

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.
- ☐ Lock interest rate with mortgage loan officer.

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 first appointment and a in-person final appointment at the 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.)
- Engineered pre-pour foundation inspection.

- Municipality foundation inspection as required.
- Foundation poured.
- Construction weekly calls.
- 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.
- Finish out: sheetrock, paint, countertops, cabinets, flooring, etc.
- Closing Letter notification approximately 30 days prior to closing.

Final Home Inspections

- KB Home Quality Checks.
- Third-party quality inspection and re-inspections.
- Third-party video of sewer snaking.
- ENERGY STAR® inspection.
- City and final inspections.
- ☐ Schedule your Buyer Orientation.

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Buyer 1 Initials: _____ Buyer 2 Initials: _____

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 (three days from final orientation).
- ☐ Schedule closing time with First American® Title Company, [408-451-7800](tel:408-451-7800).

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

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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