

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

10 **Enter Deadline Date for each item. Check each BOX when completed.**

EARNEST MONEY/TRUST MONEY

11
12
13
14 _____ Received _____ days after BAD.

15 _____ Deposited _____ days after BAD.

16 Holder of Earnest Money/Trust Money: _____
17

18 **FINANCIAL OBLIGATION** Lender: _____ Phone: _____

19 Address: _____ Email: _____

20 Cell: _____

21 _____ Within 3 days of BAD, verify that Loan Application has been made and Lender has been instructed to order
22 credit report and Buyer has paid for credit report.

23 _____ Within 3 days of BAD, Notify Seller of Date of Application and Lender's name, contact information and that
24 Lender has been instructed to order credit report and Buyer has paid for report.

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

26 _____ Within 14 days of BAD, Provide Seller with representation and warranty of securing evidence of hazard
27 insurance and has notified Lender of an Intent to Proceed and has available funds to close per the Loan
28 Estimate.

29 _____ Seller's Written Demand for Compliance if no Loan Application information is provided and that Buyer has
30 instructed Lender to order and has paid for credit report.

31 _____ Seller's Written Demand for Compliance if Buyer has not provided representations and warranties of
32 securing evidence of hazard insurance and signing an Intent to Proceed with Lender and has available funds
33 to Close per the Loan Estimate.

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

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

37
38 **APPRAISAL** Purchase contingent upon appraisal Yes No If Yes,

39 Appraiser Name: _____ Phone: _____

40 Email: _____ Cell: _____

- 41 _____ Within 5 days of BAD, Buyer to provide Name and telephone number of appraiser and proof appraisal was
 42 ordered. **(For use when Financial Contingency Waived).**
 43 _____ Seller's Written Demand for Compliance if Buyer has not provided name and address of appraiser and proof
 44 appraisal was ordered. **(For use when Financial Contingency Waived).**
 45 _____ Appraisal Complete
 46 _____ Appraisal received by Buyer and/or Lender
- 47 _____ Within 3 days of Buyer receiving low appraisal price, Buyer to notify Seller of decision to terminate
 48 agreement or waive appraisal contingency.

49
 50 **INSPECTION**

- 51 _____ Buyer Inspection Period (within _____ days after BAD).
 52 _____ Initial Home Inspection
 53 Inspection Company: _____ Phone: _____
 54 Inspector Name: _____ Phone: _____
 55 Email: _____ Cell: _____
 56 _____ Wood Destroying Insect Infestation Inspection Report (WDI) made.
 57 WDI Company: _____ Phone: _____
 58 Inspector Name: _____ Phone: _____
 59 Email: _____ Cell: _____
 60 _____ Other Inspections Well Septic Radon Lead Paint Survey
 61 Company: _____ Phone: _____
 62 Inspector Name: _____ Phone: _____
 63 Email: _____ Cell: _____
 64 _____ Other Inspections Well Septic Radon Lead Paint Survey
 65 Company: _____ Phone: _____
 66 Inspector Name: _____ Phone: _____
 67 Email: _____ Cell: _____
- 68 _____ Buyer Notification to Seller to terminate accept request repairs.
 69 _____ Resolution Period: _____ days following receipt of list of repairs and WDI (counters to each party)
 70 _____ Completion of Repairs Deadline and Inspection
 71 _____ Final inspection to be made (see Final Inspection section of Agreement for # of days).

72
 73 **HOMEOWNER ASSOCIATION**

- 74 _____ Homeowner Association Bylaws, Covenants & Restrictions, etc. received
 75 Monthly Quarterly Annual Dues \$ _____
 76 Monthly Quarterly Annual Assessments \$ _____
 77 Monthly Quarterly Annual Other \$ _____

78 NOTES: _____
 79

80 **POSSESSION**

- 81 _____ Other than at Closing
 82 _____ Date of Possession if not at Closing
 83 _____ Temporary Occupancy Agreement Prior to Closing (RF 626) OR After Closing (RF 627)

84 **MISCELLANEOUS**

- 85 Home Protection Company: _____ Cost: _____ Confirmation No.: _____
 86 Phone: _____ Email: _____
 87 Buyer Closing/Title Agency: _____
 88 Contact: _____ Address: _____
 89 Phone: _____ Email: _____

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90 Seller Closing/Title Agency: _____
 91 Contact: _____ Address: _____
 92 Phone: _____ Email: _____
 93 Title Policy Yes No Re-issue Credit Policy to Closing Attorney
 94 Homeowner's Insurance: _____ Phone: _____
 95 Contact: _____ Amount: _____
 96 Mortgage Information: _____ Loan#: _____
 97 _____ Material Defect found in title examination, closing or loan survey, boundary line survey or other means
 98 _____ reported to Seller to cure prior to Closing Date
 99 _____ Sellers Final Property Disclosure Completed (RF 202)
 100

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