

PURCHASE AND SALE AGREEMENT CHECKLIST

- 1 Property Address: _____
- 2 Buyer: _____ Seller: _____
- 3 Buyer's Licensee: _____ Seller's Licensee: _____
- 4 Contact Info: _____ Contact Info: _____
- 5 Binding Agreement Date: (BAD) _____ Scheduled Closing Date: _____
- 6 **Deadline Date Complete**
- 7 **EARNEST MONEY**
- 8 _____ Deposited _____ days after BAD.
- 9 **FINANCIAL OBLIGATION** Lender: _____ Phone: _____
- 10 _____ Proof of funds provided by Buyer (see Purchase Price and Method of Payment of Agreement for # of Days
- 11 _____ Within 5 days of BAD, Loan Application and instruct Lender to order credit report and appraisal. Verify it
- 12 _____ Pay any necessary loan processing fees according to time limitations set up by governmental regulations.
- 13 _____ Notify Seller of Date of Application and Lender's name and contact information.
- 14 _____ Seller's Written Demand For Compliance if no Loan Application information is provided.
- 15 _____ Conditional Loan Commitment Letter to Seller (within 20 days after BAD).
- 16 **APPRAISAL** Purchase conditioned upon appraisal Yes No If Yes,
- 17 Appraiser Name: _____ Phone: _____
- 18 _____ Appraisal Complete
- 19 _____ Appraisal received by Buyer and/or Lender Appraisal Amount: _____
- 20 **INSPECTION** Inspector Name: _____ Phone: _____
- 21 _____ Buyer Inspection Resolution Period (within _____ days after BAD).
- 22 _____ Initial inspection and Wood Infestation & Damage Report (WIDR) made and delivered (no later than 3
- 23 _____ Buyer Notification to Seller to terminate accept request repairs.
- 24 _____ Seller Notification to Buyer accept counter proposal
- 25 _____ Buyer Notification to Seller accept terminate
- 26 Inspection Company: _____ Phone: _____
- 27 _____ Well Septic Radon Lead Paint Survey Injection Well Disclosure
- 28 _____ Other _____
- 29 _____ Final inspection to be made (see Final Inspection of Agreement for # of days).
- 30 Home Warranty Company: _____ Cost: _____ Confirmation No.: _____
- 31 Closing/Title Agency: _____ Phone: _____
- 32 Title Policy Yes No Reissue Credit Policy to Closing Attorney
- 33 Homeowner's Insurance: _____ Phone: _____
- 34 Contact: _____ Amount: _____
- 35 Mortgage Information: _____ Loan#: _____
- 36 _____ Sellers Final Property Disclosure Completed (F16)

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