# **DEAL CHECKLIST**



### **Contract Signing:**

- Deal Transaction Sheet (Deal Summary) sent to both attorneys
- Seller's agent sends due dilligence materials to buyers attorney
- Seller's agent sends contract to buyers attorney
- Buyers signs contract and puts 10% down in escrow
- Seller executes contract

### Financing:

- Buyer applies for mortgage based on identified property
- Appraisal ordered
- Commitment Letter received (try to get a fully clean commitment )
- Aztech Recognition Agreements (3 originals of a Co-op)

# **Board Approval**

### Co-op or Condo

Agent reviews application and reviews with buyer.

Buyer completes board package

- Agent helps buyer prepare supporting documents and sends sample reference letters
- Agent types application
- Send to Managing Agent
- Follow up with Managing Agent
- Interview scheduled (if Co-op)
- Buyer approved
- Parties notified of approval in writing or the Waiver of Right of First Refusal is issued

### **Getting to the Closing:**

- Contact bank about loan clearing
- Send Invoice to sellers attorney including your ID #
- Schedule/conduct Walk Through
- · Address any possible issues
- Close and Receive your check!

