



Kevin Retcher 703-799-5626

[Kevin@firstmeridianmortgage.com](mailto:Kevin@firstmeridianmortgage.com)

[www.firstmeridianmortgage.com](http://www.firstmeridianmortgage.com)

# 12-Step Homebuying Action Planner

This action-planner version turns the workshop into a working document with seminar prompts, coaching questions, and practical next steps based on nationally recognized homebuyer education themes.

## Buyer profile

- Name:
- Email:
- Phone:
- Target move timeline:
- First-time buyer or move-up buyer:
- Preferred city or area:

## 12-step planner

### Step 1: Clarify the goal

- Why buy now?
- Why not wait?
- What would make this a successful move?

### Step 2: Review readiness

- What is working financially?
- What needs improvement before buying?
- What is your target timeline?

### Step 3: Improve credit

- What score are you targeting?
- What 2 actions will improve your score fastest?
- Who will help you stay accountable?

#### **Step 4: Choose financing direction**

- Which loan options will you explore first?
- What down payment amount feels realistic?
- What questions do you still have about mortgage insurance or eligibility?

#### **Step 5: Complete pre-approval**

- What documents are missing?
- What is your ideal monthly payment range?
- When will you submit your application?

#### **Step 6: Set a real budget**

Homebuyer education programs emphasize managing money and preparing for sustainable ownership, not just getting approval through.

- What payment would feel safe every month?
- What non-mortgage costs do you need to budget for?
- How much do you want left in savings after closing?

#### **Step 7: Assemble the team**

- Who is helping with mortgage guidance?
- Who is helping with the home search?
- Who is helping with insurance and protection planning?

#### **Step 8: Search with purpose**

- What are your top 5 must-haves?
- Which items are preferences, not requirements?
- Which neighborhoods best match budget and lifestyle?

### Step 9: Prepare to offer

- What is your top price ceiling?
- Which contingencies matter most?
- How aggressive or conservative should your negotiation style be?

### Step 10: Plan for due diligence

- What inspection issues would worry you most?
- Would you rather request repairs or credit?
- If the appraisal is low, what is your backup plan?

### Step 11: Get ready to close

- What is your projected cash to close?
- What tasks must be completed before signing day?
- What will you verify during the final walkthrough?

### Step 12: Protect the home long term

Freddie Mac includes preserving homeownership as a core learning module, and Fannie Mae ends its course with closing and homeowner responsibilities.

- What is your maintenance plan for the first year?
- What insurance reviews will you schedule?
- What habits will help you stay financially strong as a homeowner?

### My next 30 days

Week	Top priority	Specific task	Deadline
Week 1			
Week 2			
Week 3			
Week 4			