

## BUYER'S AGENT'S CHECKLIST

- Consult the Purchasers and Set up Settlement**
- Order title as soon as the contract is ratified and home inspection is complete. The Contract requires that title be promptly ordered.
- Advise us if there are contingencies that could terminate the contract, such as home inspections or financing.
- Provide us a copy of the contract and all addenda
- Provide the name and contact information for the purchaser's lender
- Provide contact information for all parties (Zip Forms Cover Page is fine)
- Power of Attorney (POA)** - If any party will not be able to attend settlement, a POA will need to be used. We would be happy to prepare a POA and coordinate the execution. If a POA is already in existence, please fax it to us as soon as possible for our review.
- Walk-through Issues** - Please notify us as soon as possible after the walk-through of any unresolved issues so that we may help try and resolve them prior to settlement or at least be prepared to address the issues at settlement.
- Homeowners Insurance** - Please have the purchasers contact their insurance agent to order the homeowner's insurance as soon as their loan application is completed and provide it to the lender. Please advise us of the name and telephone number of the insurance agent and insurance company.
- Termite Report** - Please order a termite inspection no less than 15 or more than 30 days before settlement or have the purchasers order one. Please have the termite company fax the report and bill to us as soon as possible.
- Water Meter Readings** - For Maryland and DC Properties, except for condominiums with the water bill included in the condominium fee, the final water bill will need to be ordered. For Maryland Properties, bring the inside and outside water meter readings to closing. Each reading is 7 digits (including "fixed" zeros). Note: some older properties require WSSC to read the meter in the yard.
- Photo ID** - Please have the purchasers bring photo identification (driver's license or passport) to closing.
- Cashiers Check** The contract requires the Purchaser's funds at settlement be in the form of a wire, a certified check or a cashier's check. If we can get lender's figures, we can provide the exact figure a couple of days prior to closing. The Lender' estimate can be used if figures are not available.
- Directions.** We will be happy to provide directions to our offices and parking information.
- Corporation, Trustee, Joint Venture or Partnerships** - In the event title to the property is to be held under any of these categories, special requirements and documents are usually necessary before settlement can occur. Please contact us.
- Miscellaneous circumstances that would be helpful to know in advance**
  - A. If a party is unable to attend closing but wants to sign papers personally in advance of settlement.
  - B. Bills to be paid at settlement (it would be helpful if we had copies of the invoices prior to closing).
  - C. If the buyers need wiring instructions.
  - D. If a Homeowners Warranty has been offered in this case, please provide the name of the warranty company, the cost of the policy and the person paying for it.