



Buying a Home Checklist

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| General information | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has relevant personal information been gathered? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has financial situation been assessed? <ul style="list-style-type: none"> • Income • Expenses • Assets • Liabilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Notes: | | | |
| Choosing the right home | Yes | No | N/A |
| 1. Has a real estate professional been contacted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has an attorney for the closing been contacted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have the advantages and disadvantages of buying a home versus renting a home been discussed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have the desired home features been determined? <ul style="list-style-type: none"> • Type of home (e.g., condo, multifamily, single residence) • Floor plan • Yard • Good schools • Safe neighborhood • Proximity to work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has a housing price range been determined? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Notes: | | | |
| Financing | Yes | No | N/A |

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|---|--------------------------|--------------------------|--------------------------|
| 1. Has credit report been ordered and checked for errors and/or negative credit? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are sufficient funds available for a down payment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has the source of the down payment been evaluated? <ul style="list-style-type: none"> • Savings • Gift • Retirement funds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has the necessary paperwork (e.g., tax returns, pay stubs, bank statements) been gathered? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. First-time homebuyer? <ul style="list-style-type: none"> • FHA loan • VA loan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If so, has a first-time homebuyer class offered by bank/lender been attended? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Has prequalification or preapproval for a mortgage taken place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Has a type of mortgage been considered? <ul style="list-style-type: none"> • Adjustable rate versus fixed rate • 15-year versus 30-year | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have various mortgage terms and rates been compared? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Notes: | | | |
| Insurance planning | Yes | No | N/A |
| 1. Has the premium been estimated for homeowners and flood insurance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If a business will be run out of the home, has insurance coverage for home office been considered? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has the need for other forms of insurance been | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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|--|--------------------------|--------------------------|--------------------------|
| <p>evaluated?</p> <ul style="list-style-type: none"> • Disability insurance • Life insurance • Personal liability umbrella insurance | | | |
| Notes: | | | |
| Tax planning | Yes | No | N/A |
| <p>1. If this is a principal residence, have the tax benefits of home ownership been reviewed?</p> <ul style="list-style-type: none"> • Home mortgage interest deductions • Deductibility of points and closing costs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>2. If a business will be run out of the home, has eligibility for home office deduction been discussed?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>3. Will this be a rental property?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Notes: | | | |
| Estate planning | Yes | No | N/A |
| <p>1. Has estate plan been reviewed/updated?</p> <ul style="list-style-type: none"> • Wills, durable power of attorneys, advanced medical directives • Trusts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>2. Are there specific property ownership issues that need to be addressed?</p> <ul style="list-style-type: none"> • Sole ownership • Life estate • Tenancy in common • Joint tenancy • Tenancy by the entirety • Community property | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| Notes: | | | |
| Other | N/A | No | Yes |
| 1. Is refinancing or obtaining a home equity line of credit/second mortgage a consideration? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the Homestead Exemption been discussed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Notes: | | | |

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