

# Timeline Management



## Responsibilities:

- It is up to each broker to meet contractual timelines for your client
- Once under contract, add important deadlines to your calendar

## Common Timelines to Monitor:

- Earnest money due date
- Inspection due date
- Information verification period expiration
- Financing "Seller's Notice to Perform" (Form 22A item 2a)
- HOA Review
- Final walkthrough
- Closing date
- Possession date

### Computing Time

- ✓ Mutual Acceptance is day **zero**.
- ✓ The day following mutual acceptance is day **one**.
- ✓ Timelines of **5 days or less** do not count Saturdays, Sundays, or legal holidays.
- ✓ Timelines of **6 days or more** count Saturdays and Sundays, and legal holidays.
- ✓ If a timeline expires on a Saturday, Sunday, or legal holiday it shall extend to the next business day.
- ✓ Specific dates such as closing shall occur on that date.
- ✓ Closing cannot occur on a Saturday, Sunday, or legal holiday.
- ✓ All timelines expire at **9pm** on the due date unless indicated otherwise (such as an offer expiration of 3pm).
- ✓ Delivery must be made to the other broker and broker's transaction email address.
- ✓ **Counting backward** from closing – The day before closing is day 1. The final day cannot occur on a Saturday, Sunday, or legal holiday and must move forward to the next business day (i.e. if the final day of the period is a Sunday, the period expires one day earlier on Monday). Days of 5 days and fewer do not include Saturdays, Sundays, or legal holidays when counting days.