



Buyer's Check List



Buyer(s) _____ Property _____

Title Co. _____ Phone # _____ Escrow # _____

- ___1. Submit loan application, authorize credit report; provide pre-qualification letter by_____.
- ___2. Remove inspection contingency ¶14 B by _____.
- ___3. Increase deposit by \$_____.
- ___4. Remove financing contingency by _____.
- ___5. Projected COE date _____. (This is the target date. There may be unavoidable delays or, by *mutual* consent, escrow may close earlier or later.)
- ___6. Research homeowner's insurance.
- ___7. Research how title will vest. (See attached sheet for options, then consult with your attorney or accountant.)
- ___8. Send change of address cards to post office, magazines, etc.
- ___9. Call utilities to transfer the account to your name on COE, or on date of possession, if different.

	<u>ATT</u>	<u>PG&E</u>	<u>Water</u>	<u>Garbage</u>	<u>Cable TV</u>
Albany	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	613-8710 (Waste Mngmnt of Alameda Co.)	800-266-2278 (Comcast)
Berkeley	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	981-7270 (Berkeley Finance Dept., Billing Unit)	800-266-2278 (Comcast)
El Cerrito	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	237-4321 (East Bay Sanitary)	800-945-2288 (Comcast)
Kensington	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	237-4614 (Bay View Refuse)	800-266-2278 (Comcast)
Oakland	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	613-8710 (Waste Mngmnt)	800-266-2278 (Comcast)
Piedmont	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	800-320-8077 (Waste Mngmnt)	800-266-2278 (Comcast)
Richmond	800-310-2355	800-743-5000	866-403-2683 (EBMUD)	262-1600	800-266-2278 (Comcast)

- ___10. Prepare funds for closing in the form of a *Cashier's Check*.

Your recorded deed and policy of title insurance will be mailed to you several weeks after COE.

We recommend that you change all lock barrels after the COE.