DOMICO / PRINTABLE BUYER WORKSHEET

Buying Property With an Existing Home Loan: Safe Steps

The seller's loan can be closed. Your payment trail must stay clear.

Property / unit: _____ Visit / review date: _____

Follow the money

[ ]	**Get the quote** - Obtain a dated foreclosure amount	Evidence / next step: _____
[ ]	**Verify the payee** - Confirm instructions directly with the bank	Evidence / next step: _____
[ ]	**Record the split** - Adjust lender payment against the price	Evidence / next step: _____
[ ]	**Close and reconcile** - Keep every payment reference	Evidence / next step: _____

Follow the papers

[ ]	**List originals** - Get the lender's inventory	Evidence / next step: _____
[ ]	**Check the bundle** - Match released documents item by item	Evidence / next step: _____
[ ]	**Release security** - Collect the appropriate discharge evidence	Evidence / next step: _____
[ ]	**Acknowledge transfer** - Record who receives the originals	Evidence / next step: _____

Rs 60 lakh purchase example

[ ]	**Advance** - Rs 2 lakh already paid	Evidence / next step: _____
[ ]	**Old lender** - Rs 24 lakh on the seller's behalf	Evidence / next step: _____
[ ]	**Seller balance** - Rs 34 lakh gross balance	Evidence / next step: _____
[ ]	**Reconcile separately** - TDS and purchase costs need their own calculation	Evidence / next step: _____

Open questions / professional follow-up: _____

Read with the full Domico guide. This worksheet records checks; it is not a title, safety, loan or tax clearance. Verify applicable requirements for the exact property and transaction.