



Section 5: Working with Buyers

With market knowledge in hand, your next step is to qualify buyers and set up an appointment for the consultation.

Whether you're speaking to someone in your network or a referral who has expressed interest, expressed a desire to purchase, responding to buyer sign calls or inquiries from an open house, or making contact when a buyer searches for properties on your website, you have two objectives:

1. Are they interested in purchasing a home?
2. Make an appointment for a buyer consultation.

When Buyers Call on a Property They Saw Online or Driving By

This sounds like an instant client, right? No! Buyers who are calling on properties often have two goals:

1. Eliminate the property—with a quick call, they want to determine if the house has potential. If it doesn't, they don't have to see it.
2. Eliminate you! Until they are ready to make a move, they want to avoid salespeople. So how do you accomplish your goals first? By using scripts that give the buyers the information they are looking for on the property, but at the same time enable you to find out enough about them and demonstrate your value before they eliminate you.

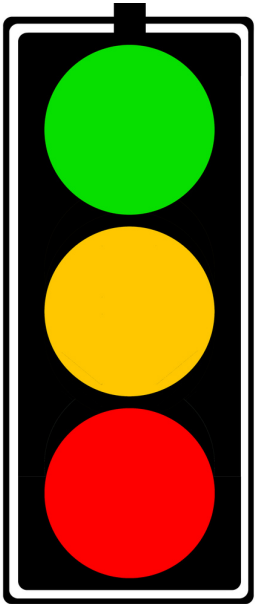
1. Qualifying your Buyers

Use the Buyer Lead Sheet on the following pages to guide you through the buyer qualification. The Buyer Lead Sheet will assist you in determining whether or not the buyer is ready to buy a home.

- Price
- Motivation
- Location
- Wants and Needs
- Timeline
- Finances
- Availability

Rate the Buyer

The buyer's ability to buy and the level of motivation are the two main points you are looking for. Use three simple categories to classify your buyers:



A BUYERS

They are able, ready, and willing to purchase. They will be under contract in a matter of weeks.

B BUYERS



They are ready and willing, but not able right now. Something has to happen first: get their existing home under contract, wait for their lease to expire, or get the cash from their tax refund, etc.

C BUYERS

They have no immediate need. They may have an exact expectation. For example, if they can sell their property for a specific price, or get a house on a street they have always loved.

1. Qualify Financially

- Financial qualification is required. You don't want to waste your time or the time of your buyer by looking at properties that are out of their price range. Get them in touch with a mortgage lender asap.
- Prequalification is a preliminary evaluation on how much the buyer can afford to borrow using the initial information from the buyer.
- Pre Approval is a more involved process in which the lender actually verifies a buyer's income, employment, etc., to evaluate how much the buyer can afford to borrow.

 Pre-qualified	 Pre-approved
No serious credit check	Requires a hard check into credit
No letter of approval	You'll receive a pre-approval letter
Many lenders won't accept this as proof you're ready to buy	You can start making offers once you're pre-approved

2. Get the Appointment

You will qualify them and determine their ability, readiness, and willingness to buy a home. Based on the qualification, you'll vary your follow-up:

A buyer—Get them in the car immediately!

B buyer—Identify what needs to happen first, then help them achieve their goal. Put them in your database and on a CRM campaign based on their needs and stay in touch.

C buyer—Manage them electronically by putting them in your CRM database on an action campaign. Keep yourself "top of mind" for when they are ready to move forward. If this buyer lead came to you based on the buyer calling in on a certain property and the home happens to be in their price range, make an appointment for them to see the property and have a consultation.

3. Buyer Consultation

The Buyer Consultation is a fantastic opportunity to pave the way for a successful and long-term relationship with customers.

Your objectives during the meeting with the buyers are to:

1. Discover their needs, wants, and values.
2. Showcase your services, educate and set expectations for how you will work together.
3. Walk away with a signed agreement—the Buyer Representation Agreement.

Customer experience is all about the buyer consultation. You are giving your undivided attention to your buyers, demonstrating that you genuinely care about matching them to their perfect home. You have brought your entire skill set to the table, demonstrating your ability to provide the kind of expertise and perspective that will allow them to make sound decisions.

When working with buyers, the buyer consultation is possibly the most important point because it is how you convert your meeting into a signed Buyer Representation Agreement.

Let's take an in-depth look at the eight steps of the Buyer's Consultation

1. Set the Stage

You only have one opportunity to make a good first impression. Take the time to express your gratitude. Listen to them and clarify what they want in a home and what they expect from a professional relationship.

2. Educate Your Buyers

Information is power. A buyer who knows what to expect is a confident buyer, and a confident buyer is much easier to work with than an anxious or uncertain buyer who will bring up objections at crucial points in the process. Set them up for success by explaining the major milestones they will encounter. Have names and contact information of lenders that you can provide them if they do not have a lender.

3. Cover the Mortgage and Loan Process

This is especially important if your buyers have not yet been pre-approved for a mortgage loan. If your buyers are still putting off contacting a lender, use the previous script to demonstrate the advantages of pre-approval. If they continue to refuse, you may want to reconsider working with this buyer.

4. Describe Making an Offer and Negotiating

Explain to your buyers that you will do a Comparative Market Analysis (CMA) before they make the offer—that will give them the knowledge they need to make an informed decision.

5. Explain Closing

Give the buyers an estimate of closing costs so they aren't surprised when the time comes. Reach out to the Lender to obtain a better estimate of their closing cost and cash to close amount.

Closing Costs

In a buyer's market, buyers have more negotiating power: Buyers who do not have enough money for closing costs have two options. These are the alternatives:

1. Request that the sellers cover the costs.
2. Ask sellers to help them roll the costs into the loan by paying the costs themselves and raising the price of the home to make up the difference.

Note: The sales price will have to be in line with the appraisal to satisfy the lender.

6. Close for Agreement

You have used the information from the buyer consultation to strengthen your position as an expert who can assist in Matching them with their new home. It is now time to request the buyer's business.

7. Needs Analysis

Use the Buyer Needs Analysis form to ask the buyers about their ideal home. The questionnaire is the foundation of your needs analysis—you will capture a precise picture of what your buyers are looking for so you can provide them with what they expect.

- **Listen and take notes.** Ask, "Do you mind if I take notes?"
- **Be specific.** You can't meet and exceed a buyer's wants, needs, and values if you don't know what they are. Ask questions and dig deeper using the "What about ____ is important to you?" question.
- **Ask "what else?"** As you go through each group of questions, continually ask what else is important to them until they finally say, "I can't think of anything else!"
- **Ask outside the ideal.** For example, buyers may mention a ranch-style home as their ideal, but may like a cape style almost as much. You need to discern whether they would be perfectly happy with an alternative if it fits the other criteria.
- **Never assume.** If you aren't entirely clear on something a buyer is saying, ask for clarification.
- **Ask about household, not family.** Asking about a person's family could be a violation of the Fair Housing Laws.
- **Make it a dialogue.** Take advantage of this time to build rapport as well, by keeping the tone conversational, not interrogational! Remember people want to do business with people they like and trust.

8. Establish Next Steps

It is a real estate golden rule to never close one appointment without scheduling the next whether you view homes immediately after the consultation or you need to wait another day.

Make certain that you end the meeting with another appointment.

Converting Buyers Leads

Working with buyers can be enjoyable and exciting—touring **HOUSES** and **MATCHING** them with their dream home.

Working with buyers can be broken down into three steps:

1. Find Buyers
2. Qualify Buyers
3. Sign Buyers

1. Find Buyers

Remember your #1 job is lead generation! In this case, it's lead-generating for buyers. After all, you can't work with buyers if you don't have any buyers!

NAR* 2022 Profile of Home Buyers and Sellers Statistics.

- 86% of buyers purchased their homes through a real estate agent.
- 40% of buyers found their agent through a referral. (friends or family)
- 12% of buyers used an agent they had used in the past.
- 9% of buyers found an agent visiting an open house
- 89% of Buyers would use their agent again or recommend their agent to others

Lead Generation Opportunities

Prospecting Opportunities

Following up with past clients and consistently staying in touch with your sphere of influence will increase your funnel of METS. (METS is a common **tag** used in your CRM (Customer Relationship Manager) system to help track client conversion from just a prospect, to a customer becoming a client.

But, after you've contacted all of your personal contacts and any referrals you've received, how will you find more contacts? So far, we've learned various methods for locating, contacting, and connecting with potential clients. We will now apply this knowledge to various prospecting opportunities.



Buyer Lead Sheet

Date: _____

Lead Source/Property that prompted call: _____

CONTACT INFO	
Name _____	
Email _____	
Street Address _____	Children's Names _____
_____	_____
Home Phone _____	Cell Phone _____
Work Phone _____	Fax _____
What is the best way to get in touch with you? _____	What times are best? _____

Buyer Consultation Prequalification Questions

- Has an agent taken you out and shown you any properties? YES NO If yes, how's that going? _____
- Is there anybody else buying the home with you? _____
- Who will be living in your home? _____
- How long have you been looking for a home? _____
- I'm just curious, why are you moving? _____
- Are you renting or do you own now? RENT OWN
 Renter: Do you know when your lease is up? _____
 Owner: Do you need to sell your current home before you buy your next one? YES NO
 If yes: Have you signed a listing agreement with a real estate agent to sell your home?
 YES NO
 If no: When would be a good time for us to get together so I can give you a free market analysis on your home? _____
- Are you going to be paying cash or will you be getting a mortgage for the purchase of your home?
 CASH MORTGAGE
 Mortgage: Have you already been preapproved by a lender? _____
 If yes: Who are you working with? _____
 What is the amount you are preapproved for? _____
 What will your down payment be? _____
 If you want to recommend a lender, I have three trusted lenders who always provide top quality service. They often help buyers save money either on a monthly basis or on initial costs. Would you like their contact information? _____

8. How many bed/baths do you need? _____
9. In what part of town are you looking to live in? _____
10. Do you prefer or NEED a 1 or 2-story home? _____
11. Any preference in the year built? _____
12. Do you have any must-haves? _____
13. What is your monthly payment budget? _____
14. What price range are you comfortable with? _____ Is there anyone else who will be involved in your home-buying decision? _____
15. On a scale of 1 to 10, with 10 meaning you must buy a home as quickly as possible and 1 meaning you are not sure you'll really buy anything, how would you rate yourself?

Anything less than 10: What would it take for you to become a 10? _____

16. When do you need to be in your new home? _____
17. I'd love to help you buy a home. In order to help you find a perfect home, all we need to do is set an appointment (with all of the decision makers), so I can help you get what you want in the time you want. What is a better time for us to meet? (day) _____ at (time) _____ or (alternate day) _____ at (alternate time) _____ ?

Appointment Date and Time: _____

Other Information:

Information to Remain Confidential

You have scheduled a in person buyer consultation and will be explaining how the process looks, and what they can expect when they go under contract. Share the out of pocket costs below.

Out-of-pocket costs during a transaction

Within: _____ days of going under contract.

Earnest Money (1% of the sale price): This is a "good faith" deposit – an honorable commitment on behalf of the buyer to show their intentions to purchase a property. Earnest Money will have to be delivered to the title company within 3 days of getting an offer accepted. It is highly recommended that the Earnest Money is delivered to the title company within 2 days in case an emergency may come up on day 3. If we miss this deadline we are at risk of losing your Earnest Money as you would be considered to be in default. The Earnest Money is credited to your cash to close the amount on the day of closing.

Within: _____ days of going under contract.

Option Fee (\$200-\$500): The Option Fee is a payment that a prospective buyer makes to the seller to allow 5-7 days to bring in an inspector to inspect the home. The buyer may decide not to continue to purchase the home for any reason. If the buyer decides to terminate the contract, the seller keeps the option fee money. Must be delivered within 3 days of getting an offer accepted. If not delivered during this timeframe the buyer is at risk of losing the Earnest Money.

Within: _____ days of going under contract.

Inspection (approx. \$ 400- \$ 900): A home inspection is an objective visual examination of the physical structure and systems of a house, from the roof to the foundation. It is important to have a home inspection prior to the purchase of a home to know of defects the property may have. Will pay the inspector the day of the inspection. Inspection takes place within the first 5 days of being under contract. The sooner the better to allow us enough time to discuss any issues that come up in the report. Re-Inspection fee- \$200-400

Within: _____ days of going under contract.

Appraisal (\$500-\$800): A written justification of the price paid for a property, based primarily on an analysis of comparable sales of nearby similar homes. An appraisal is required by the lender to ensure that the property in the commodity is worth the price to be purchased. The appraisal takes place in the 2-3rd week from the day the offer is accepted.

Within: _____ days of going under contract.

Survey (\$500-\$1,500): A diagram or map showing the precise legal boundaries of a property, the location of improvements, easements, rights of way, encroachments, and other physical characteristics. A survey is required by the title company and the lender. Survey will be done in the 2nd-3rd week from the offer being accepted.

Buyer Consultation

Out-of-pocket costs during a transaction

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MAKE AN OFFER

Call the Listing Agent and ask the right questions, you are calling the Listing Agent not only to gather information on the listing but also to create rapport. Remember that the other agent is not an enemy, you should try to work together toward a win-win situation.

Remember to ask for the title company of preference. Once all your questions are answered log into HAR/ MATRIX and find the MLS attached documents that you need: Seller's Disclosure Notice, Water District, Survey and T47 any other disclosure that might be there. Download them on your computer and upload them in dotloop (assign signature slots for your clients).

- One to four family contract
- Third party financing addendum
- HOA Addendum
- Non-Realty Addendum
- Right to terminate because lender appraisal
- Buyer's Acknowledgment of Seller's Disclosure
- Information About Flood
- Inspector Information

WALK YOUR BUYER THROUGH THE OFFER

-Paragraph 3. Sale price: Price that is intended to be offered.

-Paragraph 5. Earnest Money: The good faith money that shows that your buyers are serious about purchasing the home. If the transaction continues this amount will be credited back to the buyers at time of closing.



Cases in which the buyer loses the EM :

- The buyer decides to terminate outside of option period without reasons linked to the loan approval
- The loan does not get approved within the days specified in paragraph B(1) of the Third Party Financing Addendum
- The loan takes longer than expected to obtain the clearance to close and the seller is not willing to extend the closing date.
- Termination of option (Option Fee amount and the number of days) Buyers will pay seller the amount of money in paragraph 5 to have the house for the number of days written in the same paragraph. During this time the buyer has the right to hire a private inspection and do any inspection needed. Repair negotiations need to happen before the last day of option at 5pm. If agreement is not reached, remember to send the termination of contract and release of EM in a timely manner. (Before 5pm on last day of option)

UNDERSTANDING THE CONTRACT FORMS

Paragraph 6. Title Policy: It is customary that the Seller pays for title policy, title company is chosen by sellers if they are paying for title policy. This is negotiable between the seller and the buyer.

-Paragraph 6C. Survey: The survey fee is around \$500 if there is not an existing survey or if the existing survey doesn't get accepted, the fee is negotiable.

-Paragraph 6E2. HOA: It states that the property is located in an area that is subject to mandatory membership

-Paragraph 7B. Seller's Disclosure: It is very important that the buyer receives the Seller's Disclosure, allow the listing agent 2 days by checking box 2

-Paragraph 7D. 1 or 2. Acceptance of property condition: Selecting as-is does not mean that the buyer does not have the option to do an inspection.

-

Paragraph 7H. Residential Service (Home Warranty): It is customary that Sellers pay for Home Warranty. It is negotiable between buyer and seller. If there is a price difference in between the credit the seller will provide, the buyer can pay the difference.

-Paragraph 9. Closing Date: the contract reads on or before, if for any reason the transaction can not close on the closing date because of the buyer, the seller can refuse to extend and keep the Earnest Money.

-Paragraph 10. Possession: If there is a lease back by the sellers it needs to be added to the contract even if it is a separate transaction that does not appear on the closing disclosure.

- Paragraph 12(1)(B). Settlement and other expenses (Closing costs): Closing costs are always a negotiation tool, it is important to understand how much closing costs the client needs, if any. As an incentive, some new constructions use their in-house lender and offer closing costs. If the client is paying cash and not escrowing the closing costs are going to be really low.

- Paragraph 22. Agreement of parties: do not forget to add the non realty addendum if there is one. If buyers want a fridge washer and dryer or any other non fixture items they have to include in the Non- Realty addendum.

PRESENT THE OFFER TO LISTING AGENT

All documents are back to Dotloop and signed by buyers. It is important to submit a complete offer and in a professional manner. In Dotloop select the One to Four Residential and the other supporting docs. Download them to your computer and send them via email to the listing agent along with the pre approval letter.

New Message _ ↗ ✕

recepient@gmail.com
Offer form 123 Main Street

OFFER FOR 123 MAIN STREET

Sample of offer submission via email:

Subject: Offer for 123 main street,

Good Afternoon Kelli,

It was a pleasure speaking to you earlier today. As I mentioned, my clients are highly qualified with steady jobs.

Attached there is the offer for 123 Main Street along with the pre approval letter and supporting docs. Below a summary of the offer:


- Sale Price: \$297,000.00
- Third party Financing Addendum: Conventional 20% down, with 21 days for approval
- Earnest Money: \$2,970.00 at Providence Title
- Survey: if it is not accepted by lender or title it will paid by buyers
- Closing date 30days
- Home Warranty \$500.00
- Option Fee \$150.00 for 7 days
- Non Realty Addendum : Fridge in the kitchen, W/D in the laundry room and basketball hoop in the driveway.

I am looking forward to hearing from you. I hope we will get the chance to work together towards a smooth transaction.






Kindly please confirm receipt of this offer

Sincerely,


Texas requires that all license holders provide Information About Brokerage Services to all consumers so they understand how real estate agents work and who they represent.



AGENT NAME
REAL ESTATE AGENT
(012) 345-6789
WWW.THEHOUSEMATCHMAKER.COM



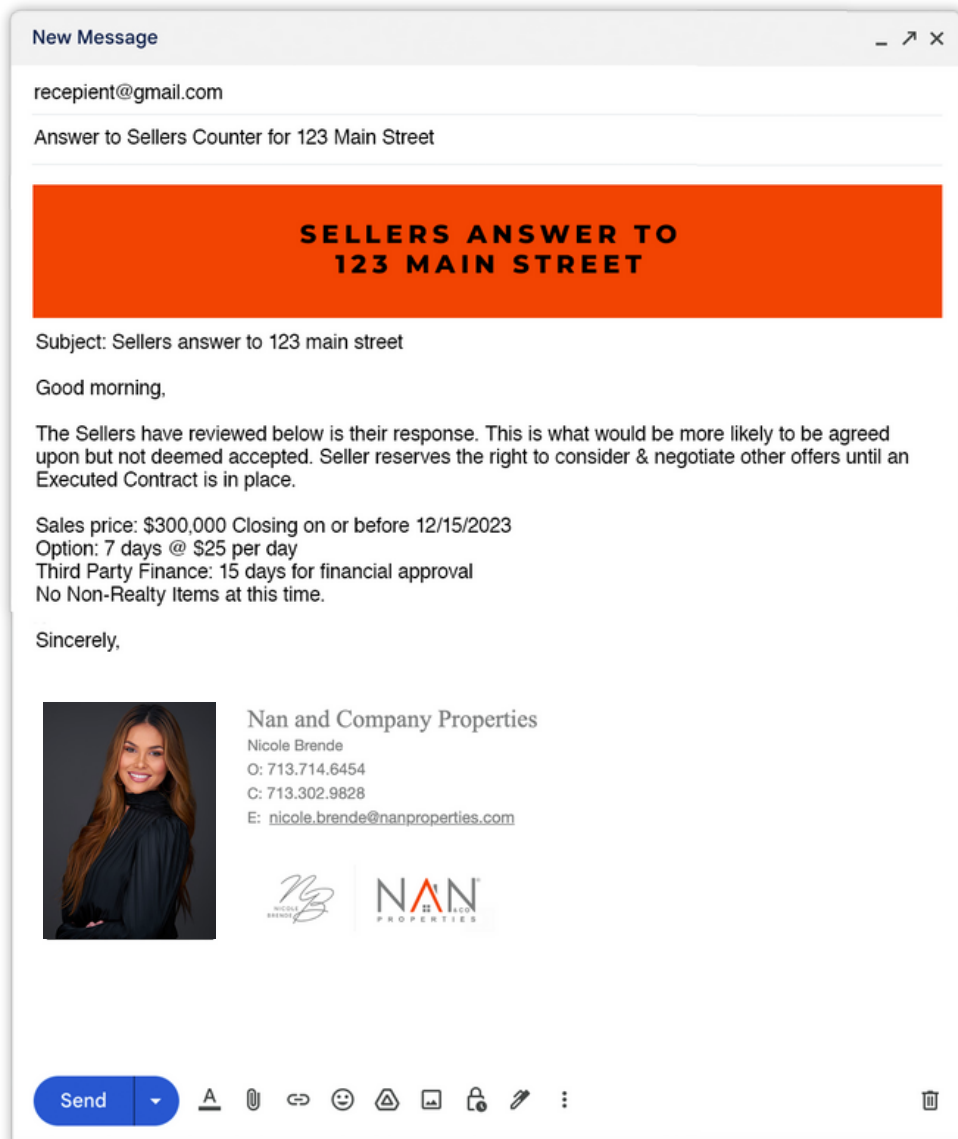
[Texas Real Estate Commission Consumer Protection Notice](#)

Send ▾

THE COUNTER OFFER

THE COUNTER OFFER

Listing agent gets back to you with a counter offer. It is very important to go over the counter with your clients and explain the impact the changes might potentially have on the deal.



COUNTER TO THE COUNTER OFFER

After a deep conversation with you, Mr Wilson and family are ready to make a compromise and meet halfway with the seller to make it work. Remember, the goal is a win-win situation and compromising is part of the transaction. While talking to your clients, remind them the reasons why they are moving and if you have a feeling that they are getting a bad deal, voice your concerns.

SAMPLE OF A COUNTER TO THE COUNTER.

New Message – ↗ ✕

recepient@gmail.com

Answer to Sellers Counter for 123 Main Street

ANSWER TO SELLERS COUNTER FOR 123 MAIN STREET

Good afternoon,


My buyers really thank the sellers for such prompt response and for the consideration of their offer. They would like to counter to your seller with:






Sale Price \$298,500 to meet halfway
Closing date is 30 days, we want to make sure that the lender has enough time, if we can get appraisal earlier we can close earlier.
Non Realty Addendum: Fridge in the kitchen

I hope this is something your sellers can work with, I look forward to working with you.

Sincerely,

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[Texas Real Estate Commission Consumer Protection Notice](#)

Send ▾ 🔗 📎 🔗 😊 📷 🔒 ✍️ ⋮ 🗑️

Sample of Dates to remember email

New Message _ ↗ ✕

recipient@gmail.com

Dates to Remember for 123 Main Street

DATES TO REMEMBER FOR 123 MAIN STREET

Subject: Dates to remember for 123 main street

Good afternoon, Congratulations again, you are officially under contract.

Please find below some important dates to remember along with necessary checks that have to be delivered:

- Tuesday May 5th: Starting of our Option Period
- Wednesday May 6th:
 - deliver personal check or cashier check (\$3,440.00) for Earnest Money, it needs to be addressed to Select Title
 - Deliver personal check or cashier check to title company (\$150.00) addressed to "title" this is for the Option Fee
- Friday May 8th: Inspection is going to take place. I am still waiting for Seller's Confirmation time.
- Friday May 15th at 5pm end of Option Period
- Tuesday May 26th end of lender approval
- Monday June 1st: Final Walk Through
- Tuesday June 2nd: Closing Date time to be determined.


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Please do not hesitate to contact me if you have any questions.






Below the title company information
Title Company: SELECT TITLE
1117 Farm to Market 359 Suite 110,
Richmond, TX 77406
Email: xxxxxx@xxxxx.com

Sincerely,

Texas requires that all license holders provide Information About Brokerage Services to all consumers so they understand how real estate agents work and who they represent.




AGENT NAME
REAL ESTATE AGENT
(012) 345-6789
WWW.THEHOUSEMATCHMAKER.COM



[Texas Real Estate Commission Consumer Protection Notice](#)

Send _ ↗ ✕

⏪ S5 PG. 18 ⏩



When purchasing an older home, there may be several items on the inspection report. It is critical to keep in mind that an older home was purchased rather than a brand new one. Remember to pay attention to your clients' concerns and try to figure out what items in the Reports are essential for buyers to have addressed. (Prepare the buyer's for the 50-70 inspection report and advise them to create a Negotiable, Non-Negotiable, Costly and Non-Costly report review breakdown).

WRITING A REPAIR REQUEST

The inspector will usually send the inspection report to both the buyer and the agent. It is critical to thoroughly review the report and discuss it with the buyers. Repair requests can be submitted in three ways:

- Asking to seller to repair the deficient findings
- The buyer may ask for the home sales price to be amended by the requested repair amount total.
- Ask sellers for \$\$\$ in lieu of repairs. REMEMBER ALL THE CREDIT THAT IS GIVEN TO BUYERS FROM EITHER SELLERS OR AGENTS ARE GOING TOWARDS THE CLOSING COSTS, THERE IS NO WAY THAT THE BUYER IS WALKING AWAY FROM THE CLOSING TABLE WITH IT. IT IS ILLEGAL AND CONSIDERED LOAN FRAUD FOR THE SELLER TO WRITE THE BUYER A DIRECT PERSONAL CHECK. It is also very important to find out from the lender what is the closing costs cap so that it won't get exceeded. All the money exchange between buyers, sellers and agents needs to be documented on the Closing Disclosure.

Closing Day

FINAL WALK THROUGH & ACCEPTANCE

Congratulations, your clients have received approval from the lender to close, and the title company is now balancing the closing disclosure. It is important that you do a final walk through with the buyers to make sure that the house has not been damaged by sellers moving out or nothing major happened while waiting for closing. It is crucial to make sure that the listing agent provides receipts of both, the work done in the house as well as photos showing that the job was properly done. Make sure to have the buyer sign the final walk through and acceptance form prior to closing.

WHAT HAPPENED AT CLOSING

Please read the Closing Disclosure provided to understand what happened during the closing.

Finding Docs on Dotloop



Choose documents to add. ✕

SEARCH

SAMPLE TENANT DOCS

BROKERAGE MISC DOCS

TREC INTERACTIVE FORMS

TEXAS REALTORS INTERACTI...

WORKSHEETS

INTERACTIVE DOCS

HOUSTON ASSOCIATION OF ...

SELECT ALL **HIDE ALL DETAILS**

WIRE TRANSFER AUTHORIZATION FOR ... OPTIONAL
Updated June 11, 2022 Provided by Alma Flores

INDEPENDENT CONTRACTOR AGREEME...OPTIONAL
Updated June 11, 2022 Provided by Alma Flores


Addendum to Independent Contractor ... OPTIONAL
Updated June 11, 2022 Provided by Alma Flores

COPY

REQUIRED BUYER DOCUMENTS	
TAR	<input type="checkbox"/> Residential Buyer/Tenant Representation Agreement (TAR 1501)
TAR	<input type="checkbox"/> Information About Brokerage Services (TAR 2501)
TAR	<input type="checkbox"/> General Information and Notice to Buyer (TAR 1506)
	<input type="checkbox"/> Broker Notice to Buyer/Tenant (HAR 410)
TXR	<input type="checkbox"/> Wire Fraud Notice or TXR 2517
TAR	<input type="checkbox"/> Information About Property Insurance for a Buyer (TAR 2508)
	<input type="checkbox"/> HAREI-Hou.Assoc.of.RELE.Inspectors List (Insert Buyer(s) Signatures)
TAR	<input type="checkbox"/> For Your Protection: Get A Home Inspection (TAR 1928) (Insert Buyer(s) Signatures)

REQUIRED UNDER CONTRACT	
TXR	<input type="checkbox"/> Executed Contract (TXR 1601,1603,1604,1605,1607,1608,1609,1701 or Builder Contract)
TXR	<input type="checkbox"/> Third Party Financing Addendum Signed (TXR 1901) (Only for Buyers with Financing)
	<input type="checkbox"/> Buyer Pre-approval Letter for Financing / OR Proof of Funds for CASH BUYERS
TAR	<input type="checkbox"/> Inspector Information (TAR 2506)
TXR	<input type="checkbox"/> Seller's Disclosure Notice Signed (TXR 1406) provided by Listing Agent

TAR	<input type="checkbox"/> Information about Special Flood Hazards Areas (TAR 1414)
TXR	<input type="checkbox"/> Buyer's Walk Through & Acceptance Form (TXR 1925)
	<input type="checkbox"/> MLS Full Agent Report with OP, P, PSHO, or S Status with TAX RECORD
TAR	<input type="checkbox"/> Addendum for Property Subject to Mandatory Membership in a Property Owners Association (TAR 1922) (ONLY APPLICABLE IF PROPERTY HAS HOA)
TXR	<input type="checkbox"/> Addendum for Lead Based Paint Disclosure Signed (TXR 1906) (IF APPLICABLE)
TAR	<input type="checkbox"/> Lead-Based Paint Pamphlet (TAR 2511) Insert Buyer(s) Initial(s) & Signature(s) (IF APPLICABLE)

*REQUIRED WHEN APPLICABLE BUYER COMPLIANCE DOCS	
	<input type="checkbox"/> Notice to a Purchaser of Real Property in a Water District (MUD/LID Disclosure HAR 400)
TXR	<input type="checkbox"/> Addendum for Lead Based Paint Disclosure Signed (TXR 1906)
	<input type="checkbox"/> Survey
TXR	<input type="checkbox"/> Notarized T-47 Residential Real Property Affidavit (TXR 1907)
TXR	<input type="checkbox"/> Intermediary Relationship Notice Signed (TXR 1409)
TXR	<input type="checkbox"/> Information about on-site sewer Facility Signed (TXR 1407)
TXR	<input type="checkbox"/> Signed Settlement Statement (Title Company)
TAR	<input type="checkbox"/> Communication Log
TXR	<input type="checkbox"/> Amendment to Contract (TAR 1903)
TAR	<input type="checkbox"/> Seller or Buyer Temporary Lease Signed (TXR 1910 or 1911)
TAR	<input type="checkbox"/>
TAR	<input type="checkbox"/> Addendum for Sale of Other Property by Buyer (TAR 1908)
TAR	<input type="checkbox"/> Non-Realty Items Addendum (TAR 1924)
	<input type="checkbox"/> Notice of Buyer's Termination of Contract (TAR 1902)
	<input type="checkbox"/> Release of Earnest Money (TAR 1904)