

MOVING PEOPLE IN A POSITIVE DIRECTION

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ORANGE • OSCEOLA • LAKE • POLK • SEMINOLE

ORLANDO METRO
REALTY TEAM

Below is a detailed list of all the steps that will take place in buying your home from our initial meeting to when the keys are in your hands. These are all the tasks that the Orlando Metro Realty Team will complete to ensure that your home is sold without any gaps or holes throughout the process.

Don't be overwhelmed by this list! It is our job to complete all these tasks, so you remain worry-free through the process

Initial Process

- Face-to-face meeting scheduled
- Wants & Needs checklist, Buying Process Overview flowchart
- Provide Minimum Underwriting Checklist
- Received Wants & Needs checklist back
- Introduce buyer to mortgage broker
- Pre-approval with mortgage broker
- Setup home tour(s) with clients

Offer Process

- Prepare and review Buyer CMA for target area(s)
- Call listing agent and review offer questions with them
- Be sure all agency documents are signed properly
- Read and highlight all reports and disclosures to prepare for review with client
- Review all seller reports and disclosures with client
- Verify contingency periods, rates and closing with lender
- Discuss warranty
- Write purchase contract with deposit check (fill out proper forms for deposit check delivery)
- Short Sale Addendum, if applicable
- Proof of funds or prequalification letter
- Prepare offer letter to listing agent / sellers
- Present offer

- Have loan officer contact listing agent regarding buyer's loan qualification

Initial Escrow Period

- Create contact list with seller, listing agent, lender, escrow officer
- Give copy of contract to office escrow coordinator
- Give copy of contract to client...note escrow dates
- Record contingency dates in calendar
- Report sale to title company & send copy of contract
- Send contract to lender
- Contact lender, confirm time-frames – appraisal & closing date
- Order inspections
- Submit deposit to title company
- Add copy of listing and listing brochure to file
- Check for pending sale on MLS, submit MLS copy to office escrow admin
- Is there a deposit increase?
- Review reports and disclosures
- Have all changes been put in writing?
- Review HOA docs
- Get homeowner's insurance in place

Contingency Removal

- Confirm loan approval conditions and order docs to be there early
- Confirm property insurance conditions
- Get copy of buyer's deposit check receipt from title
- Have all parties signed and received disclosures & reports?
- Property Inspection
- Create repair request (or credit in lieu of work, do addendum)
- Have all changes been put in writing?
- Remove contingencies
- Bill of Sale for personal items
- Order home warranty, if applicable
- Buyer to confirm all loan terms with lender
- Confirm loan doc delivery to title company
- Will all parties be in town for sign-off? Power of attorney necessary?
- Inform buyer of need for proper funds to close on time
- Get utilities transferred
- Schedule sign off with title officer and buyers
- Review buyer's final closing statement (HUD) with title officer
- Email soft copy of buyer's final closing statement to buyer for review

- Review transaction file with title company to make sure all docs have buyers/sellers signature
- Remind clients to bring ID to closing
- Confirm with title company, funds have been received the day before closing
- Arrange and schedule final walk through, have form signed
- Remind listing agent of garage door openers, folder of all manuals/warranties/home docs
- Go to closing
- Buyers have keys to their new home
- Follow up, thank you and keep in touch