



Purchase Contract Checklist

Date: _____ Property Address: _____

Buyer Information

Buyer/Buyer's Name Verification: _____

Buyer/Buyer's Name Verification: _____

Fico Score(s): _____ Date of Credit Report: _____

1099 or W-2: _____

Agent Information

Selling Agent's Name: _____ DRE No: _____

Real Estate Brokerage: _____

Cell Phone #: _____ Email: _____

Offer Information

Offer Amount: _____ Loan Rate: _____ Escrow Period: _____

Proof of Reserves Amount: _____

Copy of Earnest Money Deposit Check/ Amount: _____

Requested Closing Cost Amount: _____

Termite: _____ Home Warranty: _____

Mortgage Company: _____ Direct Lender: _____

Loan Officer: _____ Phone Number: _____

Loan Type (FHA, VA): _____ Eligibility Certificate #: _____

Tax Returns Reviewed by Lender? (Yes or No) _____ Type of Contract: _____

Advisories / Addenda:

- Disclosure of Agency
- Trust Advisory
- Buyer Advisory
- Probate Advisory
- Probate Agreement Purchase Addendum
- REO Advisory
- Short Sale Addendum