

Buyer Process Checklist

Sellers Agent: _____

Telephone: _____

Email: _____

Company: _____

Buyers Agent: _____

Telephone: _____

Email: _____

Company: _____

Closing Attorney: _____

Contact: _____

Telephone: _____

Email: _____

- **F/E/Contract Received:** **Date:**
- **Supplied to Buyer or Agent**
 - **Documents to Buyer(s)** **Date:**
 - **Building Rules**
 - **Frequently Asked Questions**
 - **Financial Statement**
 - **Closing Information Form**
 - **New Owner Application Form**
 - **New Owner Instruction Sheet**
 - **Fee Received \$**_____ **Date:**
- **‘Agreement to Abide Rules’ Form signed** **Date:**
- **Interview with Board of Directors**
 Scheduled with _____ **Date:**
- **Certificate of Approval Delivered** **Date:**
- **(attach business cards below)**