Homebuyer Checklist

A practical roadmap from early preparation through closing day and beyond.

Buyer name(s)	Target purchase timeframe	Target price range
________________________________ _	________________________________ _	________________________________ _

1. Prepare Your Finances

- [ ] Review your household budget and choose a comfortable monthly housing payment.
- [ ] Check your credit reports for errors and discuss any concerns before applying.
- [ ] Avoid opening new credit accounts, financing large purchases, or increasing card balances.
- [ ] Build savings for the down payment, closing costs, moving expenses, repairs, and reserves.
- [ ] Gather recent income, asset, identification, and housing-history documents.
- [ ] Consider researching homeowners insurance options before entering into a purchase contract.

Tip: Your maximum approval amount and your comfortable payment may be different.

2. Get Pre-Approved

- [ ] Complete a mortgage application and authorize the required credit review.
- [ ] Provide requested documents promptly and explain unusual deposits or credit events.
- [ ] Review estimated payment, cash-to-close, and potential loan-program options.
- [ ] Confirm the price range and property types covered by your pre-approval.
- [ ] Save your loan officer's contact information and pre-approval letter.

3. Build Your Homebuying Team

- [ ] Choose a qualified real estate professional who understands your market and goals.
- [ ] Identify your loan officer, insurance agent, home inspector, and other trusted professionals.
- [ ] Discuss communication preferences and who should receive contract and deadline updates.
- [ ] Consider speaking with a HUD-approved housing counselor for independent homebuying guidance.

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Use this page once you begin touring homes and preparing an offer.

4. Shop for the Right Home

- [ ] Separate must-haves from preferences and consider your likely ownership timeline.
- [ ] Review taxes, insurance, HOA dues, special assessments, utilities, and commute costs.
- [ ] Ask about property condition, permits, neighborhood factors, and future resale considerations.
- [ ] Review available HOA documents, dues, rules, and special assessments, if applicable.
- [ ] Stay within the payment and cash-to-close range reviewed with your lender.

5. Make and Manage Your Offer

- [ ] Review price, earnest money, financing, appraisal, inspection, and closing-date terms.
- [ ] Understand every contingency and deadline before signing the purchase agreement.
- [ ] Send the fully executed contract to your lender and deposit earnest money as instructed.
- [ ] Keep proof of the earnest-money transfer for your lender.

6. Complete Due Diligence and Financing

- [ ] Schedule inspections and review the findings with the appropriate professionals.
- [ ] Remember that the lender's appraisal is not a substitute for a home inspection.
- [ ] Respond quickly to underwriting requests and keep copies of everything submitted.
- [ ] Do not change jobs, move money, open debt, or make large purchases without speaking with your lender.
- [ ] Once under contract, obtain an insurance quote for the specific property and confirm coverage meets lender requirements.
- [ ] Review the appraisal, title information, revised estimates, and final loan conditions.

7. Prepare for Closing

- [ ] Review the Closing Disclosure and ask about anything that differs from expectations.
- [ ] Confirm the exact amount, recipient, and secure method for funds needed at closing.
- [ ] Complete the final walkthrough and verify agreed repairs or property conditions.
- [ ] Bring approved identification and follow the settlement agent's instructions.
- [ ] Keep final signed documents, payment instructions, warranties, and contact information.

Security reminder: Independently verify all wire instructions using a trusted phone number. Last-minute email changes can be a sign of fraud.

This checklist is for general educational use and does not replace advice from your lender, real estate professional, attorney, tax adviser, insurance agent, or settlement provider.