



PURCHASE AND SALE AGREEMENT TIMELINE CHECKLIST

1 Property Address:
2 Buyer: Seller:
3 Address: Address:
4 Phone: Cell: Phone: Cell:
5 Email: Email:
6 Buyer's Licensee: Seller's Licensee:
7 Binding Agreement Date: (BAD) Purchase Price
8 Closing Date: Contract sent to Closing Agency Time Scheduled

9 Enter Deadline Date for each item. Check each BOX when completed.

10 EARNEST MONEY/TRUST MONEY

11 Deposited days after BAD.
12 Holder of Earnest Money/Trust Money:

13 FINANCIAL OBLIGATION

13 Lender: Phone:
14 Address: Email:
15 Cell:

- 16 Within 3 days of BAD, verify that Loan Application has been made and Lender has been instructed to order credit report and Buyer has paid for credit report.
17
18 Within 3 days of BAD, Notify Seller of Date of Application and Lender's name, contact information and that Lender has been instructed to order credit report and Buyer has paid for report.
19
20 Within 14 days of BAD, Buyer has requested that the appraisal be ordered and the fee has been paid.
21
22 Within 14 days of BAD, Provide Seller with representation and warranty of securing evidence of hazard insurance and has notified Lender of an Intent to Proceed and has available funds to close per the Loan Estimate.
23
24 Seller's Written Demand for Compliance if no Loan Application information is provided and that Buyer has instructed Lender to order and has paid for credit report.
25
26 Seller's Written Demand for Compliance if Buyer has not provided representations and warranties of securing evidence of hazard insurance and signing an Intent to Proceed with Lender and has available funds to Close per the Loan Estimate.
27
28
29 Within 5 days of BAD, Buyer to provide Proof of funds (For use when Financial Contingency Waived).
30
31 Seller's Written Demand for Compliance if Buyer has not provided proof of funds (For use when Financial Contingency Waived).

32 APPRAISAL

32 Purchase conditioned upon appraisal Yes No If Yes,
33 Appraiser Name: Phone:
34 Email: Cell:
35 Within 5 days of BAD, Buyer to provide Name and telephone number of appraiser and proof appraisal was ordered. (For use when Financial Contingency Waived).
36
37 Seller's Written Demand for Compliance if Buyer has not provided name and address of appraiser and proof appraisal was ordered. (For use when Financial Contingency Waived).
38
39 Appraisal Complete
40 Appraisal received by Buyer and/or Lender

Jennifer Humphrey-Poveda

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41 \_\_\_\_\_  Within 3 days of Buyer receiving low appraisal price, Buyer to notify Seller of decision to terminate  
42 agreement or waive appraisal contingency.

43 **INSPECTION**

44 \_\_\_\_\_  Buyer Inspection Period (within \_\_\_\_\_ days after BAD).

45 \_\_\_\_\_  Initial Home Inspection

46 Inspection Company: \_\_\_\_\_ Phone: \_\_\_\_\_

47 Inspector Name: \_\_\_\_\_ Phone: \_\_\_\_\_

48 Email: \_\_\_\_\_ Cell: \_\_\_\_\_

49 \_\_\_\_\_  Wood Destroying Insect Infestation Inspection Report (WDI) made.

50 WDI Company: \_\_\_\_\_ Phone: \_\_\_\_\_

51 Inspector Name: \_\_\_\_\_ Phone: \_\_\_\_\_

52 Email: \_\_\_\_\_ Cell: \_\_\_\_\_

53 \_\_\_\_\_  Other Inspections  Well  Septic  Radon  Lead Paint  Survey

54 Company: \_\_\_\_\_ Phone: \_\_\_\_\_

55 Inspector Name: \_\_\_\_\_ Phone: \_\_\_\_\_

56 Email: \_\_\_\_\_ Cell: \_\_\_\_\_

57 \_\_\_\_\_  Other Inspections  Well  Septic  Radon  Lead Paint  Survey

58 Company: \_\_\_\_\_ Phone: \_\_\_\_\_

59 Inspector Name: \_\_\_\_\_ Phone: \_\_\_\_\_

60 Email: \_\_\_\_\_ Cell: \_\_\_\_\_

61 \_\_\_\_\_  Buyer Notification to Seller to  terminate  accept  request repairs.

62 \_\_\_\_\_  Resolution Period: \_\_\_\_\_ days following receipt of list of repairs and WDI (counters to each party)

63 \_\_\_\_\_  Completion of Repairs Deadline and Inspection

64 \_\_\_\_\_  Final inspection to be made (see Final Inspection section of Agreement for # of days).

65 **HOMEOWNER ASSOCIATION**

66 \_\_\_\_\_  Homeowner Association Bylaws, Covenants & Restrictions, etc. received

67  Monthly  Quarterly  Annual Dues \$ \_\_\_\_\_

68  Monthly  Quarterly  Annual Assessments \$ \_\_\_\_\_

69  Monthly  Quarterly  Annual Other \$ \_\_\_\_\_

70 NOTES: \_\_\_\_\_

71 **POSSESSION** Other than at Closing

72 \_\_\_\_\_  Date of Possession if not at Closing

73 Temporary Occupancy Agreement  Prior to Closing (RF 626) OR  After Closing (RF 627)

74 **MISCELLANEOUS**

75 Home Protection Company: \_\_\_\_\_ Cost: \_\_\_\_\_ Confirmation No.: \_\_\_\_\_

76 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

77 Buyer Closing/Title Agency: \_\_\_\_\_

78 Contact: \_\_\_\_\_ Address: \_\_\_\_\_

79 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

80 Seller Closing/Title Agency: \_\_\_\_\_

81 Contact: \_\_\_\_\_ Address: \_\_\_\_\_

82 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

83 Title Policy  Yes  No  Re-issue Credit Policy to Closing Attorney

84 Homeowner's Insurance: \_\_\_\_\_ Phone: \_\_\_\_\_

85 Contact: \_\_\_\_\_ Amount: \_\_\_\_\_

86 Mortgage Information: \_\_\_\_\_ Loan#: \_\_\_\_\_

87 \_\_\_\_\_  Material Defect found in title examination, closing or loan survey, boundary line survey or other means

88  reported to Seller to cure prior to Closing Date

89 \_\_\_\_\_  Sellers Final Property Disclosure Completed (RF 202)

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