



Home Buying & Selling Process Overview

Time	Buyer Activity	Seller Activity
	<ul style="list-style-type: none"> Choose a REALTOR® Sign agency disclosure 	<ul style="list-style-type: none"> Choose a REALTOR® Sign agency disclosure Sign a listing agreement
Pre-Contract	<p>Optional Activities</p> <ul style="list-style-type: none"> Contact a lender/loan broker for pre-qualification or pre-approval Identify source of down payment and closing cost 	<p>Optional Activities</p> <ul style="list-style-type: none"> Order preliminary report, disclosures reports Complete TDS, lead and other disclosures Get termite inspection Get house pre-inspection
Acceptance	<ul style="list-style-type: none"> Sign offer, any counter offers Give deposit to Broker 	<ul style="list-style-type: none"> Sign Acceptance, any counter offers
After Acceptance		<ul style="list-style-type: none"> Order seller-paid reports or inspections Order prelim (if not done at time of listing/if title company changes)
As Soon As Possible		
3 Days	<ul style="list-style-type: none"> Give deposit to Escrow 	<ul style="list-style-type: none"> If buyer does not perform, seller can give notice If applicable, order HOA disclosures
7 Days	<ul style="list-style-type: none"> Give pre-qualification or pre-approval letter Verify down payment and closing cost, and, if all cash, sufficient funds to close 	<ul style="list-style-type: none"> If buyer does not perform, seller can give notice If applicable, disclose if condo or planned development Deliver seller disclosures, reports and inspections (TDS, Natural Hazards, Preliminary Report, Seller-paid reports, etc.)
7-17 Days	<ul style="list-style-type: none"> Conduct inspections, review reports, request repairs, etc. 	
17 Days	<ul style="list-style-type: none"> In writing, remove contingencies or cancel Return signed disclosures 	<ul style="list-style-type: none"> If buyer does not perform, seller can give notice or allow contingency to continue If buyer does not, seller can give notice to perform
As Soon As Possible		<ul style="list-style-type: none"> Deliver HOA disclosures
1-5 Days After Delivery	<ul style="list-style-type: none"> Review HOA disclosures 	
5 Days After Delivery	<ul style="list-style-type: none"> In writing, remove contingencies for common interest disclosures or cancel 	<ul style="list-style-type: none"> If buyer does not perform, seller can give notice
5 Days BEFORE Close of Escrow	<ul style="list-style-type: none"> Verify condition of property 	<ul style="list-style-type: none"> Deliver deed
Close of Escrow	<ul style="list-style-type: none"> Pay remaining amount of purchase price to Escrow Escrow closes & you receive title to your new home 	<ul style="list-style-type: none"> Escrow closes & you will receive the proceeds from the sale If applicable, tenant occupied property to be vacant