



NEW HOME CHECKLIST

Complete?		Document Name	Status
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Cover Sheet (usually page 1 of the contract that shows the pricing information)	ALWAYS REQUIRED
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Counter Offer(s)	(IF ANY)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Addendums	(IF ANY)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Duties Owed (BUILDER'S)	ALWAYS REQUIRED
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Duties Owed (BETWEEN YOU AND YOUR CLIENTS)	ALWAYS REQUIRED
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Escrow Instructions	ALWAYS REQUIRED
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Business Affiliation Disclosure Statement	(IF USING OUR LENDER)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Final HUD1 Statement	ALWAYS REQUIRED

Last Updated 2/9/06