

# 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, 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 2

- 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 the Design Studio
- Permit application (Permit times vary by municipality.)
- List of conditions sent to you from your mortgage loan officer for final loan approval.
- Lock interest rate with mortgage loan officer.

## Step 3

- Construction starts.

### KB Home Quality Checkpoint 1.

- 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
- Construction weekly calls begin.

### KB Home Quality Checkpoint 2.

## Step 4

- Frame Start: plumbing, air conditioning and electrical rough-in
- Loan Conditions update
- Gather Conditions requested by mortgage loan officer

### KB Home Quality Checkpoints 3-5.

- Third-party frame inspections

## Step 5

- Pre-Drywall Orientation with construction superintendent at your homesite
- City or municipality mechanical and frame inspections
- Finish out: sheetrock, paint, countertops, cabinets, flooring, etc.

### KB Home Quality Checkpoints 6-10.

### Final Home Inspections

- Third-party quality inspection
- ENERGY STAR® inspection
- City or county inspections
- Schedule your Buyer Orientation.

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

**Step 6**

**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 (three days from final orientation)
- First American Title® Company will call you with your scheduled closing time.

**Construction 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 with your construction superintendent or service manager during Customer Service Orientation.

**Closing Appointment**

- Wire funds to close directly to title company. Valid government-issued photo I.D. is required for all parties on the purchase agreement.



**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

**Your KB Home Contacts:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Community

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

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

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

\_\_\_\_\_  
Date

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

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