

# REALTY CHECKLIST

## BEFORE CLOSING

Share  Non-Share

Lot Number: \_\_\_\_\_  Address: \_\_\_\_\_

Seller(s): \_\_\_\_\_

Buyer(s): \_\_\_\_\_

Buyer(s) Phone/Email: \_\_\_\_\_/\_\_\_\_\_

Buyer(s) Driver's License Copies (color) Obtained \_\_\_\_\_ Home State(s): \_\_\_\_\_

**Background/Credit Check:**  Funds & Forms Rec'd. \_\_\_\_\_  Background/Credit Rec'd. \_\_\_\_\_

Is at least one resident 55 or older; No other person in household less than 45; No more than two persons in household?  Yes  No \_\_\_\_\_

**Pet Info:**  N/A  Picture  Vet Info stating weight (<=70 lbs.) of animal & rabies cert.

**No more than two pets are allowed**  Service Animal?  Comfort/Emotional Support Animal?

Number of pets: \_\_\_\_\_  Cat(s) Name(s): \_\_\_\_\_

\_\_\_\_\_  Dog(s) Name(s): \_\_\_\_\_

Buyer(s) Rec'd Rules & Regs. \_\_\_\_\_  Information Sheet: \_\_\_\_\_

Buyer(s) Met with a HOA Board Member  in person  with Zoom  Phone call Date: \_\_\_\_\_

Buyer(s) Signed Rules & Regs. Certification \_\_\_\_\_  Realty Transaction form: \_\_\_\_\_

Prospectus: Is there a copy in the home? \_\_\_\_ Did the agent personally view the Prospectus: \_\_\_\_

HOA President/Officer Initials Approving Buyer(s): \_\_\_\_\_

All Board members notified/emailed: \_\_\_\_\_

Closing Date: \_\_\_\_\_  Closing Location \_\_\_\_\_

NOTES: \_\_\_\_\_

## FOLLOWING CLOSING

Picture of Buyer(s) \_\_\_\_\_  Sticker for Car: \_\_\_\_\_  Received Key Card(s): \_\_\_\_\_

Welcome Committee notified/emailed: \_\_\_\_\_  Welcome card given to buyer(s)

Office adds to:  QB  55+ Book  PCI Directory

Seller(s) Returned Key Card(s): \_\_\_\_\_