



Buyer Agent's Checklist

When writing the offer...

Get from Stringhamwest.com

- Buyer Rep Agreement (Only on first offer, unless previous agreement expired)

Get from Utahrealestate.com

- Buyer due diligence checklist (only need on first offer written)
- REPC
- Addendums

Once offer is accepted...

- Email documents to office, Lender and Title Company within 72 hours of acceptance '
- Receive EM from client (within four days of contract)
- Deliver EM to brokerage within four days of receipt from client
- Create EM Receipt - Send to all parties
- Set up home inspection ASAP
- Fill out Transaction Report & Title Company Instructions on Stringhamwest.com
- Follow up with seller disclosures
 - Once received have buyer sign and send copy to office & other agent
- Transaction Report & Title Company Instructions (On Stringhamwest.com)
- Negotiate repairs or cancel REPC in writing before due diligence deadline
- When buyer is satisfied with Due Diligence have lender order appraisal
- If it appraises at or above purchase price, move to next item
 - If appraisal is less, negotiate or cancel in writing before final appraisal deadline
- Check with lender for full loan approval before financing deadline
- Make sure lender has closing disclosures to buyer at least 3 days before settlement
- Final walk thru
- Review settlement statement before going to settlement
- Attend settlement
- Once recorded, give keys to buyer