

# New Homebuyer's Checklist



Built on Relationships

To help make your homebuying and homebuilding process as smooth as possible, provide all required paperwork and be mindful of specific milestones and orientations. Your sales counselor will work with you every step of the way and update you weekly on your status.

## Step 1

- Complete purchase agreement.
- Turn in earnest money.
  - Within three days of submitting your credit application to KBHS Home Loans, LLC®, you will receive your Initial Loan Estimate and a request for the following documentation:
    - Past two years' W-2s
    - Two months of bank statements
    - 30 days' worth of most recent paycheck stubs
    - Signed 4506T
- Log in to MyKB ([KBHome.com/mykb](http://KBHome.com/mykb)).
  - KBHS Home Loans will contact you within 2 business days of date of contract.
  - Mortgage approval is required to proceed with the home within 30 days of contract.

## Step 2

- Sales and KBHS Home Loans weekly calls begin.
- Loan authorization - Varies due to how quickly paperwork is provided and type of loan.
- Mortgage loan officer sends out a list of initial underwriting conditions.
  - List of conditions sent from KBHS Home Loans for final loan approval to be completed within 30 days of contract
- Requested conditions must be returned within 3 business days to KBHS Home Loans.
  - Attend Browse, Selection and Final Appointments, virtually or in person at the KB Home Design Studio. Discuss final selection completion time frame requirements with Design Studio consultant.
  - Loan approval notification from mortgage loan officer or sales counselor
  - Permit application (Permit times vary by municipality.)

## Step 3

- Construction starts.
  - Pre-Construction Orientation with construction superintendent (virtual or in person at sales office).
    - Engineered pre-pour foundation inspection
    - Municipality foundation inspection as required
    - Foundation poured
  - Complete the Sales/Mortgage/Studio Survey.
    - Construction weekly calls begin.
    - Engineered post-pour foundation inspection
- KB Home Quality Checkpoints 1 and 2**

## Step 4

- Frame Start: plumbing, air conditioning/heating and electrical rough-in
  - Begin researching homeowner insurance.
- KB Home Quality Checkpoints 3-5**

## Step 5

- List of conditions sent to you from your mortgage loan officer for final loan approval
  - Gather Conditions requested by mortgage loan officer
- Pre-Drywall Orientation with construction superintendent at your homesite
  - Finish out: sheetrock, texture, trim, cabinets, paint, countertops, flooring, etc.
- Lock interest rate with mortgage loan officer.
  - Approximately 30-day notification of close of escrow date (via letter)

## KB Home Quality Checkpoints 6-10

### Final Home Inspections

- City or third-party inspections and re-inspections.

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Buyer 1 Initials: \_\_\_\_\_ Buyer 2 Initials: \_\_\_\_\_

- Third-party sewer video.
- ENERGY STAR® inspection
- Select and secure homeowner's insurance.
- Begin researching utility providers.

**Step 6**

- Construction will contact you to schedule your Homeowner Orientation (a demonstration and operation and maintenance with construction superintendent).
- Attend Homeowner Orientation and Construction Sign-Off (customer acceptance of the home).
- Schedule closing appointment with First American® Title Company, [281-668-2810](tel:281-668-2810).
- Select and secure utility providers.
- Return for Construction Sign-Off within 3 business days for any items needing correction (all items must be completed prior to closing).

**Closing Appointment**

- Cashier's check or wire funds to close (made payable to First American Title Ins. Co.), Social Security card and valid government-issued photo ID for all parties on the purchase agreement required including spouse (even if he or she is not on the loan)



**Congratulations**

It's time to get the keys to your brand new KB home!

\_\_\_\_\_  
Buyer 1 Signature

\_\_\_\_\_  
Buyer 2 Signature

Post-Closing Follow-Ups	
<b>10-Day</b>	New-home warranty and maintenance review
<b>30-Day</b>	Customer Service maintenance review Customer Service Satisfaction Survey performed
<b>6-Month</b>	Customer Service maintenance review
<b>10-Month</b>	Customer Service maintenance review
<b>11-Month</b>	Customer Service Satisfaction Survey performed
<b>18-Month</b>	Customer Service maintenance review

**Your KB Home Contacts:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Community

\_\_\_\_\_  
Sales Counselor

\_\_\_\_\_  
Construction Superintendent

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**888-KB-HOMES | kbhome.com**

**Broker Cooperation Welcome.** ©2021 KB Home (KBH). Please see your purchase agreement and sales counselor for significant dates, deadlines, terms and conditions. Additional information and documentation will be required. All construction, closing and customer service time frames, dates and information in this brochure are: for buyer's general information, estimates only, not guaranteed, not modifications to the purchase agreement and subject to change without notice. Actual build times may vary. The closing date and/or move-in date will be determined by seller upon or near completion of the property. ENERGY STAR®, the ENERGY STAR mark and First American® Title Company are registered U.S. trademarks. KB Home reserves the right to change or discontinue features, options, products, materials and suppliers at any time without notice. Nothing herein shall be deemed an irrevocable guarantee or commitment that the home will be built with specific products or with products from any specific manufacturers. See sales counselor for details. HOU-444252

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