

BUYER FINANCING VERIFICATION CHECKLIST

Confirm your buyer is truly ready to close before accepting an offer
Use this checklist to confirm your buyer's pre-approval is solid and their lender is legitimate.

BUYER PRE-APPROVAL

- Pre-approval letter dated within the last 90 days
- Lender has pulled full credit report
- Tax returns, pay stubs, and bank statements reviewed
- Pre-approval based on automated underwriting (AUS), not just verbal info
- Loan type clearly stated (Conventional, FHA, VA, or USDA)

DOWN PAYMENT & FUNDS

- Buyer's down payment amount confirmed in writing
- Proof of funds provided (bank statement or verification letter)
- Closing costs accounted for in funds available
- No unexplained or large cash deposits that could delay underwriting

APPRAISAL & LOAN DETAILS

- Lender has discussed appraisal timeline and contingency
- Buyer understands how any appraisal gap will be handled
- Estimated closing timeline fits your desired date
- Loan contingency deadline documented in writing

LENDER COMMUNICATION

- You have the loan officer's name, phone, and email
- You (or your representative) have spoken directly with the lender
- Lender confirmed the buyer's qualification and loan status
- Lender can close within contract timeline

FINAL PRE-ACCEPTANCE REVIEW

- Offer includes a recent pre-approval and proof of funds
- Buyer's financing aligns with price, timeline, and contingencies
- You've documented every step and stored copies of all verification docs