

Home Purchase Document Checklist for Vacation Homes

Dear [Buyer's Name],

As you prepare for the purchase of your vacation home, please find below a checklist of essential documents to gather.

Document Checklist:

- Proof of Identity: Passport or Driver's License
- Employment Verification: Recent Pay Stubs or Employment Letter
- Financial Statements: Bank Statements and Tax Returns for the last two years
- Pre-approval Letter: Mortgage pre-approval from a lender
- Property Documents: Title Deed and Property Survey
- Inspection Reports: Home Inspection and Pest Inspection Reports
- HOA Documents: Homeowners Association Rules and Regulations (if applicable)
- Insurance Quotes: Homeowner's Insurance and Flood Insurance (if in Flood Zone)

Please ensure that you have all the required documents ready for a smooth transaction.

Best Regards,

[Your Name]

[Your Title/Position]

[Your Contact Information]