



Day-One Due Diligence Checklist

Property Address: _____

Closing Date: _____ File #: _____ Processor: _____

Check each item on Day 1 of the contract. Use the notes area for follow-ups and deadlines.

- ☐ 1. Open title order; start title search and commitment.
- ☐ 2. Order municipal lien search (taxes, utilities, code, permits).
- ☐ 3. Request HOA/condo estoppel (if applicable).
- ☐ 4. Verify property tax status or pull a tax certificate.
- ☐ 5. Schedule general home inspection.
- ☐ 6. Book specialty inspections as needed (WDO, sewer scope, roof, pool).
- ☐ 7. Order land survey or obtain prior survey; confirm no changes.
- ☐ 8. Start homeowners insurance quotes; note carrier requirements.
- ☐ 9. Coordinate appraisal with lender (if financing).
- ☐ 10. Review title, lien, HOA responses; set cures or escrows.

Notes:
