

# 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 signing your purchase agreement, you will receive a request from KBHS Home Loans, LLC® 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.
- Pre-/Final Selections, virtual or in person at the KB Home Design Studio, scheduled by KB Home Design Studio.
- Permit application.  
(Permit times vary by municipality.)

## Step 4

- Construction starts.
- Pre-Construction Orientation with construction superintendent (virtual or in person at sales office).
- Municipality foundation inspection as required.
- Foundation poured.

- Construction weekly calls begin.
- 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.
- Complete: sheetrock, paint, countertops, cabinets, flooring, etc.
- Approximate 30-day notification of close of escrow date and time.
- Lock interest rate with mortgage loan officer.

## Final Home Inspections

- KB Home Quality Checks.
- ENERGY STAR® inspection.
- City and final inspections.
- Notification of Buyer Orientation.

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## Step 7

### Buyer Orientation

- Demonstration of operations and maintenance of your home with construction superintendent.
- Schedule for Construction Sign-Off of items needing correction and Customer Service Orientation.

### Construction Sign-Off and Customer Service Orientation

- Review the completion of any items found in need of correction from Buyer Orientation.
- Review home warranty and learn how to obtain warranty service.

### Closing Appointment

- 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!

## 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

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