



# Critical Date List

Seller / Buyer

BR Realty™ Agent: \_\_\_\_\_ Contract Date: \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Seller Name** \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Buyer Name** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Listing/Sales Agent** \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Escrow Officer** \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Escrow Number: \_\_\_\_\_

**Loan Officer** \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Action	Date Due	Date Done
Acceptance & delivery of Purchase Contract	N/A	/ /
Deposit of Earnest Money	Immediately	/ /
SPDS to Buyer (5days)	/ /	/ /
Insurance Claims History to Buyer (5 days)	/ /	/ /
HOA Information to Buyer (5 days)	/ /	/ /
HOA Documents Ordered	/ /	/ /
HOA Documents Reviewed & Approved by Buyer	/ /	/ /
Home & Area Inspections – Termite if lender required	/ /	/ /
Buyers Inspection Notice & Sellers Response	/ /	/ /
Seller's Response to B.I.N.S.R.	/ /	/ /
Buyer's Response to Seller's Response	/ /	/ /
Agreed Repairs Completed (3 day prior to COE)	/ /	/ /
Receipt of Title Commitment (Schedule B)	/ /	/ /
Buyer's disapproval of Title Report	/ /	/ /
Appraisal	/ /	/ /
Buyer disapproval of low appraisal/cancel	/ /	/ /
Home Warranty Ordered	/ /	/ /
Walk through inspections	/ /	/ /
Agreed repairs (3 days prior to COE)	/ /	/ /
Final Condition	/ /	/ /
Loan Docs to Title Company (3 days prior COE)	/ /	/ /
Seller sign	/ /	/ /
Buyer sign	/ /	/ /
Recordation of Documents (COE)	/ /	/ /
Keys Delivered	/ /	/ /
THANK YOU cards sent	/ /	/ /

(Optional – but good business practice for future referrals)



# Critical Date List

Other actions required specific to this transaction	Date Due	Date Done
Affidavit of Disclosure.....	/ /	/ /
"ADWR" Registration of Existing Well.....	/ /	/ /
Septic/Alternate System Certification.....	/ /	/ /
Lead Paint Disclosure.....	/ /	/ /
FIRPTA.....	/ /	/ /
Pre/Post Possession Agreements.....	/ /	/ /
Rental Agreement.....	/ /	/ /
Changes to Loan Program.....	/ /	/ /
Notification to Seller.....	/ /	/ /
Rejection by Seller.....	/ /	/ /
Changes to Disclosure/Property.....	/ /	/ /
Notification to Buyer.....	/ /	/ /
Rejection by Buyer.....	/ /	/ /

## CURE Period Activated

Date _____	Reason: _____
CURE Deadline _____	Date Cured _____ or Date Cancelled _____
Date _____	Reason: _____
CURE Deadline _____	Date Cured _____ or Date Cancelled _____
Date _____	Reason: _____
CURE Deadline _____	Date Cured _____ or Date Cancelled _____

Notice to Title and Co-Broker of Cancellation of Contract and Escrow: \_\_\_\_\_  
 Earnest money to be released to \_\_\_\_\_ Buyer \_\_\_\_\_ Seller

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Critical Date List faxed to Office \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_