

## Closing Plan for R-Buyer Closing

Activity	Description	Day	From	Reminder	Drop off	Assigned to
To-do	Email contract: Listing agent	0	After acceptan...	0		Applied Person
To-do	Email contract: Title company	0	After acceptan...	0		Applied Person
To-do	Deliver Earnest Money	0	After acceptan...	0		Applied Person
To-do	Set up inspections	0	After acceptan...	0		Applied Person
To-do	Add to SkySlope	0	After acceptan...	0		Applied Person
To-do	Email contract: Buyer	0	After acceptan...	0		Applied Person
To-do	Set Inspection Deadline	0	After acceptan...	0		Applied Person
To-do	Email contract: Lender	0	After acceptan...	0		Applied Person
To-do	Do I need to set up a Home Warranty?	0	After acceptan...	0		Applied Person
To-do	Set Resolution Deadline	5	After acceptan...	0		Applied Person
To-do	Email resolution: Title	10	After acceptan...	0		Applied Person
To-do	Email resolution: Lender	10	After acceptan...	0		Applied Person
To-do	Confirm appraisal has been ordered	15	After acceptan...	0		Applied Person
To-do	Has appraisal been conducted?	20	After acceptan...	0		Applied Person
To-do	CLOSE	0	Before closing ...	0		Applied Person
To-do	Buy Closing Gift	2	Before closing ...	0		Applied Person
To-do	Has CD been issued?	4	Before closing ...	0		Applied Person
To-do	Set Closing	4	Before closing ...	0		Applied Person
Email	Email Client: Utilities	7	Before closing ...	0		Applied Person
To-do	Confirm all resolution items are complete	7	Before closing ...	0		Applied Person
To-do	Closing and Final Walkthrough Schedu...	7	Before closing ...	0		Applied Person
To-do	Email lender: Loan approval?	8	Before closing ...	0		Applied Person
Email	Email Client: Final Walkthrough	10	Before closing ...	0		Applied Person
To-do	Has the appraisal been delivered to len...	10	Before closing ...	0		Applied Person
To-do	Add closing picture to FB	0	After closing d...	0		Applied Person
To-do	Get and deposit commission check	0	After closing d...	0		Applied Person
To-do	Put closing on Zillow	1	After closing d...	0		Applied Person
To-do	Update address/closing anniversary	1	After closing d...	0		Applied Person
To-do	Add Contact Tags	2	After closing d...	0		Applied Person
To-do	Follow-up call, how's the house?	2	After closing d...	0		Applied Person
Email	Request Zillow Review	3	After closing d...	0		Applied Person
To-do	Add to Broadly	3	After closing d...	0		Applied Person
To-do	1 month follow up: Unpacked? Pictures...	30	After closing d...	0		Applied Person
To-do	3 month call: Everything still going well?	90	After closing d...	0		Applied Person