



Title Company: _____

Escrow Officer Email: _____

Escrow Officer: _____

Escrow Officer Phone: _____

OPTION PERIOD

- Set up the inspection and notify all parties of date and time
- Apply for insurance
- Order clue report from insurance company
- Amendment
- Prepare all necessary agreements and disclosures
- Have parties execute contract
- Provide copies of contract to title company and lender
- Submit paperwork to broker:
 - Contract
 - Addenda
 - Brokerage Service Forms
 - Buyer Representation Agreement
 - MLS Sheet
 - TAR Authorization Form

FINANCING

- Get lender info from buyer or from approval letter
- Call and make friends with the lender
- Offer to email the contract
- Check in weekly with the lender
- Obtain approval according to the Third Party Financing Addendum
- Approval letter states full approval or approval contingent upon lender's review of title policy, survey, and appraisal
- Other issues you may need to address:
 - When will the documents be delivered to the title company?
 - Is either party a mail-out?
 - Will a POA be used?

DEADLINES

- Additional earnest money
- Deliver the survey to buyer – are there any changes?
- HOA
- Seller's disclosure

- Environmental assessment
- Septic approval
- Credit report
- Contingencies
- Sale of other property
- Leaseback
- Terms and insurance
- Title Commitment
- Title company has 20 days to deliver and may extend 15 more days
- All requirements on Schedule C must be fulfilled
- Trust docs
- Liens
- Right of First Refusal
- Judgements
- Surveyor needs Schedule B
- First Right of Refusal needs Schedule A
- Objections to the title and/or survey must be in writing and submitted according to 6A of contract

PREPARING FOR CLOSING

- Disbursement authorization to title company
- Make sure both parties connect or disconnect service
- Invoices, repairs and reimbursements
- Submit to title company
- Follow up on status of lender docs/closing disclosure
- Order home warranty and submit to the title company
- Follow up on septic approval
- Set closing date and time
- Notify all parties, including lender
- Review Closing Disclosure/Settlement Statement

POST CLOSING

- Send a thank you note
- Make certain broker receives their check