

The Ten Commandments of Buying a Home

- 1. Thou shalt not change jobs, become unemployed or quit your job.**
- 2. Thou shalt not buy a car, truck or van (or you may be living in it!)**
- 3. Thou shalt not use credit cards excessively or let current accounts fall behind.**
- 4. Thou shalt not spend money you have set aside for closing.**
- 5. Thou shalt not omit debts or liabilities from your loan application.**
- 6. Thou shalt not buy furniture.**
- 7. Thou shalt not originate any inquiries into your credit.**
- 8. Thou shalt not make large deposits without checking with your loan officer.**
- 9. Thou shalt not change bank accounts.**
- 10. Thou shalt not co-sign a loan for anyone.**

Lender Required Documents

- Copy of Earnest/Trust Money Check
- Fully Executed Purchase & Sale Agreement with All Counter Offers
- VA/FHA Loan Addendum If Applicable
- Any Other Addendums Mentioned In Offer
- Any Other Amendments to Contract (Price Change, Closing Date Amendment, Etc.)
- Repair / Replacement Amendment - only if repairs to be done prior to closing/appraiser to verify
- Copy of MLS Brief - Only if referenced in offer
- Termite Letter Signed by All Parties - for VA Loan and New Construction
- Soil Treatment Signed by All Parties - New Construction
- TN Residential Property Disclosure - If Agent Referenced in Offer
- Lead-Based Paint Disclosure If Applicable
- HOA Contact Information - Name, Phone Number, and/or e-mail



Bearden Hill Office: Norma White 865-898-5000 nwhite@cmgfi.com

Farragut Office: Shena Cole 865-300-5343 scole@cmgfi.com

Lakeside Office: Jason Payne 865-567-6098 jpayne@cmgfi.com

North Office: David O'Block 865-300-6619 doblock@cmgfi.com / Kyle Satterfield 865-591-8921 ksatterfield@cmgfi.com

West Town Office: David Lawson 865-368-1439 dlawson@cmgfi.com

Title Company Required Documents

- Copy of Earnest/Trust Money Check
- Fully Executed Purchase & Sale Agreement with All Counters
- VA/FHA Loan Addendum If Applicable
- Any Other Addendums Mentioned In Offer
- Any Other Amendments to Contract (Price Change, Closing Date Amendment, Etc.)
- Repair / Replacement Amendment - If it changes price or terms of contract
- Copy of MLS Brief - Only if referenced in offer
- Termite Letter Signed by All Parties - for VA Loan and New Construction
- Soil Treatment Signed by All Parties - New Construction
- TN Residential Property Disclosure - If agent referenced in offer
- Lead-Based Paint Disclosure If Applicable
- Compensation Agreement
- Notify Immediately if Estate Sale! - Title Company will need TennCare Waiver, Copy of Will, Heir(s) or Executor Contact Information
- Provide copy of any Power of Attorney to verify completed properly and recorded
- Confirmation from Home Warranty Company - If applicable
- Buyer's Final Inspection - To copy for all parties
- Seller's Property Update - To copy for all parties
- HOA Contact Information - Name, Phone Number, and/or e-mail
- Your Client(s) Contact Information - e-mail, cell phone, and/or work phone*
* Please notify your client(s) who the title company is and that they will be asking for personal information such as loan number and social security numbers!
- Divorce Decree (if applicable) - Title company will need final divorce decree and marital dissolution



MELROSE
TITLE COMPANY

Office: 865-694-1400

Title Orders: orders@melrosetitleco.com

Correspondence: team@melrosetitleco.com

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						



COLDWELL BANKER WALLACE

PURCHASE AND SALE AGREEMENT TIMELINE CHECKLIST

- 1 Property Address: _____
- 2 Buyer: _____ Seller: _____
- 3 Address: _____ Address: _____
- 4 Phone: _____ Cell: _____ Phone: _____ Cell: _____
- 5 Email: _____ Email: _____
- 6 Buyer's Licensee: _____ Seller's Licensee: _____
- 7 Binding Agreement Date: (BAD) _____ Purchase Price _____
- 8 Closing Date: _____ Contract sent to Closing Agency Time Scheduled _____
- 9 **Enter Deadline Date for each item. Check each BOX when completed.**
- 10 **EARNEST MONEY/TRUST MONEY**
- 11 _____ Deposited _____ days after BAD.
- 12 Holder of Earnest Money/Trust Money: _____
- 13 **FINANCIAL OBLIGATION** Lender: _____ Phone: _____
- 14 Address: _____ Email: _____
- 15 Cell: _____
- 16 _____ Within 3 days of BAD, verify that Loan Application has been made and Lender has been instructed to order
17 credit report and Buyer has paid for credit report.
- 18 _____ Within 3 days of BAD, Notify Seller of Date of Application and Lender's name, contact information and that
19 Lender has been instructed to order credit report and Buyer has paid for report.
- 20 _____ Within 14 days of BAD, Buyer has requested that the appraisal be ordered and the fee has been paid.
- 21 _____ Within 14 days of BAD, Provide Seller with representation and warranty of securing evidence of hazard
22 insurance and has notified Lender of an Intent to Proceed and has available funds to close per the Loan
23 Estimate.
- 24 _____ Seller's Written Demand for Compliance if no Loan Application information is provided and that Buyer has
25 instructed Lender to order and has paid for credit report.
- 26 _____ Seller's Written Demand for Compliance if Buyer has not provided representations and warranties of
27 securing evidence of hazard insurance and signing an Intent to Proceed with Lender and has available funds
28 to Close per the Loan Estimate.
- 29 _____ Within 5 days of BAD, Buyer to provide Proof of funds (**For use when Financial Contingency Waived**).
- 30 _____ Seller's Written Demand for Compliance if Buyer has not provided proof of funds (**For use when Financial
31 Contingency Waived**).
- 32 **APPRAISAL** Purchase conditioned upon appraisal Yes No If Yes,
33 Appraiser Name: _____ Phone: _____
34 Email: _____ Cell: _____
- 35 _____ Within 5 days of BAD, Buyer to provide Name and telephone number of appraiser and proof appraisal was
36 ordered. (**For use when Financial Contingency Waived**).
- 37 _____ Seller's Written Demand for Compliance if Buyer has not provided name and address of appraiser and proof
38 appraisal was ordered. (**For use when Financial Contingency Waived**).
- 39 _____ Appraisal Complete
- 40 _____ Appraisal received by Buyer and/or Lender

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41 _____ Within 3 days of Buyer receiving low appraisal price, Buyer to notify Seller of decision to terminate
42 agreement or waive appraisal contingency.

43 **INSPECTION**

44 _____ Buyer Inspection Period (within _____ days after BAD).

45 _____ Initial Home Inspection

46 Inspection Company: _____ Phone: _____

47 Inspector Name: _____ Phone: _____

48 Email: _____ Cell: _____

49 _____ Wood Destroying Insect Infestation Inspection Report (WDI) made.

50 WDI Company: _____ Phone: _____

51 Inspector Name: _____ Phone: _____

52 Email: _____ Cell: _____

53 _____ Other Inspections Well Septic Radon Lead Paint Survey

54 Company: _____ Phone: _____

55 Inspector Name: _____ Phone: _____

56 Email: _____ Cell: _____

57 _____ Other Inspections Well Septic Radon Lead Paint Survey

58 Company: _____ Phone: _____

59 Inspector Name: _____ Phone: _____

60 Email: _____ Cell: _____

61 _____ Buyer Notification to Seller to terminate accept request repairs.

62 _____ Resolution Period: _____ days following receipt of list of repairs and WDI (counters to each party)

63 _____ Completion of Repairs Deadline and Inspection

64 _____ Final inspection to be made (see Final Inspection section of Agreement for # of days).

65 **HOMEOWNER ASSOCIATION**

66 _____ Homeowner Association Bylaws, Covenants & Restrictions, etc. received

67 Monthly Quarterly Annual Dues \$ _____

68 Monthly Quarterly Annual Assessments \$ _____

69 Monthly Quarterly Annual Other \$ _____

70 NOTES: _____

71 **POSSESSION** Other than at Closing

72 _____ Date of Possession if not at Closing

73 Temporary Occupancy Agreement Prior to Closing (RF 626) OR After Closing (RF 627)

74 **MISCELLANEOUS**

75 Home Protection Company: _____ Cost: _____ Confirmation No.: _____

76 Phone: _____ Email: _____

77 Buyer Closing/Title Agency: _____

78 Contact: _____ Address: _____

79 Phone: _____ Email: _____

80 Seller Closing/Title Agency: _____

81 Contact: _____ Address: _____

82 Phone: _____ Email: _____

83 Title Policy Yes No Re-issue Credit Policy to Closing Attorney

84 Homeowner's Insurance: _____ Phone: _____

85 Contact: _____ Amount: _____

86 Mortgage Information: _____ Loan#: _____

87 _____ Material Defect found in title examination, closing or loan survey, boundary line survey or other means

88 reported to Seller to cure prior to Closing Date

89 _____ Sellers Final Property Disclosure Completed (RF 202)

NOTE: This form is provided by Tennessee REALTORS® to its members for their use in real estate transactions and is to be used as is. By downloading and/or using this form, you agree and covenant not to alter, amend, or edit said form or its contents except as where provided in the blank fields, and agree and acknowledge that any such alteration, amendment or edit of said form is done at your own risk. Use of the Tennessee REALTORS® logo in conjunction with any form other than standardized forms created by Tennessee REALTORS® is strictly prohibited. This form is subject to periodic revision and it is the responsibility of the member to use the most recent available form.

Jennifer Humphrey-Poveda

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2021 Holiday Schedule

Date	Holiday
Friday, January 1	New Year's Day
Monday, January 18	Birthday of Martin Luther King, Jr.
Wednesday, January 20*	Inauguration Day
Monday, February 15**	Washington's Birthday
Monday, May 31	Memorial Day
Monday, July 5***	Independence Day
Monday, September 6	Labor Day
Monday, October 11	Columbus Day
Thursday, November 11	Veterans Day
Thursday, November 25	Thanksgiving Day
Friday, December 24****	Christmas Day

**This holiday is designated as "Inauguration Day" in section 6103(c) of title 5 of the United States Code, which is the law that specifies holidays for Federal employees.*

***This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which is the law that specifies holidays for Federal employees.*

****July 4, 2021 (the legal public holiday for Independence Day), falls on a Sunday. For most Federal employees, Monday, July 5, will be treated as a holiday for pay and leave purposes.*

*****December 25, 2021 (the legal public holiday for Christmas Day), falls on a Saturday. For most Federal employees, Friday, December 24, will be treated as a holiday for pay and leave purposes.*