

Buying a Home Checklist





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General information	Yes	No	N/A
1. Has relevant personal information been gathered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has financial situation been assessed? <ul style="list-style-type: none"> • Income • Expenses • Assets • Liabilities 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Choosing the right home	Yes	No	N/A
1. Has a real estate professional been contacted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has an attorney for the closing been contacted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have the advantages and disadvantages of buying a home versus renting a home been discussed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have the desired home features been determined? <ul style="list-style-type: none"> • Type of home (e.g., condo, multifamily, single residence) • Floor plan/number of bedrooms, bathrooms • Garage • Yard • Good schools • Safe neighborhood • Proximity to work 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has a housing price range been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Financing	Yes	No	N/A
1. Has credit report been ordered and checked for errors and/or negative credit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are sufficient funds available for a down payment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



3. Has need for private mortgage insurance been discussed if down payment is less than 20 percent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the source of the down payment been evaluated? • Savings • Gift • Retirement funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the necessary paperwork (e.g., tax returns, pay stubs, bank statements) been gathered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. First-time homebuyer? • FHA loan • VA loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If so, has a first-time homebuyer class offered by bank/lender been attended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has prequalification or preapproval for a mortgage taken place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Has a type of mortgage been considered? • Adjustable rate versus fixed rate • 15-year versus 30-year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Have various mortgage terms and rates been compared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Insurance planning			
	Yes	No	N/A
1. Has the premium been estimated for homeowners and flood insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If a business will be run out of the home, has insurance coverage for home office been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the need for other forms of insurance been evaluated? • Disability insurance • Life insurance • Personal liability umbrella insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Tax planning			
	Yes	No	N/A



1. If this is a principal residence, have the tax benefits of home ownership been reviewed? • Home mortgage interest deductions • Deductibility of points and closing costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If a business will be run out of the home, has eligibility for home office deduction been discussed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Will this be a rental property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Estate planning

Yes No N/A

1. Has estate plan been reviewed/updated? • Wills, durable power of attorneys, advanced medical directives • Trusts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there specific property ownership issues that need to be addressed? • Sole ownership • Life estate • Tenancy in common • Joint tenancy • Tenancy by the entirety • Community property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Other

Yes No N/A

1. Is refinancing or obtaining a home equity line of credit/second mortgage a consideration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the Homestead Exemption been discussed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

IMPORTANT DISCLOSURES

Broadridge Investor Communication Solutions, Inc. does not provide investment, tax, or legal advice. The information presented here is not specific to any individual's personal circumstances.

To the extent that this material concerns tax matters, it is not intended or written to be used, and cannot be used, by a taxpayer for the purpose of avoiding penalties that may be imposed by law. Each taxpayer should seek independent advice from a tax professional based on his or her individual circumstances.

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