

Buyer Transaction Chart

Name: _____
Phone: _____
Agent: _____

Showed property: _____

Loan Pre-qual letter received: _____

City permits/ files checked: _____

Offer signed: _____

Delivered: _____

Counteroffer One

Received: _____

Delivered: _____

Counteroffer Two received: _____

Final acceptance: _____

Projected closing date: _____

Contact Loan Officer: _____

Check delivered to escrow: _____

Escrow #: _____

Check receipt received: _____

Termite inspection report received: _____

Roof inspection report received: _____

_____ report received: _____

Disclosures received: _____

Signed/delivered: _____

Inspection deadline (17th day): _____

House inspection ordered: _____

Performed: _____

House inspection report received: _____

Request for repairs delivered: _____

Counteroffer received: _____

Appraisal requested: _____

Completed: _____

Escrow title papers received: _____

Estimated closing costs received: _____

Papers read, signed, returned to
escrow: _____

Confirm closing w/escrow: _____

Final walk through: _____

Utilities changed: _____

Keys/garage opener/info received: _____

Projected closing date: _____

Official closing date: _____