

Open Order Timeline



Your help will ensure a positive experience for you and your clients!

Fully signed contract (including execution date)

- ◇ **Provide the following items with the contract**
 - Any addendums, including seller disclosure
 - Contact information for buyers/sellers
 - Survey with completed T47 affidavit (if applicable)
 - Lender contact information

Seller Information

- ◇ **Please provide within 5 business days of delivering contract**
 - Payoff information to include:
 - Mortgage company
 - Loan/account numbers
 - Seller's social security number
 - Phone number
 - Marital status since acquisition of property
 - Confirmation of U.S. Residency as per paragraph 20 of contract
 - Total commission percentage
 - Mail out or power of attorney
- ◇ **Please provide 14 days prior to closing**
 - Forwarding address (if known)
 - Any special handlings of proceeds including title company transfers

Buyer Information

- ◇ **Please provide within 5 business days of delivering contract**
 - New lender contact information
 - Mail out or power of attorney
- ◇ **Please provide 14 days prior to closing**
 - Home warranty selection and any additional upgrades
 - Authorization to order survey as dictated by contract/appraisal
 - Home owner's insurance