

From the Desk of Chuck Marunde, J.D.

iRealty Virtual Brokers

435 West Bell Street, Sequim, WA 98382
(360) 775-5424, email: ChuckMarunde@gmail.com

Abbreviated Buyer's Checklist – Mutual Acceptance to Closing

Once you have mutual acceptance, in other words, once you and the seller have agreed on the price and all terms and have both fully signed the Purchase and Sale Agreement and all the Addendums, we start the process of moving toward closing. This checklist will guide you through the process. In the Timeline, the days represent the days after Mutual Acceptance (the day of Mutual Acceptance is never counted).

Task	Timeline	Person Responsible
Email Agreement (Mutual Acceptance) to Listing Broker	0	Selling Broker
Call Listing Broker & Inform of Mutual Acceptance	0	Selling Broker
Email Pre-Approval Lender Letter to Listing Agent if Loan	2	Selling Broker
Deliver Agreement + Earnest Money to Escrow	2	Selling Broker
Email Agreement to Lender	2	Buyer ¹
Schedule Home Inspection	2	Buyer ¹
Issue Form 17 Seller's Disclosure Statement	2 ²	Listing Agent
Response to Form 17	3 ³	Buyer ¹
Preliminary Title Issued*	5	Title Company
Schedule Septic Inspection (if on private septic) - Deadline	5	Listing Broker
Septic Inspection	5	Septic Inspector
Buyer Application for Loan	5	Buyer
Appraisal	5+	Lender
Deliver Homeowner Assoc. Docs to Buyer's Broker	5	Listing Broker
Home Inspection	10 ⁴	Home Inspector
Home Inspection Response Form 35R	10 ⁵	Buyer ¹
Schedule Well Inspection (if private well and Buyer wants)*	10 ⁶	Buyer ¹
Escrow Instructions	30 ⁷	Escrow Company
Closing	30 ⁷	Escrow Company

¹Buyer can delegate this responsibility to their Selling Broker.

²Seller can provide this anytime during the process.

³Buyer should read for any red flag items and response to terminate transaction is 3 days from receipt.

⁴At least one day prior to the days agreed to in the Form 35 Home Inspection Addendum.

⁵Or the days agreed to in the Form 35 Home Inspection Addendum.

⁶Well Inspection for water flow, bacteria, and nitrates is always Buyer's option and expense.

⁷Escrow instructions are issued by the escrow company prior to closing day, and closing day is whatever the contract states.