



consultation with agent to analyze your wants and needs

meet with mortgage broker  
- obtain loan pre-qualification or pre-approval

market education  
- view properties

select a home to buy and write an offer to purchase

acceptance of contract

open escrow  
- deposit earnest money

receive escrow instructions

title search  
- preliminary report

arrange for homeowner's insurance

final walkthrough inspection

deposit balance of downpayment and closing costs to escrow  
- sign closing documents and loan papers

loan funding  
- record title

close escrow  
- get the keys

**Welcome Home!**

establish a game plan with agent

get set up on "daily hotsheet" e-mail notification system

counter offers negotiated

schedule inspections / receive and review disclosures

review inspection reports and make request for repairs, if appropriate

remove inspection and other contingencies

set up transfer of utilities into buyer's name  
- to be effective on day of closing

**Stay in touch with our VIP/CONCIERGE PROGRAM!**

**Remember, your referrals are greatly appreciated!**