

SALE FILE INFORMATION/TIMELINE

Seller Information

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|------------------------------|--|
| Seller | |
| Property Address/City | |
| Contact # | |
| Fax | |
| Email | |
| Listing Agent Co. | |
| LA Name | |
| LA Contact # | |
| LA Email | |
| LA Fax | |

Buyer Information

| | |
|--------------------------|--|
| Buyer | |
| Mailing Address | |
| Contact # | |
| Fax | |
| Email | |
| Selling Agent Co. | |
| SA Name | |
| SA Contact # | |
| SA Email | |
| SA Fax | |

Transaction Information

| | |
|-------------------------------------|--|
| Mutual Acceptance Date | |
| Escrow Co/Contact Person | |
| Escrow Phone/FAX | |
| Escrow Email | |
| Title Company/Contact Person | |
| Buyer's Lender Co/Contact | |
| Lender's # | |
| Lenders Email | |
| Lender's Fax | |

| ITEM | Date Due | Date Received/ Delivered | Accepted/Rejected Or Status | Comments |
|--|----------|-----------------------------|--------------------------------|----------|
| Lender Pre-Approval Letter | | | | |
| Form #17 Delivered | | | | |
| Form #17 Three Day Rescission Right | | | | |
| Home Inspection | | | | |
| Seller response to home inspection | | | | |
| Condo Certificate (if applicable) | | | | |
| Preliminary Title | | | | |
| Escrow Setup/ Earnest Money Deposited | | | | |
| Commission Disbursement Form | | | | |
| Appraisal | | | | |
| Letter of loan Commitment (application) | | | | |
| Septic Pump/ Inspected | | | | |
| Repairs/notice of completion for re-inspection | | | | |
| Loan Status Request | | | | |
| Loan Status Request | | | | |
| Notice to remove financing | | | | |
| Loan Docs Delivered | | | | |
| Final Walk-through | | | | |
| Signing Appoint- ment | | | | |
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