

Boardwalk Realty Schedule Template Report

Schedule Template: Residential Buyer Escrow

Line #	Description	Days	From	Affiliate Role	Affiliate Type	Task Type	Print Option
1	Contract Acceptance	0	Contract Date	Buyer Agent	Agent	Attorney	Buyer
2	Open Escrow	1	Contract Date	Escrow Officer	Escrow	Appraiser	Buyer
3	Buyer Agency Disclosure	1	Contract Date	Buyer Agent	Agent	Electrician	Buyer
4	Seller Agency Disclosure	1	Contract Date	Seller Agent	Agent	Electrician	Buyer
5	Order Zone Disclosures	1	Contract Date	Seller Agent	Escrow	Electrician	Buyer
6	Order Termite Inspection	1	Contract Date	Coordinator	Termite		Buyer
7	Order Home Inspection	1	Contract Date	Coordinator	Home Inspection		Buyer
8	Order Preliminary Title Reports	1	Contract Date	Title Rep	Title	Appraiser	Buyer
9	Send Disclosures to Buyer	1	Contract Date	Coordinator	Coordinator	Electrician	Buyer
10	Buyers Net Sheet	1	Contract Date	Buyer Agent	Escrow		Buyer
11	Sellers Net Sheet	1	Contract Date	Seller Agent	Escrow		Buyer
12	Send Intro Letters & Schedule	1	Contract Date	Coordinator	Coordinator	Attorney	Coordinator
13	MLS Printout	3	Contract Date	Coordinator	MLS		Buyer
14	Deposit Check to Escrow	3	Contract Date	Escrow Officer	Escrow	Appraiser	Buyer
15	HOA Info to Escrow	3	Contract Date	Escrow Officer	HOA	Appraiser	Buyer
16	Verify HOA Docs Ordered by Escrow	5	Contract Date	Escrow Officer	Escrow		Buyer
17	Submit Verif of Down Pymt & Closing Costs	7	Contract Date	Lender	Agent		Buyer
18	Verify Seller Disclosures Received & Signed	7	Contract Date	Seller Agent	Agent		Buyer
19	Verify Buyers Receipt of Preliminary Title Report	7	Contract Date	Buyer Agent	Escrow		Buyer
20	Verify Receipt of Termite Inspection Report	7	Contract Date	Termite Inspector	Termite		Buyer
21	Escrow Receipt for Deposit	7	Contract Date	Escrow Officer	Escrow	Appraiser	Buyer
22	Escrow Instructions & Commission Authorization	7	Contract Date	Escrow Officer	Escrow	Appraiser	Buyer
23	Coop Broker Compensation	7	Contract Date	Buyer Agent	Agent		Buyer
24	Condo Disclosure (if needed)	7	Contract Date	Buyer Agent	Coordinator	Electrician	Buyer
25	Environmental Hazards & Earthquake Safety Booklet	7	Contract Date	Buyer Agent	Coordinator	Electrician	Buyer
26	Lead-based Paint Disclosure	7	Contract Date	Buyer Agent	Coordinator	Electrician	Buyer