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SALE ACTIVITY AND TRACKING

Buyer: _____

Phone: _____

Property: _____

Commission: _____

Sales Price: _____

Appraised Value: _____

Date Offer Accepted: _____

Est. Closing Date: _____

SALE ACTIVITY

New Sale	Ordered	Completed	Pending Sale	Ordered	Completed	Closed Sale	Ordered	Completed
Work Up And Turn In			Have Escrow Opened			Make JS PCs		
Get Offer Accepted			Get Escrow Instructions			Order JS PCs		
			Request Necessary Repairs			Mail Just Sold PCs		
			Appraisal Repairs					
			Termite Repairs					
			Termite Completion					
			Get HUD-1 / Comm. Check					

Notes:

TRACKING

		# Days	Deadline	Completed
1)	Buyer to deliver deposit to escrow (RPA Item 3A, or SSA Item 3i)			
2)	GET SHORT SALE APPROVAL , if applicable			
3)	If Condo or PUD, seller to request HOA documents using Form HOA (RPA Item 10F)			
4)	Get disclosures from seller (RPA Item 14A)			
5)	Get Termite Report? Y N, Seller to pay for Section I? Y N (RPA Item 7D or elsewhere)			
6)	Return signed disclosures to seller (RPA Item 14B1)			
7)	Complete inspection or provide waiver (RPA Item 14B1)			
8)	INSPECTION/REPORTS/DISCLOSURES/CONDO/TITLE CONTINGENCY REMOVAL			
9)	LOAN CONTINGENCY REMOVAL (RPA Item 3J3 or SCO/BCO/SMCO)			
10)	APPRAISAL CONTINGENCY REMOVAL (RPA Item 3I or SCO/BCO/SMCO)			
11)	Get loan docs			
12)	Sign loan docs			
13)	Final verification of property condition (not a contingency, RPA Item 15)			
14)	Buyer to deposit closing funds (scheduled closing date minus one day)			
15)	Date escrow must close (RPA Item 1D or SCO/BCO/SMCO)			
16)	Possession (RPA Item 9 or SCO/BCO/SMCO)			