

# New Buyer Checklist

BUYER'S NAME \_\_\_\_\_

## CATEGORY

## TASK

Paperwork

Send Buyer Broker Agreement (signed by Office Director)

Agency Disclosure Form

Fair Housing Disclosure

Administrative

Add a search in Resource, MySpace NYC and StreetEasy for the buyer

## ACCEPTED OFFER

Paperwork

Create Deal Sheet

Email

Confirm Offering Plan, Ammendments and Financials be sent to Buyer's Attorney

Logistical

If Applicable, schedule Property Inspection

## IN CONTRACT

Administrative

Update the Status in reSource (and StreetEasy if applicable)

Administrative

Submit New Deal Reporting Form to your administrative staff

Administrative

Start Board Package in Domicile (if applicable) - take note of any contract deadline

Administrative

If Buyer is financing, confirm that they have started their application

## UPON APPROVAL

Logistical

Schedule Walk through

Paperwork - When the Listing Closes

Send Commission Invoice to the attorney

Paperwork - When the Listing Closes

Confirm how funds will be received (wire or check)

Paperwork - When the Listing Closes

If wire, notify the Accounting Department

Paperwork - When the Listing Closes

Submit Request for Commission Form with BBA, Agency and Fair Housing Disclosures to staff

Administrative

Claim Sale on StreetEasy

Paperwork - When the Listing Closes

Order Just Sold Postcards