

CRITICAL DATE LIST



First American Title™

Property Address: _____

This is a CRITICAL DATE LIST as of this date: ____/____/____
 Any time this document is modified in any way copies should be sent to the Principals and Agents.

ACTION	NOTES	DATE DUE	DATE DONE
Under contract date		___/___/___	___/___/___
Send all contact info to all parties w/ confirmation of price and deadlines		___/___/___	___/___/___
Deposit earnest money		___/___/___	___/___/___
Make sure REPC and addendums are all signed		___/___/___	___/___/___
Send LBPD, Sellers Disclosures, Limited agency, ect to broker		___/___/___	___/___/___
Send contract to title company and broker		___/___/___	___/___/___
Order PR/CCR's		___/___/___	___/___/___
Send/Receive sellers disclosures		___/___/___	___/___/___
Due diligence deadline		___/___/___	___/___/___
Inspections scheduled		___/___/___	___/___/___
Notify seller		___/___/___	___/___/___
Appraisal deadline		___/___/___	___/___/___
Appraisal scheduled		___/___/___	___/___/___
Notify seller		___/___/___	___/___/___
Walk through		___/___/___	___/___/___
Order home owners insurance		___/___/___	___/___/___
Settlement Deadline		___/___/___	___/___/___
Settlement Date/Time		___/___/___	___/___/___
Notify other party of settlement		___/___/___	___/___/___
Remind client to change utilities and post office address		___/___/___	___/___/___
Funding and recording		___/___/___	___/___/___
Possession/deliver keys		___/___/___	___/___/___
Thank you gift		___/___/___	___/___/___
House warming visit/party		___/___/___	___/___/___

ADDITIONAL DEADLINES

DATE: ____/____/____ REASON: _____

CURE DEADLINE: ____/____/____ DATE CURED: ____/____/____ OR DATE CANCELLED: ____/____/____

DATE: ____/____/____ REASON: _____

CURE DEADLINE: ____/____/____ DATE CURED: ____/____/____ OR DATE CANCELLED: ____/____/____