

Transaction Deadline Tracker

TRANSACTION DETAILS:

Property Address:	
Offer Date:	
Acceptance Date:	
Closing Date:	
Possession Date:	

Disclosures to be delivered PRIOR to execution of Purchase Agreement:

Disclosure Type	Delivery	Objection	Resolution
*Lead Based Paint			
*PID			
Property Tax Levy			

*NOTE: These forms are required to be completed by the seller *prior* to the seller accepting an offer to purchase.

Deadlines to be met AFTER to execution of Purchase Agreement:

FINANCE DEADLINES

Finance Item	Deadline
Earnest Money Delivery Date	
Prequal letter	
Loan Approval	
CD Acknowledgement	
Proof of Funds (Cash Purchase)	

NOTES:

- If buyer changes lender after delivery of Pre-Qualification Letter, buyer must notify seller in writing and provide new a Pre-Qualification Letter within 2 days.
- If lender makes changes to loan condition/loan program that adversely affect buyer's ability to obtain the loan, increase seller's costs or delay closing, Buyer shall

have the obligation to notify Seller in writing within 2 days. Seller then has 3 days to respond and approve or terminate. Earnest money is refunded.

DISCLOSURE/CONTINGENCY DEADLINES

Disclosure/Contingency	Delivery	Objection	Resolution
Property Disclosure			
Insurance			
Title Commitment			
*Appraisal			
HOA Documents			
HOA Resale Disclosure Certificate			
Survey/ILR			
Other			
Other			

***NOTES:**

- Buyer has 3 days to notify seller if they are going to exercise their option of proceeding with the transaction without regard to the amount of the appraisal. If they don't, the *"Agreement shall automatically terminate."*
- Buyer and seller have 5 days to negotiate a new Purchase Price. If they are unable, the *"Agreement shall automatically terminate."*

INSPECTION/HOME WARRANTY DEADLINES

Inspection/Warranty	Delivery	Objection	Resolution
Inspection Deadlines			
Home Warranty Deadlines			

Inspection Type:		B / S	Ordered? Y / N	Reviewed? Y / N	Invoice to title? Y / N
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Inspection Type:		B / S	Ordered? Y / N	Reviewed? Y / N	Invoice to title? Y / N
Inspection Type:		B / S	Ordered? Y / N	Reviewed? Y / N	Invoice to title? Y / N

Re-inspection ordered? Y/N

Repair invoices sent to title? Y/N

Home Warranty? Y/ N Who pays? B / S Ordered? Y / N Invoice to title? Y / N

BUYER'S SALE, CLOSING, AND FUNDING CONTINGENCIES

Contingency Type	Delivery	Objection	Resolution
Buyer's Sale			
Buyer's Closing and Funding			
Other			

FINAL STEPS TO CLOSING

Utility info sent to client? Y / N

Walkthrough Scheduled? Y / N

DA Sent to Title? Y / N

Closing Scheduled? Y / N