

BUYER FOLDER CHECKLIST

LEFT SIDE

- Closing Checklist
- Closing Worksheet
- Copy of Checks
- HUD-1 Statement
- Under Contract Worksheet
- Purchase and Sale Agreement w/ all Attachments
- Commission Agreement and Fax Confirmation
- Request for Commission at Table and Fax Conf.
- Earnest Money Form w/ Copy of E.M. Check
- Lender Commitment Letter and Conditions
- Copy of the Listings (FMLS, MLS)
- Flyer
- Tax Records
- Appraisal / Inspection / Termite Reports
- Copy of Under Contract Letter
- Miscellaneous Transaction Documents

RIGHT SIDE

- Client Database Record
- Buyer(s) Needs & Wants
- Showing Log(s)
- Shown Listings and Property Evaluations
- Record of Emailed Listings
- Pre-approval Letter from Lender
- Client Financial Profile
- Purchaser(s) Acknowledgement
- GAR Buyer Brokerage Agreement
- Referral Form
- Record of all communication with Purchaser
- Miscellaneous Documents