NO LIMITS.
TRANSACTION MANAGEMENT

BUYER & SELLER RESOURCE

# From Contract to Closing

A general road map of what happens — and roughly when — between an accepted offer and handing over the keys. Every contract sets its own exact deadlines, so use this as a guide to stay ahead of what's coming, not a substitute for your contract dates.

## Contract Accepted

DAY 0

- [ ] **Earnest money delivered** to title/escrow per the contract deadline.
- [ ] **Transaction file opened** — your TC starts tracking every deadline for you.
- [ ] **Buyer submits loan application** (if financing) within the agreed timeframe.

## Inspection Period

EARLY DAYS

- [ ] **Inspection scheduled and completed.**
- [ ] **Inspection objection / resolution deadlines met.** This is one of the most commonly missed dates — mark it now.
- [ ] **Repair agreements documented** in writing and signed by both parties.

## Financing & Appraisal

MID-TIMELINE

- [ ] **Appraisal ordered and completed.**
- [ ] **Appraisal objection/resolution deadline** met, if value comes in under contract price.
- [ ] **Loan conditions cleared** with buyer's lender.

## Title & Documentation

ONGOING

- [ ] **Title commitment received and reviewed.**
- [ ] **HOA documents/status letter ordered** and reviewed, if applicable.
- [ ] **Survey ordered** if required by contract or lender.

## Final Stretch

3–7 DAYS OUT

- [ ] **Clear to Close** issued by buyer's lender.
- [ ] **Closing Disclosure issued** and the required review period satisfied (financed purchases).
- [ ] **Closing date, time & location** confirmed with all parties.

## Final Walkthrough

24–48 HRS BEFORE

- [ ] **Walkthrough scheduled and completed.**
- [ ] **Agreed-upon repairs verified.**
- [ ] **Utilities confirmed on** for the walkthrough and through closing.

## Closing Day

THE FINISH LINE

- [ ] **Final figures reviewed** and funds wired or certified funds delivered.
- [ ] **Documents signed** by all parties (in person or via mobile notary/e-close).
- [ ] **Deed recorded** and keys officially handed over. Congratulations!

> **Keeping this on track is what we do.** A dedicated transaction coordinator tracks every one of these deadlines so nothing slips through the cracks — for you, your clients, and your peace of mind.