SELLER RESPONSIBILITIES	BOTH RESPONSIBLE	BUYER RESPONSIBILITIES
Property Listed		Buyer meets with lender
Title Report run to clear up any issues		Buyer pre-approved for certain amount
Seller provides Seller Disclosure		Home Search
	Offer—Purchase and Sale Agreement	
		Lender may be asked to provide verification of funds
	Mutual Acceptance (aka M.A.)	
	Escrow Opened—Purchase and sale agreement and all forms that outline the transaction parameters provided to escrow	
Title Report ordered by escrow and provided to buyer		Buyer deposit earnest money with escrow (due 2 days after M.A.)
		Buyer make official loan application with property with lender and provides purchase and sale agreement (due 5 days after M.A.)
		Lender verifies with escrow that loan application has been made.
		Buyer approves all disclosure in disclosure package
Seller provides Utility Identification		Title Contingency expires 5 days after M.A.
Seller provides septic maintenance records and inspection provided at seller expense (due to buyer 10 days after M.A.)		Inspection scheduled ASAP after M.A.
		HOA review period ends 10 days after M.A.
		Inspection response sent to sellers (due 10 days after M.A.)
	Inspection response resolution signed by all parties and provided to escrow.	
		Lender orders appraisal
	If appraisal comes in low, both buyer and seller determine a course of action to make sure mortgage parameters work	
Escrow determines seller mortgage payoff amount		Lender finishes all underwriting and loan is approved.
Escrow determines any other items to be paid out of seller proceeds including prorated property taxes, certain utilities, HOA dues, etc		Lender sends loan documents to escrow.
		Financing contingency expires (usually 30 days after M.A.). Note: if loan approval is not received, seller has the right to terminate by giving buyers 3 days to waive the financing contingency.
	Buyer's right to re-inspect property (within 5 days of closing)	
		Buyer notifies utilities of upcoming transfer of ownership (2-3 days prior to closing)
	Signing appointments (due 2-3 days before closing)	
	Closing	
	Funds dispersed and loans funded	
	Property change of hands recorded	
	Possession according to contract	