WORKSHEET 1

MY HOMEBUYING TEAM & KEY DATES

Keep everyone's contact information and your important deadlines in one place.

Role	Name	Phone	Email
Loan Officer			
Real Estate Agent			
Title Company / Escrow Officer			
Home Inspector			
Insurance Agent			
Appraiser (if known)			
Other			

Key Dates

Milestone	Date	Done
Pre-approval issued		
Offer accepted (contract date)		
Option period ends		
Inspection		
Appraisal ordered / completed		
Financing contingency deadline		
Insurance policy bound		
Closing Disclosure received		
Final walk-through		
Closing day		

WORKSHEET 2

MONTHLY BUDGET & DEBT-TO-INCOME (DTI)

Use this worksheet with Chapter 1 to see how a house payment fits your budget. Lenders use **gross** (before-tax) income.

Monthly Gross Income	Amount
Borrower	
Co-borrower	
Other income	
Total income (A)	

Monthly Debt Payments	Amount
Car loan(s)	
Student loan(s)	
Credit card minimums	
Personal loans	
Child support / alimony	
Other	
Total debts (B)	

Proposed Housing Payment	Amount
Principal & interest	
Property taxes	
Homeowners insurance	
Mortgage insurance	
HOA dues	
Total housing (C)	

Front-end ratio

C ÷ A = _____ %

Back-end (total) DTI

(B + C) ÷ A = _____ %

Benchmarks: 28% front-end / 36% back-end. Many programs allow up to 43–50% with strong compensating factors.

Comfortable payment I'm targeting:

$ _____ /month

WORKSHEET 3

DOWN PAYMENT SAVINGS PLAN

Set a goal, pick a target date, and track your progress month by month (see Chapter 3).

Target home price: $ _____ × down payment % _____ = Down payment goal $ _____

+ Estimated closing costs (2–5%) $ _____ − Expected assistance / seller credits $ _____

Total cash goal $ _____ Target date _____ **Monthly savings needed** $ _____

Month	Deposited	Windfalls (refunds, bonuses, gifts)	Running total	On track?

Gift funds and large deposits need a paper trail—keep gift letters and deposit records.

WORKSHEET 4

CREDIT SCORE ACTION PLAN

Track your scores and the steps you're taking before you apply (see Chapter 2).

	Equifax	Experian	TransUnion	Date checked
Starting score				
Score after 30 days				
Score after 60 days				

Items to Address

Account / item	Issue (balance, late payment, error)	Action	Done

My 30-Day / 60-Day Checklist

- ☐ Pulled free reports at AnnualCreditReport.com
- ☐ Disputed any errors
- ☐ Paid card balances below 30% (goal: under 10%)
- ☐ Set up automatic payments on every account
- ☐ Asked my loan officer before paying any old collections
- ☐ No new credit applications until after closing

WORKSHEET 5

ESTIMATED MONTHLY PAYMENT (PITI)

Estimate your full monthly payment for a home you're considering. Your loan officer can provide exact figures.

Loan Details	
Purchase price	
Down payment ($ / %)	
Loan amount	
Loan program	
Interest rate (estimate)	
Loan term (years)	

Monthly Payment	Amount
Principal & interest	
Property taxes (annual ÷ 12)	
Homeowners insurance (annual ÷ 12)	
Mortgage insurance (MI/PMI/MIP)	
Flood insurance (if required)	
HOA dues	
Total monthly payment	

Property Tax Estimate

Home value $ _____ × local tax rate _____ % = $ _____ per year ÷ 12 = $ _____ per month

Remember the $140,000 school homestead exemption (Chapter 15) and ask whether your school district sends a separate supplemental bill.

Notes

WORKSHEET 6

CASH-TO-CLOSE ESTIMATOR

Estimate the total amount you'll bring to closing (see Chapter 12). Compare it with your Loan Estimate.

Item	Estimate	From Loan Estimate
Down payment		
Lender fees (Section A)		
Third-party services (Sections B & C)		
Government recording fees (Section E)		
Prepaid items (Section F)		
Initial escrow deposit (Section G)		
Subtotal		
− Earnest money already deposited		
− Seller concessions / credits		
− Lender credits		
− Down payment assistance		
Estimated cash to close		

Where the Money Is Coming From

Account / source	Amount	Statements ready?

Wire fraud warning: always confirm wiring instructions by phone with your title company using a number you've verified yourself.

WORKSHEET 7

LOAN DOCUMENT CHECKLIST

Gather these before you apply to speed up your pre-approval (see Chapter 8). Check with your loan officer for program-specific items.

Income

- ☐ W-2s — last 2 years
- ☐ Pay stubs — last 30 days
- ☐ Tax returns — last 2 years (self-employed)
- ☐ Year-to-date profit & loss (self-employed)
- ☐ Award letters (Social Security, pension, VA)
- ☐ Proof of other income (rental, alimony)

Assets

- ☐ Bank statements — last 2 months, all pages
- ☐ Investment account statements
- ☐ Retirement account statements
- ☐ Gift letter and donor's bank statement
- ☐ Earnest money receipt

Identification

- ☐ Driver's license or state ID
- ☐ Social Security number
- ☐ DD-214 or Certificate of Eligibility (VA)

Other (if applicable)

- ☐ Divorce decree / settlement agreement
- ☐ Child support or alimony order
- ☐ Bankruptcy discharge papers
- ☐ Landlord contact / rent payment history
- ☐ Letters of explanation (credit, gaps, deposits)
- ☐ Homebuyer education certificate (DPA)

Notes

WORKSHEET 8

MY HOME WISH LIST

Decide what matters most before you start touring (see Chapter 9). Share it with your agent.

Must-Haves

Nice-to-Haves

Deal-Breakers

Location Priorities

Priority	Details
Areas / neighborhoods	
School district	
Max commute time	
City water/sewer vs. well/septic OK?	
HOA OK? Max monthly dues	

WORKSHEET 9

HOUSE-HUNTING SCORECARD

Rate each home right after the showing, while it's fresh. Compare scores before making an offer (see Chapters 9–10).

	Home A	Home B	Home C
Address			
List price			
Beds / baths / sq ft			
Year built / roof age			
Property tax rate			
HOA dues			
Flood zone?			
Water / sewer			
Commute			
Condition (1–5)			
Location (1–5)			
Layout (1–5)			
Est. monthly payment			
Overall (1–10)			
Notes			

WORKSHEET 10

HOUSE-HUNTING SCORECARD (CONTINUED)

Use this page for additional homes you tour.

	Home D	Home E	Home F
Address			
List price			
Beds / baths / sq ft			
Year built / roof age			
Property tax rate			
HOA dues			
Flood zone?			
Water / sewer			
Commute			
Condition (1–5)			
Location (1–5)			
Layout (1–5)			
Est. monthly payment			
Overall (1–10)			
Notes			

WORKSHEET 11

INSPECTION NOTES & REPAIR REQUESTS

Record findings during and after your inspection. Decide what to request before your option period ends (see Chapter 11).

Inspection date _____ Inspector _____ **Option period ends** _____

Item / location	Finding	Severity (major / moderate / minor)	Request (repair / credit / price / accept)

Specialized Inspections Needed?

- ☐ Structural engineer
- ☐ Roof
- ☐ Septic
- ☐ Well
- ☐ Pest / termite
- ☐ HVAC

WORKSHEET 12

HOMEOWNERS INSURANCE QUOTE COMPARISON

Shop at least 3–5 companies 30–45 days before closing (see Chapter 13). Compare coverage, not just price.

	Quote 1	Quote 2	Quote 3
Company / agent			
Phone			
Annual premium			
Dwelling coverage			
Replacement cost?			
Personal property			
Liability			
All-perils deductible			
Wind/hail deductible			
Flood coverage (separate)?			
Discounts applied			
Notes			

Before You Choose

- [ ] Coverage meets my lender's requirement
- [ ] Lender listed as mortgagee
- [ ] Policy effective on closing day
- [ ] Asked the seller for the CLUE (claims history) report
- [ ] Sent policy information to my loan officer

WORKSHEET 13

CLOSING COUNTDOWN

Stay on track during the final weeks before closing (see Chapter 14).

30 Days Out

- [ ] Respond quickly to underwriting requests
- [ ] Shop and select homeowners insurance
- [ ] Schedule movers
- [ ] Pack a first-night box (medications, chargers, toiletries, sheets, basic tools)
- [ ] Avoid new credit and large purchases

2 Weeks Out

- [ ] Bind insurance and send it to your lender
- [ ] Confirm closing date and time
- [ ] Schedule utility transfers
- [ ] Confirm repairs are scheduled or complete

3 Days Out

- [ ] Review your Closing Disclosure against your Loan Estimate
- [ ] Confirm exact cash-to-close amount
- [ ] Verify wiring instructions **by phone**
- [ ] Arrange wire or cashier's check

Closing Day

- [ ] Final walk-through
- [ ] Bring photo ID
- [ ] Sign documents — ask questions!
- [ ] Collect keys, openers, and codes
- [ ] File homestead exemption (after you move in)

Utilities: Stop & Start

Utility	Provider	Phone	Stop (old address)	Start (new home)
Electric				
Water / sewer				
Gas or propane				
Internet / TV				
Trash				
Well / septic service				

WORKSHEET 14

AFTER YOU MOVE IN: NEW HOMEOWNER CHECKLIST

Your first months as a Texas homeowner. Keep this page with your closing documents.

First Week

- ☐ Change or rekey all exterior locks
- ☐ Reset garage door and gate codes
- ☐ Confirm utilities, internet, and trash service are in your name
- ☐ Locate the water shut-off, breaker panel, and gas shut-off
- ☐ Test smoke and carbon monoxide detectors
- ☐ Store closing documents in a safe place (and a digital copy)

First Month

- ☐ Watch for your first mortgage statement and set up autopay
- ☐ Update your address (USPS, bank, employer, DMV)
- ☐ Register to vote at your new address
- ☐ Review your homeowners policy declarations page
- ☐ Note your first payment due date: _____

Texas To-Dos

- ☐ File your homestead exemption with your county appraisal district
- ☐ Over 65 or disabled? Ask about the additional exemption and tax ceiling
- ☐ Watch for your appraisal notice (spring) and protest deadline
- ☐ Confirm your escrow covers taxes and insurance
- ☐ If on a well/septic: schedule service and water testing

Seasonal Maintenance

- ☐ Replace HVAC filters every 1–3 months
- ☐ Service A/C before summer, heat before winter
- ☐ Clean gutters and check the roof after storms
- ☐ Check foundation and drainage after heavy rain
- ☐ Flush the water heater once a year

Important Numbers

Account	Phone / website	Account #
Mortgage servicer		
Homeowners insurance		
Electric / water / gas		
HOA		