

**THIS LIST WILL HELP YOU KEEP ON TOP OF THE MANY STEPS INVOLVED IN THE CLOSING PROCESS.**

CRITICAL EVENTS	CRITICAL DATES	COMPLETED	NOTES
Purchase contract signed			
First deposit due			
Mortgage applied for			
Date by which mortgage commitment is due			
Written notice to seller of mortgage acceptance			
Second deposit due			
Date by which buyer's inspection must be conducted			
Notice of problems identified during inspection (and cost estimate) due to seller			
Seller's response to buyer's notice of inspection due			
Termite inspection ordered			
Date by which termite inspection must be completed			
Termite damage repair cost estimate due to seller			
Title examination			
Title commitment due to lender and buyer			
Survey ordered (if not ordered by lender)			
Certificate of approval requested for condo/homeowners association			
Homeowners insurance purchased			
Title insurance purchased			
Estoppel or payoff letter (re-finance only)			
Other			
Other			
Closing date			