

Buyer Checklist



Buying a home comes with many moving parts, but staying organized helps everything go smoothly. Use this checklist to make sure you're on track from contract to closing day.

Before Closing

- Create your Qualia login as soon as you receive the invitation ☐
- Notify our office immediately if any buyer cannot attend the closing ☐
- Download wiring Instructions from Qualia ☐
- Complete all tasks in Qualia to securely share documents and information ☐
- Respond promptly to all lender requirements to avoid delays ☐
- Provide your Homeowner's Insurance policy to your lender ☐
- Your agent should schedule your closing 7-10 days in advance ☐
- Let us know if you need a Power of Attorney — we can prepare it for you ☐
- If you are using your own Power of Attorney, it must be pre-approved by our office prior to the closing, and we must have the original on the day of closing ☐
- Arrange wire transfer at least 24 hours in advance ☐

Day of Closing

- Bring a valid photo ID (driver's license, state ID, or passport) ☐
- Bring your personal checkbook in case the final amount differs slightly from the estimate ☐
- If using a Power of Attorney, bring the original to closing ☐