

CHECKLISTS

TRANSACTION CHECKLIST FOR ACCEPTED OFFERS

<i>ITEM</i>	<i>DUE</i>	<i>RECVD</i>	<i>RESULT</i>
Original Earnest Money	-----	-----	-----
Additional Earnest Money	-----	-----	-----
Satisfaction Contingencies to Contract of Sale:			
Loan Processing Procedures			
Loan Commitment	-----	-----	-----
Credit Report	-----	-----	-----
Appraisal	-----	-----	-----
VOE	-----	-----	-----
VOA	-----	-----	-----
PMI	-----	-----	-----
Submitted to Underwriter	-----	-----	-----
Verbal Approval	-----	-----	-----
Written Approval	-----	-----	-----
Need to Amend Contract	-----	-----	-----
Other	-----	-----	-----
Inspections			
Radon	-----	-----	-----
Lead	-----	-----	-----
Asbestos	-----	-----	-----
Termite/Rodent	-----	-----	-----
Basement	-----	-----	-----
Structural	-----	-----	-----
General Premises	-----	-----	-----
Subsoil Conditions	-----	-----	-----
Other	-----	-----	-----
Other Contingencies			
Property Condition Report	-----	-----	-----
Safe Water Report	-----	-----	-----
Code Compliance	-----	-----	-----
DIHLR Inspection	-----	-----	-----
Repairs per Contract	-----	-----	-----
Other:	-----	-----	-----
Other:	-----	-----	-----
Other:	-----	-----	-----

RESULTS LEDGEND:

N/A = Not Applicable
A = Accepted

T = Title Co.
C = Completed
R = Rejected

L = Lender
P = Passed
AI = Additional Info. Required

B = Buyer
F = Failed



SETTLEMENT (CLOSING OR ESCROW) CHECKLIST

ITEM

COMPLETED

SETTLEMENT PROCEDURES:

- Occupancy Permits _____
- Survey _____
- Home Warranty Applications _____
- Oil Letter _____
- Special Agreements _____
- Amendments _____
- Escrow Agreements _____
- Lien Waivers _____
- City Letters _____
- Title Policy _____
- Closing/Escrow Statement _____
- Affidavits _____
- Authorization to Deliver Deed _____
- Other _____
- Other _____

ONE WEEK PRIOR:

- Transfer Utilities _____
- Check Keys _____
- Check EDO _____
- Other _____

