



# Home Buying & Selling Process Overview

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