

BUYER CHECKLIST

ESTABLISH BUYER AGENCY

- Before showing homes

BUYER REPRESENTATION PACKET

The following are required prior to completing a REPC

- Exclusive Buyer Broker Agreement - Designated Agency (UAR Form 6)
- Wire Fraud Alert Disclosure (UAR Form 64)
- Buyer Due Diligence Checklist (UAR Form 12)
- For You Protection - Get a Home Inspection (RP016)
- If Buyer an LLC or Corp: Copy of Articles of Incorporation
- If Buyer is a Trust: Copy of the Trust documents

THE OFFER CONTRACT

BASIC OFFER FORM SET

- Real Estate Purchase Contract REPC (Div of RE Form 1)
- Deposit of Earnest Money w/ Title Company (Div of RE)
- Addenda to REPC (If applicable) (Div of RE Form 2)
- MLS "Agent Full Report" or "Private Report"

PRIOR TO SETTLEMENT

SELLER DISCLOSURES (as per REPC sect 7)

- Seller's Property Condition Disclosure and Seller's PR
- HOA CC&Rs, Budget, Minutes, Leases, Property Management
- Contracts (if applicable)

TITLE INSURANCE COMPANY

- Preliminary Title Report (PR)
- Earnest Money Receipt from Title Company

HOME INSPECTION

- Home Inspection Report or Home Inspection Waiver (RP008)

HOME WARRANTY

- Home Warranty Ordered and delivered to Title Company

TRANSACTION DOCUMENT RECEIPT

- Transaction Document Receipt (UAR Form 5A)

REPC ADDENDA

If FHA or VA FINANCING

- FHA/VA Addendum (UAR Form 14)

IF ASKING SELLER TO PAY CLOSING COSTS

- Closing Costs Addendum (UAR Form 54)

IF BUILT BEFORE 1978

- Lead-based Paint Addendum (Div of RE Form 16)
- (Optional by Buyer if Seller provides Lead-based Paint Disclosure)

IF BUYER HAS A PROPERTY TO SELL

- Subject to Sale of Buyer's Property (UAR Form 18B)

IF ASKING FOR SELLER TO PAY CLOSING COSTS

- Closing Costs Addendum (UAR Form 54)

WHEN SELLING A REALTYPATH LISTING (any Realtypath Agent or office)

- Limited Agency Consent Agreement (UAR Form 7)

IF UNLISTED

- For Sale by Owner Commission Agreement (UAR Form 8B)

IF ASKING FOR PERSONAL PROPERTY

- Personal Property Transfer Agreement & Bill of Sale (UAR Form 55B)

IF SELLER IS A FOREIGN PERSON

(as noted on the Seller's Property Condition Disclosure)

- FIRPTA Addendum (UAR Form 18p)

IF SELLER TO REMAIN IN PROPERTY AFTER CLOSING (Less than 60 Days)

- Short-Term Lease Back Agreement (UAR Form 50)

IF BUYER IS WAIVING ANY REPC INSPECTIONS OR CONDITIONS

- Disclosure and Waiver of Inspections and Conditions (RP015)

IF THERE IS A SOLAR PANEL SYSTEM

- Solar Panel System Addendum (UAR Form 63)

IF YOU OR A RELATIVE IS THE BUYER

- Disclosure of Interest Addendum (UAR Form 18)

IF CANCELLING THE OFFER OR COUNTEROFFER BEFORE IT HAS BEEN ACCEPTED

- Buyer's Notice of Withdrawal of Offer/Counteroffer (UAR Form 53)

OTHER ADDENDA

TO EXTEND DUE DILIGENCE OR FINANCING AND APPRAISAL DEADLINE

- Contingent Cancellation Addendum (UAR Form 40)
- or use an Addendum to the REPC (Div of RE Form 2)

WHEN NEGOTIATING DUE DILIGENCE ITEMS/REPAIRS

- Resolution of Due Diligence Addendum (UAR Form 60)

IF PROVO OR PARK CITY

- Provo Zoning Verification per Provo City Code Title 6.25
- Park City Landscaping and Maintenance of Soil Cover

IF BUYER IS CANCELLING ACCEPTED OFFER

- Buyer's Notice of Cancellation (UAR Form 37)

