

## Checklist for buyers - Process of buying a home

Phases	Step of transaction	Primary role	Secondary role	Complete (✓)	Team roles
Introduction (1-2 days)	Sit down with Realtor	Realtor	Buyer		Buyer
	Fill out wants/needs list	Buyer	Realtor		Realtor
	Contact mortgage lender/bank, obtain pre-approval	Buyer	Lender		Lender
Pre-contract (1-60+ days)	Search for home	Realtor	Buyer		Attorney
	Decide on a home	Buyer	Realtor		
	Research home, get info from agent	Realtor	Buyer		
	Review comps	Realtor	Buyer		
	Put in an offer	Realtor	Buyer		
	Negotiate with sellers	Realtor	Buyer		
Under contract/attorney review (5-10 days)	Agree to terms	Buyer	Realtor		
	Get executed contract and disclosures signed	Realtor	Buyer		
	Turn in initial earnest money	Buyer	Realtor		
	Send contract to attorney and lender	Buyer	Realtor		
	Set up inspection - attend inspection	Buyer	Realtor		
	Obtain inspection report - review items	Buyer	Realtor		
	Send report to attorney with items to address	Buyer	Attorney		
	Attorney reviews any condo/home documents	Attorney	Realtor		
	Attorney sends letter addressing inspection, contract	Attorney	Buyer		
	Negotiate any outstanding details	Attorney	Buyer		
Attorney review complete/mortgage contingency period (5-30 days)	Attorney review complete	Attorney	Buyer		
	Turn in balance of earnest money	Buyer	Realtor		
	Send any outstanding documents to lender	Buyer	Lender		
	Lender orders appraisal if not done yet	Lender	Realtor		
	Lender receives remainder of condo/home documents	Lender	Realtor		
	Lender sends loan to underwriting	Lender			
	Lender receives clear to close	Lender			
Clear to close - Closing on your home! (3-7 days)	Final walkthrough set up	Realtor	Buyer		
	Lender sends closing disclosure 3+ biz days before close	Lender	Buyer		
	Final walkthrough hour before closing/night before	Buyer	Realtor		
	Address any issues from walkthrough	Attorney	Realtor		
	Closing day!	Buyer	Attorney		

**Total time expected**

30-90+ days

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