

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: _____ Agreement 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** 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 _____ 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.

18 _____ Within 14 days of BAD, Buyer has requested that the appraisal be ordered and the fee has been paid.

19 _____ 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.

20 _____ 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.

21 _____ 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.

22 _____ Within 5 days of BAD, Buyer to provide Proof of funds (**For use when Financial Contingency Waived**).

23 _____ Seller's Written Demand for Compliance if Buyer has not provided proof of funds (**For use when Financial Contingency Waived**).

24 **APPRAISAL** Purchase contingent upon appraisal Yes No If Yes,

25 Appraiser Name: _____ Phone: _____

26 Email: _____ Cell: _____

27 _____ 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**).

28 _____ 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**).

29 _____ Appraisal Complete

30 _____ Appraisal received by Buyer and/or Lender

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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