prior to Projected Close Date		
Obtain bank check or other agreed upon form of payment, in the amount the title company provided to you on the HUD statement. Bring this to the closing.	1 day prior to Projected Close Date		
Perform a walk-through of your new home with your Buyer's Agent to ensure all previously agreed upon terms have been up-held by the Seller.	1 day prior to Projected Close Date		
Attend the closing. Come ready to sign...sign...sign. There is usually a good amount of paperwork that needs to be signed, though the process flows fairly quickly. The title company most often times conducts the closing, and is available to answer any questions you may have about the paperwork. Both your Buyer's Agent and the Seller's agent are usually present, as well as your Mortgage Broker. Remember to get the keys!			
Projected Close Date	< Projected Close Date >		