BUYER UNDER CONTRACT CHECKLIST

	Action
☐	Put "Status" of Client into "Pending" on FUB
☐	Create & Upload PDF of Private MLS in Pending status (label "*Main-MLS*")
☐	Upload PreQual into FUB (label "*Main - PreQual*")
☐	Create "Deal" in FUB under the client (label "*123 Main - Sarah*") and put Pending
☐	Upload executed PA, Counters, Addendums etc into FUB. Make sure they are separate documents and labeled accordingly. "*Main - PA*" "*Main - Counter 1*" etc.
☐	Put Tasks for Inspection, Seller Disc, Title, Survey, etc. Deadlines so you can keep track of when things are due & we can see where things are at in the transaction.
☐	Email Professional Email - Send to Title, Listing Agent, Lender ONLY. Make sure you have your Buyer's Contact info in there as well as the Contract attached. If you have/are a TC, make sure you put yourself/them on there so everyone knows to include them on ALL emails.
☐	Put contract Notes in "NOTES". Anything that you need to remember or what your TC needs to know. (Is there a POA? Different contact for the buyer? Time they are out of town? If you know anything important to make note of for your TC.
☐	Send **BombBomb Agent #1** to Buyer. This will explain the process as a whole and introduce your TC as point of contact. (Agents ONLY)
☐	Send BombBomb **#1 & #2** (Make sure you read through and change details accordingly)
☐	Once Buyer choses inspectors & days/times that work. Schedule Inspections & create Appointments for each inspection (or 1 appt if all fall on 1 day and specify which inspections are at what time) to Buyer has full list of when things are happening
☐	Let Listing Agent know when inspections are scheduled for and confirm it's okay if occupied property.
☐	Verify with Title & Buyer that Earnest Money is in in time. Submit receipt copy to WolfConnect.
☐	If you didn't send with Offer, make sure you get Buyer to Sign Tax Bill & Estimated Taxes. Submit to Wolf Connect.
☐	Send **BombBomb #3 & #4**
☐	After inspections have been done, in between you getting the reports, Send **BombBomb#5**
☐	Make sure Listing Agent provides you with the Property Disclosure and Buyer signs and submit to FUB.
☐	Once you get reports, send to Listing Agent and send any invoices to Title.
☐	Write up the ORW and send for signature. Confirm with Agent that they received.

	Action
☐	Negotiate the ORW and finalize agreement. Submit ORW to FUB.
☐	Send **BombBomb#6** and order Home Warranty if they elect to purchase one or it's agreed to in contract.
☐	Send **BombBomb#7** once you schedule closing with Title & coordinate with Buyer on time.
☐	Schedule final walk-through with Buyer. See if Listing Agent wants you to pull keys to bring to Title and verify other keys/remotes etc are at closing.
☐	Review Settlement Statement and MAKE SURE you compare it with all PA, Counters, Addendums, etc. Especially if you have a credit to buyer from repairs. Also make sure Title charges Buyer ($125K and over purchases) $110 RE/Max fee (no taxes) otherwise that will be out of your pocket.
☐	Submit ALL paperwork to Wolf Connect BEFORE CLOSING along with the PA Cover Sheet. Make sure you put in the box the split for K2 & Yourself. IF ESTATELY - you get 45% and K2 gets $25%. Estately gets 30% referral fee. Ask us for the referral form from Estately.
☐	Go to closing and after closing, but sure to send **BombBomb Congrats on your new home** as this is for a review.
☐	Be sure to ask title to provide you with a QSS/FIRPTA for RE/Max elite's files - submit to WolfConnect.
☐	Once Closed, change client to "Past Client" in STAGE and in ACTION change to "Closed". Take away "Buyer" tag.
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