

# New Homebuyer's Checklist



Built on Relationships

To help make your homebuying and homebuilding process as smooth as possible, provide all required paperwork and be mindful of specific milestones and orientations. Your sales counselor will work with you every step of the way and update you weekly on your status.

## Step 1

- Turn in earnest money.
- Complete purchase agreement.

## Step 2

Within three days of submitting your credit application to KBHS Home Loans, LLC®, you will receive your Initial Loan Estimate and a request for the following documentation:

- Past two years' W-2s.
- Two months of bank statements.
- 30 days' worth of most recent paycheck stubs.

Loan process begins once all documents are submitted.

- Sales and KBHS Home Loans weekly calls begin.

## Step 3

- Loan authorization - Varies due to how quickly paperwork is provided and type of loan.
- Mortgage loan officer makes a welcome call and sends out a list of initial underwriting conditions.
- KB Home Design Studio team schedules virtual or in-person pre-/final selection appointments at the Valencia Design Studio (2-4 hours per appointment).
- Complete deposit due at Design Studio final selections.

## Step 4

- Permit application (Permit times vary by municipality.)
- Construction starts.
- Pre-Construction Orientation with construction superintendent (virtual or in-person at your homesite).

- Engineered pre-pour foundation inspection.
- Municipality foundation inspection as required.
- Foundation poured.
- Construction weekly calls.
- Engineered post-pour foundation inspection.

## KB Home Quality Checkpoints 1 and 2.

## Step 5

- List of conditions sent to you from your mortgage loan officer for final loan approval.
- Frame Start – plumbing, air conditioning, and electrical begin.
- Loan Conditions update.
- Gather Conditions requested by mortgage loan officer.

## KB Home Quality Checkpoints 3-6.

## Step 6

- Pre-Drywall Orientation with construction superintendent at your homesite.
- Begin drywall, paint, countertops, cabinets, flooring, etc. Finish plumbing.
- Lock interest rate with mortgage loan officer.

## Final Home Inspections

- KB Home Quality Checks.
- Third-party quality inspection and third-party re-inspections.
- Third-party sewer video.
- City and final inspections.
- Schedule your New-Home Orientation.

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Buyer 1 Initials: \_\_\_\_\_ Buyer 2 Initials: \_\_\_\_\_

**Step 7**

**New-Home Orientation**

- On-site demonstration of how to operate and maintain your home with construction superintendent (1-2 hours).
- Schedule for Construction Sign-Off of items needing correction and Customer Service Orientation.
- Escrow company will call to arrange a signing appointment.

**Construction and Customer Service Orientation**

- Review the completion of any items found in need of correction from Buyer Orientation.
- Customer Service Orientation with your service manager to review home warranty and learn how to obtain warranty service.

**Closing Appointment**

- Cashier's check or wire funds to close; bring valid government-issued photo I.D. for all parties listed on the purchase agreement.
- Receive confirmation of Title Recording.



**Congratulations**

Please contact your sales counselor to get the keys to your brand-new home!

\_\_\_\_\_  
Buyer 1 Signature

\_\_\_\_\_  
Buyer 2 Signature

**Post-Closing Follow-Ups**

<b>10-Day</b>	New-home warranty and maintenance review
<b>30-Day</b>	Customer Service maintenance review Customer Service Satisfaction Survey performed (sent via email)
<b>6-Month</b>	Customer Service maintenance review
<b>10-Month</b>	Customer Service maintenance review
<b>11-Month</b>	Customer Service Satisfaction Survey performed (sent via email)

**Your KB Home Contacts:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Community

\_\_\_\_\_  
Sales Counselor

\_\_\_\_\_  
Construction Superintendent

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**888-KB-HOMES | kbhome.com**

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