

# Home Purchase Document Checklist for Relocation Purchases

Dear [Recipient's Name],

As you prepare for your upcoming home purchase, please find below a checklist of essential documents required for a smooth relocation process:

## Document Checklist

- Proof of Identity (Government-issued ID)
- Pre-approval Letter from Lender
- Purchase Agreement
- Earnest Money Deposit Receipt
- Property Disclosure Statement
- Home Inspection Report
- Title Insurance Commitment
- Homeowners Insurance Policy
- Appraisal Report
- Closing Statement

Please ensure that all documents are prepared and submitted by [due date] to facilitate a smooth transaction. If you have any questions or need further assistance, do not hesitate to reach out.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]