

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.
 - Mortgage loan officer from KBHS Home Loans, LLC® makes a welcome call.

Within three days of purchase date, provide your mortgage loan officer with:

- Past two years' W-2s
- Most recent two months of bank statements
- 30 days' worth of most recent paycheck stubs
 - Loan process begins once all documents are submitted.

Step 2

- Within three days of submitting your credit application to KBHS Home Loans, you will receive your Initial Loan Estimate and a request for any additional documentation required.
- Schedule Design Studio Browse, Selection and Final Appointments.
- Log in to MyKB (kbhome.com/mykb).
 - Sales and KBHS Home Loans weekly calls begin.

Step 3

- Mortgage loan officer sends out a list of initial underwriting conditions.
- Requested conditions must be returned within 3 business days to KBHS Home Loans.
- Loan approval - Varies due to how quickly paperwork is provided and type of loan. Start of construction may depend on providing acceptable, underwritten loan approval to KB Home.
- Create Online Design Studio Wish List and attend live video selection and virtual or private in-person Final Appointments at Design Studio.
- Permit application (ask sales counselor for details)

Step 4

KB Home Pre-Start Quality Checkpoint 1

- Construction starts.
- Pre-Construction Orientation with construction superintendent virtual or at sales office. (KB Home Quality Checkpoint 2)
 - Pre-pour foundation Quality Checkpoint 3
 - Foundation poured
 - Community Team weekly calls begin.

Step 5

- Frame Start: roofing, HVAC and electrical rough-in
- Begin researching homeowners insurance.

KB Home Quality Checkpoints 4-5

Step 6

- Selection of mortgage company is finalized
- 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 (KB Home Quality Checkpoint 6)
 - City and municipality frame and mechanical inspections

KB Home Drywall/Pre-Tape Quality Checkpoint 7

- Finish out: drywall, paint, countertops, cabinets, flooring, etc.
- Lock interest rate with mortgage loan officer.

KB Home Pre-Paint Quality Checkpoint 8

- Notification of close of escrow date via email

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Buyer 1 Initials: _____ Buyer 2 Initials: _____

Final Home Inspections

KB Home Final Superintendent Quality Inspection Checkpoint 9

- ENERGY STAR® inspection
 - Municipality inspections
 - KB Home Community Team Quality Checkpoint 10
- Select and secure homeowners insurance.
- Set up utilities in your name(s).

Step 7

New-Home Orientation

- Community Team will contact you to schedule your New-Home Orientation and Final Sign-Off. (a demonstration of operation and maintenance with KB team member).
- Attend New-Home Orientation and Final Sign-Off (customer acceptance of the home).
- Review and sign initial closing disclosure 5-10 days before closing provided by KBHS Home Loans.

Step 8

Closing

- Third-party escrow company will contact you and coordinate the signing of all closing documents.
- Complete close of escrow survey.
- KB Team member will coordinate delivery of keys upon closing of your new home!

Congratulations

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

Buyer 1 Signature

Buyer 2 Signature

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

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