

Action Plan for a Successful Real Estate Sale

2 Days

After Signing

- Order Termite Report
- Notify MLS (pending)

12 Days

After Signing

- Escrow Instructions Back (Seller)
- Escrow Instructions Back (Buyer)

3 Days

After Signing

- Order HOA Docs
- Open Escrow
- Deposit Check to Escrow

15 Days

After Signing

- Check With Lender

7 Days

After Signing

- H.O.A. Disclosure
- Order Other Inspections
- Termite Report
- Prelim Received
- Proof of Funds
- Escrow Instructions Received
- Disclosures Out to Buyer
- Property Inspection Ordered
- Home Warranty Ordered

17 Days

After Signing

- Repairs Request Letter
- Disclosures Returned by Buyer
- Property Inspection Complete
- Appraisal Contingency Removal
- Loan Contingency Removal

Action Plan for a Successful Real Estate Sale

20 Days

After Signing

- Escrow Amendment
- Termite Work Ordered
- Fire Insurance Ordered

3-5 Days

Prior to COE

- Repairs Complete
- Final Walk Through
- Termite Work Done (Clearance)
- Arrange for Keys
- Loan Docs
- Docs Signed
- Loan Funded
- Recording Confirmation

After Escrow has

Closed

- Remove Lock Box
- MLS Closed
- Remove Sign
- Utilities Transferred
- Thank You Letter after Sale

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