



TIME LINE	BUYER ACTIVITY	SELLER ACTIVITY
Pre-Contract	Choose a REALTOR Sign agency disclosure Sign Buyer/Broker exclusive <i>Optional Activities</i> <ul style="list-style-type: none"> • Contact a lender/loan broker for pre-qualification or pre-approval • Identify source of down payment and closing cost 	Choose a REALTOR Sign agency disclosure Sign a listing agreement <i>Optional Activities</i> <ul style="list-style-type: none"> • Order preliminary report, disclosures reports • Complete TDS, lead and other disclosures • Get termite inspection • Get house pre-inspection
Acceptance	<ul style="list-style-type: none"> • Sign offer, any counter offers • Give deposit to Broker 	<ul style="list-style-type: none"> • Sign Acceptance, any counter offers
After acceptance		<ul style="list-style-type: none"> • Order seller-paid reports or inspections • Order prelim (if not done at time of listing or if title company changes)
3 days	<ul style="list-style-type: none"> • Give deposit to escrow 	
7 days	<ul style="list-style-type: none"> • Give pre-qualification or pre-approval letter • Verify down payment and closing cost, and, if all cash, sufficient funds to close 	<ul style="list-style-type: none"> • If buyer does not perform, seller can give notice • If applicable, disclose if condo or planned development • Deliver seller disclosures, reports and inspections (TDS, Natural Hazards, Preliminary Report, Seller-paid reports, etc.)
7-17 days	<ul style="list-style-type: none"> • Conduct inspections, review reports, request repairs, etc. 	
17 days	<ul style="list-style-type: none"> • In writing, remove contingencies or cancel • Return signed disclosures 	<ul style="list-style-type: none"> • If buyer does not perform, seller can give notice or allow contingency to continue • If buyer does not, seller can give notice to perform
As soon as possible		<ul style="list-style-type: none"> • Deliver HOA disclosures
1-5 days after delivery	<ul style="list-style-type: none"> • Review HOA disclosures 	
5 days after delivery	<ul style="list-style-type: none"> • In writing, remove contingencies for common interest disclosures or cancel 	<ul style="list-style-type: none"> • If buyer does not perform, seller can give notice
5 days <i>before</i> close of escrow	<ul style="list-style-type: none"> • Verify condition of property 	<ul style="list-style-type: none"> • Deliver deed • Escrow closes & you will receive the proceeds from the sale
Close of escrow	Pay remaining amount of purchase price to escrow Escrow closes & you receive title to your new home	If applicable, tenant occupied property to be vacant