

Manage Closing Activities

OFFER ACCEPTANCE PLAN – Miss a Deadline, Miss a Deal!

Property Address		{location}				
Escrow Account #						
Status	Terms of RPA	RPA #	Days	Date	Value	Responsibility
	Offer Date (RPA-CA 11/14)	1-A				Buyer
	Counter Date (SCO, 11/14)					Seller
	Counter Acceptance Date (SCO,11/14)	4				Buyer
Contract Timeline Start Date						Buyer/Seller
CONDO HOA PACKAGE ORDERED						
Purchase Price		1-C				Seller/Escrow
Close of Escrow Date		1-D	30	1/29/1900		RPA
Finance Terms						
	Initial Deposit	3-A	3	1/2/1900		RPA
	Increased Deposit	3-B	3	1/2/1900		RPA
	All Cash offer	3-C				
	1st Loan Amount	3-D 1			\$ -	Calculated
	Rate (%)					RPA
Verification of Down Payment		3-H	3	1/2/1900		Buyer/Lender
Appraisal Ordered						Lender
Appraisal Contingency Removed		3-I	17	1/16/1900		Buyer/Lender
Loan Terms						
	Loan Application Qualification Letter	3-J 1	3	1/2/1900		Buyer/Lender
Loan Contingency Removal/Cancel		3-J-3	21	1/20/1900		Buyer
Closing and Possession		9-B	30	1/29/1900	1:00 PM	Seller
Tenant Occupied - Vacancy b4 Close		9-D	-5	1/24/1900		Seller
Disclosures from Seller Received		10-A 1	7	1/6/1900		Seller
	Lead Paint Pamphlet/Disc	10-A 1				Seller
	Statutory Disclosures	10-A 1				Seller
	TDS, NHD, Substance, Tax, Industrial/Military	10-A 1				Seller
	Seller Property Questionnaire	10-A 4	7	1/6/1900		Seller
	Buyer Disc Rec'd After Offer signed	10-A 7	5	1/4/1900		Buyer
	Natural Hazard Disclosure	10-B	7	1/6/1900		Seller
	Withholding Taxes (FIRPTA)	10-C	7	1/6/1900		Seller
	Condo Disclosure to Buyer	10-F	7	1/6/1900		Seller
	Seller Request HOA (HOA1)	10-F 2	3	1/2/1900		Seller
	Buyer Investigations complete, covering:	12-A	17	1/16/1900		Buyer
	Lead Based paint, Wood Destroying pests/organisms, Review Sex Offender Database, Confirm Insurability of Property, Review Leases					
	Home Inspection Completed					
	Pest Inspection Completed					
Buyer Remove Contingencies (CR)		14-B 3	17	1/16/1900		Buyer
Title and Vesting		13				
	Prelim Title Report	13-A	17	1/16/1900		Escrow
	Statement of Information	13-A	7	1/6/1900		Seller
	Seller Disclosure of Title issues	13-C	7	1/6/1900		Seller
	Buyer Acquire Homeowner Policy	13-E	17	1/16/1900		Buyer
Time Periods				#####		
	Seller Performance	14-A	7	1/6/1900		Seller
	Buyer Investigations	14-B	17	1/16/1900		Buyer
	Seller Right to Cancel - Buyer Contingencies	14-C 1	17	1/16/1900		Seller
	Seller Right to Cancel - Buyer Obligations	14-C 2	17	1/16/1900		Seller
	no deposit of funds					
	no deliver of FHA/VA cost/terms					
	no deliver of satisfactory loan approval					
	no acceptance of lease terms					
	no return of Statutory and Lead Disclosures					
	Notice to Perform	14-D	2			Seller or Buyer
	Close of Escrow Demand	14-F	3	1/2/1900		Seller or Buyer
Final Verification of Condition		15	-5	1/24/1900		Buyer
Joint Escrow Instructions		20-A	3	1/2/1900		Buyer/Seller/Escrow
Delivery of RPA to Escrow Agent		20-B	3	1/2/1900		Buyer / Seller
Expiration of Offer - Days After presentation		31	3	1/2/1900		Buyer / Seller