

WASHINGTON · BUYER SIDE

Newly pending buyer checklist

26 immediate actions after mutual acceptance.

01 Confirm the agreement

☐ Save the final signed purchase and sale agreement with every incorporated addendum.

☐ Confirm the mutual-acceptance date and delivery of the completed agreement.

CHECK THE SIGNED AGREEMENT

☐ Verify the buyer names and contact information against the agreement.

☐ Verify the property address and legal-description attachment when required.

☐ Record the closing date and possession terms.

CHECK THE SIGNED AGREEMENT

02 Start the transaction

☐ Submit the complete agreement to the brokerage using its required process.

☐ Open escrow or confirm it is open and has the complete agreement.

☐ Record the agents, transaction coordinator, lender, escrow or closing contact, and other named parties.

☐ Send the agreement to the lender when authorized and confirm receipt.

☐ Give the buyer the confirmed transaction timeline and next actions.

03 Handle earnest money

☐ Identify the amount, payment form, holder and delivery deadline.

CHECK THE SIGNED AGREEMENT

☐ Give the buyer verified delivery instructions from the authorized holder.

☐ Obtain confirmation that earnest money was delivered or deposited as required.

CHECK THE SIGNED AGREEMENT

☐ Save the earnest-money receipt or other required confirmation in the transaction file.

Calendar the deadlines

☐

List every deadline, triggering event, responsible person and required action.

CHECK THE SIGNED AGREEMENT

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Add confirmed deadlines and advance reminders to the responsible people's calendars.

☐

Track delivery and buyer review of the seller disclosure when applicable.

CHECK THE SIGNED AGREEMENT

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Track inspection scheduling, access and the buyer's response deadline.

CHECK THE SIGNED AGREEMENT

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Track financing milestones and notices required by the agreement.

CHECK THE SIGNED AGREEMENT

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Track appraisal ordering, property access and any appraisal contingency.

CHECK THE SIGNED AGREEMENT

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Track title-report delivery and any objection or response periods.

CHECK THE SIGNED AGREEMENT

☐

Add every other contingency or review period contained in the agreement.

CHECK THE SIGNED AGREEMENT

Verify the handoff

☐

Confirm the buyer knows who will contact them next and how to recognize legitimate requests.

☐

Remind the buyer to verify payment or wiring instructions through a trusted contact method.

☐

Resolve missing signatures, attachments, contact details and conflicting dates before relying on the timeline.

☐

Update the checklist and calendar whenever the parties sign a written change.

The signed agreement, written modifications and your brokerage's instructions control. DateHog does not provide legal advice.