

Buyer-side Checklist

Agent(s): _____ Price: _____

Property Address: _____

Seller: _____

Buyer: _____

Sale Date: _____

Closing Date: _____

Required Sale Documents:

Transaction Memo	_____	_____
MLS Printout	_____	_____
Complete Sale Agreement, fully-executed	_____	_____
Promissory Note/Check	Amount: _____	_____
Lender's Pre-Approval	_____	_____
Receipt of Deposit	_____	_____
HOA/Townhouse Addendum	_____	_____

Require Disclosures & Notices:

Dear Client Engagement Letter	_____	_____
OREA Agency Disclosure Pamphlet	_____	_____
Disclosed Limited Agency Agreement (Buyer)	_____	_____
Seller's Property Disclosure Statement	_____	_____
Exterior Siding/Stucco/EIFS Disclosure	_____	_____
Buyer's Receipt for LBP brochure	_____	_____
Lead-based Paint Disclosure Addendum	_____	_____
Smoke Alarm & Carbon Monoxide Notice	_____	_____
Important Info re Water Intrusion & Mold	_____	_____
Home Warranty Acceptance or Rejection	_____	_____
HOA/Townhouse Addendum (if applicable)	_____	_____
Order HOA Docs (if applicable)	_____	_____

Notes:

Ask Seller for Floor Plan	_____	_____
Check Permits for Final Inspections Approved	_____	_____
Check Current Taxes	_____	_____
Check Records for DEQ Oil Tank	_____	_____
DEQ Certification	_____	_____



Comments: _____

Agent Completing Form _____ Principal Broker/Date _____