

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.
- Complete loan application with KBHS®.

Submit the following:

- 30 days' worth of most recent paycheck stubs.
- Past two years' W-2s and/or 1099s.
- Two months of complete bank statements.
- Past two years' completed tax returns.

Within three days of submitting your credit application to KBHS Home Loans, LLC®, you will receive your Initial Loan Estimate.

Loan process begins once all documents are submitted and initial disclosures are signed and submitted.

- Sales and KBHS Home Loans weekly calls begin.
- Visit the online Design Studio to create a Wish List of your favorite products, styles and colors prior to your scheduled appointments.

Step 2

- Loan submitted to underwriting for initial review.
- Loan processor makes a welcome call once the loan receives regular or gold approval.
- Attend Pre-/Final Selections, virtual or in person, at the KB Home Design Studio.
- Lock interest rate with mortgage loan officer.
- 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.
- Engineered post-pour foundation inspection.

KB Home Quality Checkpoints 1 and 2.

Step 4

- Mortgage team will request any credit documents that need to be updated.
- Frame Start—plumbing, air conditioning and electrical rough-in.
- Provide documents requested by mortgage loan officer.

KB Home Quality Checkpoints 3-6.

Step 5

- Pre-Drywall Orientation with superintendent at your homesite.
- Third-party frame inspections.
- ENERGY STAR® inspection.
- Mechanical and frame inspections (as required by city or municipality).
- Finish out: sheetrock, paint, countertops, cabinets, carpeting, etc.
- Notification of approximate close of escrow date at pre-drywall orientation.
- Provide documents needed for final approval.

Final Home Inspections

KB Home Quality Checkpoints 7-10.

- Third-party quality inspection.
- Third-party video sewer camera.
- ENERGY STAR inspection.
- City and county inspections.
- Schedule your Buyer Orientation.

Continued on Page 2

Step 6

Buyer Orientation

- Demonstration of operations and maintenance of your home with construction superintendent.
- Schedule for Construction Sign-Off of items needing correction (3 days from final orientation).

Closing Appointment

- Call from Alamo Title Company™ to set up a closing appointment.
- Cashier's check, money order or wire funds to close and two forms of valid government-issued photo I.D. for all parties on the purchase agreement.

Construction and Customer Service Post-Closing Follow-Up

- Orientation to review home warranty and learn how to obtain warranty service.

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

Your KB Home Contacts:

Name

Address

Community

Sales Counselor

Construction Superintendent

Phone Number

Date



Congratulations

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

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 Alamo 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. SAN-518751

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