Under Contract Checklist-Due Diligence Process

❏ **Due Diligence Check & Earnest Check delivered get page 13 of OTP updated**
❏ **Set Up Transaction in SkySlope (traditional checklist) or Dotloop and update current docs. SUBMIT**
❏ **Required Checklist Docs:**
  - ❏ Working with Real Estate Agent
  - ❏ Exclusive Buyer Agency Agreement
  - ❏ Executed Offer to Purchase
  - ❏ Signature for earnest money
  - ❏ Copy of earnest money
  - ❏ Signature for Due Diligence
  - ❏ Copy of due diligence check
  - ❏ NC Residential Property and Owners Association Disclosure
  - ❏ Mineral, Oil and Gas Rights Mandatory Disclosure
  - ❏ Lead Based Paint (if prior to 1978) Y or N
  - ❏ Professional Service Disclosure
  - ❏ Lot & Land Information Certificate (For Land)
  - ❏ Any Additional Addendums

❏ **Send contract to buyer, lender, and attorney**
❏ **Tentatively schedule closing with attorney:** DATE: _____ TIME: ____

- ❏ **Request Client Info sheet from attorney**
- ❏ **Add reminder to calendar for Due Diligence Period/ Closing Date**
- ❏ **Conduct Due DIligence/Material Fact Research**
  - ❏ Check Flood Zone/FLOOD MAPS-https://msc.fema.gov/portal/search
  - ❏ Check for Road Project/Zoning Projects with NCDOT—www.ncdot.gov/projects/
  - ❏ Check if road is private or public: _____Road Maintenance Agreement
  - ❏ Check for Restrictive Covenants—ask if there are any amendments
  - ❏ Check for HOA Documents & Contact Information—**contact the HOA Management Company and ask for docs or fill out the homeowners association form that requires the homeowners association to provide you with all documents and information pertaining to the homeowners association**
  - ❏ Call HOA Property Management
  - ❏ Visit HOA Property Management website (if any) - check for information/documents
  - ❏ Check for Building Permits for any improvements to home
  - ❏ Square Footage Measurements, Room Measurements, and Graph; VERIFY ON APPRAISAL
  - ❏ Well/Septic or Public Water Verification

- ❏ **Have buyers call and confirm they can obtain Homeowners Insurance**
- ❏ **Schedule buyer's preferred inspections (check with lender for any required inspections)**

Pest Contact: _____ Phone: _____ Date: _____ Time: _____

Home Contact: _____ Phone: _____ Date: _____ Time: _____

Radon Contact: _____ Phone: _____ Date: _____ Time: _____

Well Contact: _____ Phone: _____ Date: _____ Time: _____

Septic Contact: _____ Phone: _____ Date: _____ Time: _____

Survey Contact: _____ Phone: _____ Date: _____ Time: _____

Other: _____ Contact: _____ Phone: _____
Date: _____ Time: _____

- ❏ **Inform listing agent / SHOWINGTIME of inspections and dates**
- ❏ **Confirm appraisal has been ordered with lender:** DATE: _____ TIME: _____
- ❏ **If offered, Obtain Home Warranty Confirmation from Listing Agent or Home Warranty Company** (**If it's AHS Warranty, disclose ROG firm relationship and the** warranty fee that's offered) Remember you will get a rebate for selling the home warranty)
    - ❏ **Email to agent and attorney**
- ❏ **Add Copy of inspection reports and invoices in transaction folder for your records**
- ❏ **Follow up with the lender of appraisal report after scheduled appraisal date:** If value is less than offer, submit Agreement to Amend form to listing agent reflecting the appraised value and ask if seller will come down. (If YES, need all signatures on the form to reflect the new price. If NO, either agent can compare comps to lender's appraiser for value reconsiderations, buyer can come up with the difference, or buyer can walk away)
- ❏ **Make sure all parties signed the Agreement to Amend form**
- ❏ **Submit Due Diligence Request form to listing agent if needed (submit list 7-10 days prior to DDP ending)**
- ❏ **Negotiate Repairs:** YES or NO (If YES, need all signatures on appropriate form prior to expiration of due diligence, If NO, buyer must decide to accept AS IS or walk away)
- ❏ **Make sure all parties signed the agreed upon repairs onto the Due Diligence Request form before DD ends**
- ❏ **Fill out the Professional Service Disclosure and get buyer to sign for transaction checklist** (ALL parts must be selected or waived by the client initials)
- ❏ **Confirm that buyer has received loan commitment (request commitment letter)**
- ❏ **Complete Buyer Info Sheet for attorney**
- ❏ **Send all bills or invoices to attorney**
- ❏ **Remind Buyer to schedule all utilities and the change of mailing address**