



Buyers Check List

(New York)

- Please get **Pre-Approved** before looking at properties
 - (if you enjoy previewing homes and you are not ready to purchase, take advantage of Open Houses during the weekends, no obligations)
- First Meeting with agent(s); determine how the agent will represent you before viewing properties, *it's the LAW!*
- Agent must explain in detail the NY State Agent Disclosure Law <http://www.dos.state.ny.us/forms/licensing/1736-a.pdf>
- Once the Agency Relationship has been established, the Agency Discloser form must be completed and sign: one copy goes to the agent and the other copy to the buyer
- Keep a folder with all signed documents and listings that you have viewed with agent(s)
- If you have been viewing properties with multiple agents, keep records of their names, offices and what listings you were shown (try to establish a relationship with one agent that you are comfortable with)
- After each showing, write notes on the listing sheet, this will help you remember details about that particular property
- Hire Attorney
- Selected a Home now it's time to make an offer by signing your agents office purchase agreement
- Negotiate price and terms through agent
 - (seller may repair items, credit buyer at closing or do nothing and sell property "AS-IS")
- Agents will send all information to the attorneys involved
 - Attorneys may need to do further negotiating, depending on the situation



- Home Inspection (once complete renegotiate)
 - Termite Test (if applicable)
 - Radon (if applicable)
 - Well (if applicable)
 - Septic (if applicable)
 - Oil Tank (if applicable)
- Sellers attorney sends contracts to buyers attorney
- Buyer signs contracts along with leaving a deposit
- Contracts are sent to sellers attorney; seller signs contracts, buyers down payment check is deposited into sellers attorney's escrow account until closing
- Contracts will be sent back to buyers attorney with all parties signature this is considered "Fully Executed"
- Attorney will order Municipal/Violation Search and Title Insurance
- Contract is given to the Mortgage Broker or Bank to process the loan
- Start researching for Homeowners Insurance (if you already have insurance with a company check with that company also, you may receive a **Multi-Policy Discount** (along with other discounts)
- Start planning your move and research moving companies and truck rentals
- Cleaning services (if needed)
- Closing Day
 - Final Walk Through; make sure all repairs have been completed as per contract (if applicable)
 - Bring Proper ID (attorney will advise)
 - Bank Certified Checks (attorney will advise the amount)
 - Sign Documents
- CONGRATULATIONS NEW HOMEOWNER!**