

# 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.

## Step 2

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.

Loan process begins once all documents are submitted.

- Sales and KBHS Home Loans weekly calls begin.

## Step 3

- Loan authorization - Varies due to how quickly paperwork is provided and type of loan.
- Mortgage loan officer makes a welcome call and sends out a list of initial underwriting conditions.
- Initial/Final Selections at KB Home Design Studio scheduled by KB Home Design Studio.
- Permit application.  
(Permit times vary by municipality.)
- Lock interest rate with mortgage loan officer (SFR).

## Step 4

- Construction starts.
- Engineered pre-pour foundation inspection.
- Municipality foundation inspection as required.
- Foundation poured.

- Lock interest rate with mortgage loan officer (Townhome).
- Pre-Construction Orientation with construction superintendent (virtual or in person at sales office).
- Engineered post-pour foundation inspection.

## KB Home Quality Checkpoints 1 and 2.

## Step 5

- List of conditions sent to you from your mortgage loan officer for final loan approval.
- Frame Start-plumbing, air conditioning and electrical rough-in.
- Loan Conditions update.
- Gather Conditions requested by mortgage loan officer.

## KB Home Quality Checkpoints 3-6.

## Step 6

- Pre-Drywall Orientation with construction superintendent at your homesite (virtual or in person at sales office).
- Finish out: sheetrock, paint, countertops, cabinets, flooring, etc.
- Approximately 30-day notification of close of escrow date.

## Final Home Inspections

- KB Home Quality Checks.
- Third-party video sewer snaking.
- ENERGY STAR® inspection.
- Municipality final inspections.
- Schedule your Buyer Orientation.

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

**Step 7**

**Buyer Orientation**

- Work with your sales counselor to schedule closing time with First American® Title Company.
- Demonstration of operations and maintenance of your home with construction superintendent.
- Schedule for Construction Sign-Off of items needing correction and Customer Service Orientation (three days from final orientation).

**Construction and Customer Service Orientation**

- Review the completion of any items found in need of correction from Buyer Orientation.
- Customer Service Orientation with your service manager to review home warranty and learn how to obtain warranty service.

**Closing Appointment**

- Cashier's check or wire funds to close and valid government-issued photo I.D. for all parties on the purchase agreement required.



**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.** ©2022 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 representative for details. LVS-368901

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