



# CRITICAL DATE CHECKLIST



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SELLER FILE:  BUYER FILE:

Seller: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Buyer: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Escrow Company: \_\_\_\_\_

Escrow Officer: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Op Company: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Assistant: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Lender Company: \_\_\_\_\_

Lender Officer: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

ACTIONS	DEADLINE	DATE COMPLETED	COMMENTS
<input type="checkbox"/> Loan Application	_____	_____	_____
<input type="checkbox"/> Contract Acceptance	_____	_____	_____
<input type="checkbox"/> Earnest Money Deposit	_____	_____	_____
<input type="checkbox"/> Inspection	_____	_____	_____
<input type="checkbox"/> Inspection Resolution	_____	_____	_____
<input type="checkbox"/> Sellers Property Condition Disclosure	_____	_____	_____
<input type="checkbox"/> Title Document Delivery	_____	_____	_____
<input type="checkbox"/> Title Review/Objection	_____	_____	_____
<input type="checkbox"/> HOA Document Delivery	_____	_____	_____
<input type="checkbox"/> HOA Document Objection	_____	_____	_____
<input type="checkbox"/> Appraisal Objection	_____	_____	_____
<input type="checkbox"/> Appraisal Resolution	_____	_____	_____
<input type="checkbox"/> Loan Approval	_____	_____	_____
<input type="checkbox"/> Buyers Possession	_____	_____	_____
<input type="checkbox"/> Home Sale Contingency	_____	_____	_____
<input type="checkbox"/> Extra	_____	_____	_____
<input type="checkbox"/> Extra	_____	_____	_____

Notes: \_\_\_\_\_