

Buying and Selling

Buying Process Download
PDF

Loan
officer

processor (assistant)

Lender (bank)

underwriter (approves loan)

Appraiser

Survey

Escrow officer

Assistant

Insurance Agent

Home inspector (not part of DP+CC+PPD)

Title Co. (escrow agent)

holds earnest money

issues title policy (clean title)

puts together closing documents

facilitates closing

Listing agent seller

Lender

Checklist

- Sign contract
 - bring check book for 2 checks -earnest \$
 - option fee
- Contract Accepted
 - 10 day option period
- Find insurance and do inspection
- check to lender for appraisal
- wait for approval
- review settlement statement (HUD-1)
 - bring termite inspection, cashier's check, TDL and SS card to closing

Selling
Process Download
PDF

Put together following

- Termite and pest info
- Sellers disclosure
- List of features

- Old inspections
- Receipts/ warranty on major items
- Utility bills for one year
- Insurance claim documents

Checklist

- Pre approval
- Sign contract
 - bring check book for 2 checks
 - earnest \$
 - option fee
- Contract Accepted
 - 10 day option period
- Find insurance and do inspection
- check to lender for appraisal
- wait for approval
- review settlement statement (HUD-1)
 - bring
 - termite inspection, cashiers check, TDL and SS card to closing

