

CUSTOMARY BUYER TIMELINE/CHECKLIST	HANDLED BY:		
	LAW FIRM	BUYER	LOCAL EXPERT REFERRAL
<u>PRIOR TO SIGNING A CONTRACT:</u>			
SEARCH LISTINGS TO FIND NEW HOME		X	
CONSULT WITH LOCAL EXPERT ON LOCATIONS THAT MIGHT BE A GOOD FIT			X
OBTAIN COMPARATIVE MARKET ANALYSIS			X
PROVIDE HOME INSURANCE QUOTE			X
PRICE OUT HOME INSPECTORS			X
PREPARE CONTRACT TO SUBMIT AS OFFER	X		
SUBMIT OFFER TO LISTING AGENT/SELLER		X	
SECURE FINANCING / BANK LOAN (IF NEEDED)			X
<u>ONCE CONTRACT IS SIGNED BY BOTH PARTIES:</u>			
HIRE A HOME INSPECTOR, SCHEDULE INSPECTION		X	
REMIT DEPOSIT PAYMENT TO LAW FIRM (PRIOR TO DUE DATE REFERENCED ON CONTRACT)		X	
COMMENCE CLOSING PROCESS / MAKE INTRODUCTION OF CLOSING TEAM TO BUYER AND SELLER	X		
INQUIRE AS TO HOW BUYERS WILL TAKE TITLE	X		
INQUIRE AS TO HOW BUYER WILL SIGN CLOSING DOCUMENTS	X		
MAKE INTRODUCTION TO SURVEYOR (IF REQUIRED BY BANK OR DESIRED)			X
ORDER AND PAY FOR SURVEY (IF REQUIRED BY BANK OR DESIRED)		X	
ORDER TITLE SEARCH	X		
ORDER HOA ESTOPPEL (IF APPLICABLE)	X		
ORDER LIEN SEARCH (IF APPLICABLE)	X		
REVIEW TITLE SEARCH FINDINGS	X		
ORDER PAYOFF ON EXISTING MORTGAGES (IF APPLICABLE)	X		
PREPARE CLOSING DOCUMENTS AND REMEDY ALL CURABLE TITLE DEFECTS AS IDENTIFIED BY TITLE SEARCH	X		
COORDINATE WITH LENDER: REVIEW MORTGAGE DOCUMENTS, CONFIRM FINAL FIGURES (IF APPLICABLE)	X		
CIRCULATE CLOSING STATEMENT SO BUYER IS AWARE OF CASH NEEDED TO CLOSE	X		
CIRCULATE DOCUMENTS TO BE SIGNED AND/OR SIGN IN PERSON AT OUR OFFICE	X		
COLLECT ALL SIGNED DOCUMENTS	X		
COLLECT CASH TO CLOSE OR LOAN PROCEEDS	X		
REMIT PROCEEDS TO SELLER	X		
REMIT PAYMENTS TO ANY THIRD PARTIES (BANK PAYOFFS, HOA, PROPERTY TAXES, WATER)	X		
RECORD DOCUMENTS	X		
ORDER TITLE INSURANCE POLICY	X		
EMAIL RELEVANT CLOSING DOCUMENTS AND TITLE INSURANCE POLICY TO BUYER	X		