



HOME BUYER CHECKLIST

LISTS OF RESOURCES AND TASKS FOR HOME BUYERS

- Take Eligibility Quiz
- Submit CVHT Application
- View the home
- Pay Application Fee \$30.00
- Pre-qualification Letter to CVHT
- Documentation to CVHT
- Review Fee Schedule on Website, arrange for paying fees
- Sign Intent to Purchase Document
- Pay \$100.00 Commitment Fee to CVHT
- Reserve Home
- Become a Voting Member of CVHT (\$25)
- Attend a Board or other CVHT Meeting
- Take a FTHB Course and provide certificate to CVHT
- Review Ground Lease PowerPoint
- Review Covenants
- Application approved by Board (CVHT will do)
- Sign Purchase and Sale Agreement
- Review Lease and Sign letter of acknowledgement with attorney
- Fill and Sign Memo of Lease (Ground Lease)
- Open Escrow with \$500.00
- Order Home Insurance Binder
- Order Inspection (not for new construction): Repairs needed by seller?
- Order appraisal (lender will do)
- Obtain Commitment Letter from lender
- Fill and Sign DOR form for tax waiver
- Fill out Homebuyer Survey
- Sign documents on closing day
- KEYS!
- Complete Post- Home Purchase Checklist
- Participate in future CVHT activities as a voting member!

CONTACT SHEET

HOME INSURANCE

VIP AGENCY GROUP
AMERICAN FAMILY INSURANCE
WAFD INSURANCE GROUP
STATE FARM
FARMERS
HORACE MANN

MAKE SURE TO:

Acquire insurance in compliance with CVHT policy:

- Liability up to \$500,000 and the aggregate
- Insured for full replacement costs of the home
- Name CVHT as additional insured (address below)

TITLE COMPANIES

NORTH MERIDIAN
FIRST AMERICAN
PIONEER

Once a Purchase and Sale contract is signed, you will chose the title company and open escrow with \$500.00

INSPECTIONS

GREEN GABLES
CHELAN COUNTY HOME INSPECTION
+MULTIPLE IN WENATCHEE AREA

MAKE SURE TO:

- *Inspections not required for new construction
- *Copy of inspection goes to CVHT, Lender, and seller if not CVHT. If repairs are needed, seller must complete prior to sale..

CVHT INFO

Chelan Valley Housing Trust
PO Box 674
Chelan WA 98816
Email: info@chelanvalleyhousing.org
Phone: 435-275-2002

This is a list of known companies NOT preferred companies. CVHT encourages homeowners to research, shop around for, and speak with companies to decide what is best for them.