



UNDER CONTRACT GUIDE

YOU ARE UNDER CONTRACT ON 123 MAIN STREET
IN ORDER TO PROVIDE YOU WITH THE VERY BEST OF SERVICE, THE FOLLOWING IS A GUIDE TO
LET YOU KNOW WHAT TO EXPECT AS WE MOVE TOWARD CLOSING.

ONCE CONTRACT HAS BEEN SIGNED AND DELIVERED TO YOU:

- You should immediately proceed with your loan process and inform me of lender's name and information.
- You should obtain Homeowner's Insurance. See Reference List attached.

DURING DUE DILIGENCE PERIOD, WE NEED TO:

- Hire a lender immediately
- Hire an attorney immediately
- Perform Inspections
- Negotiate repairs with seller
- Order Homeowner's Insurance
- Have an attorney perform title work and order a survey
- Make sure your loan is clear to close (have them order appraisal at the beginning)
- Review any restrictive covenants and bylaws if applicable
- Confirm flood zone
- Confirm with attorney we have no zoning issues or easement issues
- Remember, if the deal does not go through AFTER the due diligence period, you will lose your earnest money.

2-3 WEEKS BEFORE CLOSING, YOU WILL NEED TO:

- Arrange all of your utilities to be connected or transferred into your name the day of closing. See Convenience List Attached.
 - Schedule re-inspections or walk through
 - Schedule final walk-through if desired on the day before closing
 - Confirm day and time keys to be released to buyer

DAY OF CLOSING OR DAY BEFORE CLOSING, WE WILL:

- Perform a final walk-through of your new home
- Receive and review your closing statement (HUD Statement)
- You need to obtain your certified funds for the closings
- You must bring all buyers' driver licenses to the closing

AFTER CLOSING:

Typically you can move right in but legally you do not own the home until all of the documents have been recorded. Please discuss any moving scheduling with me before you set anything in stone. Every seller and circumstance is different and to avoid any stressful situations we need to set moving times in advance!