



Buyer Closing Packet



Buyer Closing Packet Checklist

Client Name: _____ Property: _____

Complete	Activity (<i>forms</i>)	Comments
<input type="checkbox"/>	<i>Introduction Letter</i>	Template provided, requires customization
<input type="checkbox"/>	Copy of Contract	Insert the contract
<input type="checkbox"/>	<i>Ways to Communicate</i>	
<input type="checkbox"/>	Inspection Notification *	The inspection notification form will list the inspections that must be ordered (per state/contract) and track who is to order them and their completion dates. It will need to be created per state/contract.
<input type="checkbox"/>	Self-Addressed Stamped Envelope	
<input type="checkbox"/>	Business Card	



Buyer Closing Packet

[Click **here** and type today's date]

[Click **here** and type recipient's name & address]

Dear Client:

CONGRATULATIONS! Your offer was accepted! In order to get to closing, it requires a team effort. I have enclosed an overview of what to expect between now and closing. It is very important, so please review it carefully.

Important Dates to Remember

Effective Date:	_____	Loan Application Deadline:	_____
Inspection Deadline:	_____	Loan Commitment Due:	_____
Inspection Response:	_____	Additional Escrow Due:	_____
Termite Inspection:	_____	Closing Date:	_____

Reaching a successful closing requires paying attention to an incredible number of details. The Closing Department will work closely with you now to make sure all details are handled.

As always, my goal is to have a smooth closing process and relieve any unnecessary stress. Please feel free to contact me with any questions.

Sincerely,

[Click **here** and type your name]

Keller Williams Realty

[Click **here** and type your website]



Buyer Closing Packet Ways to Communicate

In order to exceed your expectations and make this a smooth and successful closing, I'd like to find out your expectations of me and let you know what my expectations will be of you.

Name: _____ Property: _____

If you get my voicemail, please leave a message, letting me know the best time to reach you, and I will respond promptly.

YOUR COMMUNICATION EXPECTATIONS

1. During the day, what is the best way to contact you?

HOME PHONE WORK PHONE CELL PHONE PAGER EMAIL

Appropriate Number or Email Address: _____

2. If I need to call you at work, what days/hours do you work?

_____ Phone # _____ Ext. _____

3. If I have things to get signed, what is the best way to handle it?

FAX HOME FAX WORK COME IN TO OUR OFFICE

Fax Number _____

4. How often do you expect to hear from me?

ONLY WHEN THERE IS NEWS WEEKLY OTHER _____

MY EXPECTATIONS OF YOU

1. Don't hesitate to call if you have any questions or concerns. If I don't have the answer, I will find the answer or point you in the right direction to get the answer.
2. Timely return of phone calls if any return information is required.
3. Timely return of all documents requiring signatures.

Please return this form immediately with any other requested paperwork in the envelope provided!