



Property Address:

Sale Price: \$	Deposit: \$
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SELLER

Seller(s) Name(s):		
Phone:	Fax:	Email:

Listing Agent's Commission %

Listing Agent's Name:	Company:	
Phone:	Fax:	Email:

BUYER

Buyer(s) Name(s):		
Phone:	Fax:	Email:

Buyer Agent's Commission %

Buyer Agent's Name:	Company:	
Phone:	Fax:	Email:

LENDER

Loan Officer's Name:	Company:	
Phone:	Fax:	Email:

TO START ESCROW

- Residential Purchase Agreement (RPA-CA), including _____ Counter Offers
- Copy of Earnest Money Deposit Check
 - In case of an Electronic Transfer of Funds (ELF) please call to request wiring instruction

IMPORTANT STEPS AND DEADLINES TO KEEP IN MIND

- Buyer to deliver initial deposit directly to us by (usually within 3 business days after acceptance)
- Verification of funds to close or verification of down payment and closing costs is due by (usually within 3 days after acceptance)
- Loan Preapproval Letter is due by (usually within 3 days after acceptance)
- Seller to request HOA documents by (usually within 3 days after acceptance)
- Get your client to sign and return Escrow Holder's general provision and the Statement of Information form (we will provide all of this to your client) (usually within 5 days after receipt from escrow)
- If representing Seller, deliver to Buyer all reports, disclosures, and information for which Seller is responsible by (usually within 7 days after acceptance)
- If FHA/VA loan, written notice of any lender required repairs or costs for Seller to pay is due by (usually within 17 days after acceptance)
- Appraisal Contingency and Removal is due by (usually within 17 days after acceptance)
- If representing Buyer, ensure your client completes all Buyer Investigations, review all disclosures, reports, etc. by (usually within 17 days after acceptance)
- Loan Contingency Removal is due by (usually within 21 days after acceptance)
- If Tenant occupied, property shall be vacant by (usually at least 5 days prior to the close of escrow)

This is provided to you as a courtesy. Please refer to your Broker and contract for a list of exact deadlines and specific requirements for you to adhere.