



Get 'Real' Estate with Ralph and Tricia

Checklist Tasks	Due Date	Completed
LISTING		
1 Exclusive Right to Sell	ASAP	
2 Agency Disclosure	ASAP	
3 Seller's Property Disclosure Statement (SPDS)	ASAP	
4 Multiple Listing Data Sheet	ASAP	
5 Request for Insurance History	ASAP	
6 Set up Lockbox	ASAP	
7 Input into MLS System	ASAP	
8 Order Virtual Tour	ASAP	
9 Order Yard Sign	ASAP	
10 Attach Rider with Property Address URL (www.123streetname.com)	ASAP	
11 Set up home feedback email system	ASAP	
12 Add listing to over 25 web sites	ASAP	
13 Create & Post Property Address Website (www.123streetname.com)	ASAP	
14 Schedule MLS Tour	ASAP	
15 Other	ASAP	
UNDER CONTRACT		
16 Mutual Acceptance of Purchase Contract	accepted contract	
17 Received Conditional Loan Approval	ASAP	
18 Earnest Monies Deposited to Escrow	ASAP	
19 SPDS Completed and Delivered to Buyer	ASAP	
INSPECTION PERIOD		
20 Inspections Scheduled	ASAP	
21 Receipt of Title Commitment/Sch. B:	10 days after Contract Dt	
22 Deadline for Buyer disapproval of above:	ASAP	
23 BINSR Due from Buyer	10 days after Contract Dt	
24 Sellers Response to BINSR due by	ASAP	
25 HOA Docs ordered:	ASAP	
26 HOA docs received and accepted by Buyer:	ASAP	
27 In the event of low appraisal Buyer must cancel by:	ASAP	
INSPECTION PERIOD ENDS		
28 Repairs (if any) completed no later than:	3 day(s) before COE	
29 Buyers Final Walk-thru no later than:	3 day(s) before COE	
30 Failure to qualify notice delivered by Buyer no later than:	3 day(s) before COE	
31 Buyer to sign closing and loan docs not later than:	3 day(s) before COE	
32 Recordation of Docs (COE)	Close of Escrow	
33 Keys Delivered:	after Close of Escrow	

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