**IF INSPECTIONS ALREADY SCHEDULED:**

Hi [CLIENT NAME(S)]

Congratulations on being Under Contract!

It is my pleasure to be assisting you throughout this process. We are currently planning for a closing date of [CLOSE DATE].

I have attached a copy of your Contract as well as our Under Contract Checklist with important dates for your closing. I encourage you to print a copy of the checklist to keep handy. The confirmed dates have been filled in and any remaining dates you can fill in as we go.

The next step in the process will be to complete your loan application by [DATE] and turn in your earnest money deposit to [ESCROW AGENT OFFICE] by [DATE].

Inspections have been scheduled for [CONFIRMED DATE ONLY] and I will attend the inspection with you. The process will take up to 2 hours and please keep in mind that payment is typically expected at the time of inspection. If paying by personal check please have it ready in the amount of [$0.00] made payable to [INSPECTOR/COMPANY NAME].

Please feel free to reach out to me with any questions or concerns you may have at any time. I look forward to making this a smooth experience for you [and your family]!

Thank you,

[YOUR NAME]

**IF INSPECTIONS NEED TO BE SCHEDULED**

Hi [CLIENT NAME(S)],

Congratulations on Being Under Contract!

It is my pleasure to be assisting you throughout this process. We are currently planning for a closing date of [CLOSE DATE].

I have attached a copy of your Contract as well as our Under Contract Checklist with important dates for your closing, I encourage you to print a copy of the checklist to keep handy. The confirmed dates have been filled in and any remaining dates you can fill in as we go.

The next step in the process will be to complete your loan application by [DATE] and turn in your earnest money deposit to [ESCROW AGENT OFFICE] by [DATE].

We also need to schedule your inspections. To help you with this I will begin by reaching out to our recommended inspectors for their availability. If there is a time that does not work for you, please let me know now so I can find a time that works best for all parties. The entire appointment should take around 2 hours and I will attend the inspection with you. Please keep in mind that payment is typically expected at the time of inspection.

Please feel free to reach out to me with any questions or concerns you may have at any time. I look forward to making this a smooth experience for you [and your family]!

Thank you,

[YOUR NAME]