

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

- Complete purchase agreement.
- Turn in earnest money.
- Create Online Design Studio Wish List.

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.

- Community Team weekly calls begin.
- Lock interest rate with mortgage loan officer.

Step 3

- Loan authorization - varies due to how quickly paperwork is provided and type of loan.
- Mortgage loan officer makes welcome call and sends out a list of initial underwriting conditions.
- Pre-/Final Selections scheduled by KB Home Design Studio, virtual or in person at the KB Home Design Studio.
- Submit permit application once loan is approved. (Permit times vary by municipality.)

KB Home Quality Checkpoints 1.

Step 4

- Construction starts.
- Pre-Construction Orientation with construction superintendent (virtual or in person at sales office).

- Pre-pour foundation inspection.
- Municipality foundation inspection as required.
- Foundation poured.
- Construction weekly calls begin.
- Post-pour foundation inspection.

KB Home Quality Checkpoints 2 and 3.

Step 5

- Frame Start: plumbing, air conditioning and electrical rough-in.
- Loan conditions update.

Step 6

- Pre-Drywall Orientation with construction superintendent at your homesite.
- Finish out: sheetrock, paint, countertops, cabinets, flooring, etc.
- List of conditions sent to you from your mortgage loan officer for final loan approval.
- Approximately 30- to 45-day notification of close of escrow date (via postcard).
- Gather conditions requested by mortgage loan officer.

KB Home Quality Checkpoints 4-8.

Final Home Inspections

- Third-party quality inspection and third-party re-inspections.
- ENERGY STAR® inspection.
- City and final inspections.
- Schedule your Buyer Orientation.

KB Home Quality Checkpoints 9 and 10.

Continued on Page 2

Buyer 1 Initials: _____ Buyer 2 Initials: _____

Step 7

Buyer Orientation

- Demonstration of operations and maintenance of your home with construction superintendent.
- Schedule for Construction Sign-Off of items needing correction (1-2 days from final orientation) and 10-day Post-Close Follow-Up.
- First American® Title Company will contact homebuyer to schedule a closing time.

10-Day Post-Close Follow-Up

- Review the completion of any items found in need of correction from Buyer Orientation.
- Review home warranty and learn how to obtain warranty service with customer service representative.

Closing Appointment

- Wire funds to close and valid government-issued photo I.D. for all parties on the purchase agreement required.



Congratulations

It's time to get the keys to your brand new KB home!

Buyer 1 Signature

Buyer 2 Signature

Post-Closing Follow-Ups

10-Day	New-home warranty and maintenance review
30-Day	Customer Service maintenance review Customer Service Satisfaction Survey performed
6-Month	Customer Service maintenance review
10-Month	Customer Service maintenance review
11-Month	Customer Service Satisfaction Survey performed
18-Month	Customer Service maintenance review

Your KB Home Contacts:

Name

Address

Community

Sales Counselor

Construction Superintendent

Phone Number

Date

888-KB-HOMES | kbhome.com

Broker Cooperation Welcome. ©2022 KB Home (KBH). Please see your purchase agreement and sales counselor for significant dates, deadlines, terms and conditions. Additional information and documentation will be required. All construction, closing and customer service time frames, dates and information in this brochure are: for buyer's general information, estimates only, not guaranteed, not modifications to the purchase agreement and subject to change without notice. Actual build times may vary. The closing date and/or move-in date will be determined by seller upon or near completion of the property. ENERGY STAR®, the ENERGY STAR mark and First American® Title Company are registered U.S. trademarks. KB Home reserves the right to change or discontinue features, options, products, materials and suppliers at any time without notice. Nothing herein shall be deemed an irrevocable guarantee or commitment that the home will be built with specific products or with products from any specific manufacturers. See sales counselor for details. CGC1509034 JAX-510551

This is not a commitment to lend. Program restrictions apply. KBHS Home Loans, LLC® is a Delaware Limited Liability Company headquartered at 300 E. Royal Ln., Ste. 250, Irving, TX 75039 (855) 378-6625. Company NMLS #1542802 (www.nmlsconsumeraccess.org). Contact a KBHS Home Loans, LLC representative to learn more. KBHS Home Loans, LLC is an authorized FHA loan lender. KBHS Home Loans, LLC offers many loan products. KBHS Home Loans, LLC and KB Home are affiliated companies. Equal Housing Lender. This information is accurate as of 5/12/22. ©2021 KBHS Home Loans, LLC. All rights reserved.

