

Category	Task	Complete
Pre-Approval Process	Obtain a pre-approval letter	<input type="checkbox"/>
	Secure mortgage pre-approval	<input type="checkbox"/>
	Confirm financing options	<input type="checkbox"/>
Property Search and Selection	Start property search	<input type="checkbox"/>
	Begin house hunting	<input type="checkbox"/>
	Schedule property viewings	<input type="checkbox"/>
	Review comparative market analysis (CMA)	<input type="checkbox"/>
Making an Offer	Select and partner with a buyer's agent	<input type="checkbox"/>
	Submit client's offer	<input type="checkbox"/>
	Negotiate necessary repairs	<input type="checkbox"/>
	Provide earnest money deposit	<input type="checkbox"/>
Inspections and Appraisals	Schedule a home inspection	<input type="checkbox"/>
	Review the inspection report	<input type="checkbox"/>
	Arrange for property appraisal	<input type="checkbox"/>
Contract and Legal Steps	Review and sign purchase agreement	<input type="checkbox"/>
	Conduct a title search	<input type="checkbox"/>
	Confirm title company selection	<input type="checkbox"/>
	Coordinate with closing agent	<input type="checkbox"/>
	Gather public records-related info	<input type="checkbox"/>
	Review settlement statement	<input type="checkbox"/>
Closing Process	Confirm total closing costs	<input type="checkbox"/>
	Verify closing date	<input type="checkbox"/>
	Attend final walkthrough of the property	<input type="checkbox"/>
	Transfer utilities to name of buyer	<input type="checkbox"/>
	Purchase a home warranty, if desired	<input type="checkbox"/>
Parties Involved	Engage a knowledgeable real estate agent	<input type="checkbox"/>
	Work with the selected buyer's agent	<input type="checkbox"/>
	Ensure communication with the seller's agent	<input type="checkbox"/>
	Stay in contact with lender	<input type="checkbox"/>
	Collaborate with the title company	<input type="checkbox"/>
Post-Closing	Consult with inspectors/appraisers or other professionals as needed	<input type="checkbox"/>
	Confirm all utility accounts are transferred	<input type="checkbox"/>
	Test all home systems work correctly	<input type="checkbox"/>
	Stay informed and follow up to address any final details	<input type="checkbox"/>

This checklist provides an organized framework to manage your home-buying process efficiently. Use each checkbox to track completed tasks and keep everything on track toward a successful home purchase.