One Foundation Realty

Find Your Foundation, Build Your Future

Closing Timeline Checklist

Detailed step-by-step timeline from offer acceptance to closing day—know what's due, who's responsible, and what happens next.

Typical Escrow Length
- ~30 days (financed)
- ~10-21 days (cash)
- Add time for repairs/condo docs

Key Players
- You + your agent
- Lender & underwriter
- Title/escrow company
- Inspector & appraiser

Funds Needed
- Earnest money (1-3%)
- Down payment
- Closing costs (2-5%)

Day 0 Offer Accepted ■

Clock starts now. Save every email and set reminders for each deadline.

- [ ] Deposit earnest money per contract (often due in 1-3 business days)
- [ ] Send fully signed contract to lender & title/escrow
- [ ] Schedule home inspection(s); confirm utilities are on

Tip: Create calendar events for every contingency deadline.

Days 1-3 Early Disclosures & Loan Kickoff

Front-load paperwork to keep underwriting smooth.

- [ ] Review seller disclosures & HOA/condo docs (if applicable)
- [ ] Formally apply for the loan; e-sign initial disclosures
- [ ] Provide income/assets docs: pay stubs, W-2s/1099s, bank statements, ID
- [ ] Order appraisal through lender (usually after inspection period begins)

Days 5-10 Inspections & Negotiations

Use inspections to understand condition and leverage repairs/credits.

- [ ] Complete general home inspection; add sewer/roof/pest if needed
- [ ] Review report with your agent; prioritize safety & major systems
- [ ] Submit repair requests or credit addendum before the inspection deadline
- [ ] Decide: proceed, renegotiate, or cancel per contingencies

Tip: Credits at closing can be faster than repairs and keep your timeline intact.

Days 10-20 Appraisal & Underwriting

Valuation + verification. Respond quickly to any doc requests.

- [ ] Appraisal inspection completed; lender receives report
- [ ] Address any appraisal conditions (value/repairs/reinspection)
- [ ] Provide additional docs for underwriting conditions (letters of explanation, updated statements)
- [ ] Lock interest rate (if not already); confirm loan program

Days 20-27 Final Approval & Closing Disclosure

You're almost there—watch the dates tightly now.

- [ ] Receive conditional approval -> clear to close (CTC) after final conditions
- [ ] Review Closing Disclosure (CD) - must be provided at least 3 business days before signing
- [ ] Shop/bind homeowner's insurance; send binder to lender
- [ ] Arrange certified funds/wire per title/escrow instructions (verify to avoid fraud)

Security: Always verify wire instructions by phone with the escrow company.

Days 27-29 Final Walkthrough & Signing

Confirm condition and sign the mountain of paperwork.

- [ ] Final walkthrough 24-48 hours pre-close (repairs complete, no new damage)
- [ ] Bring photo ID and any required funds to signing
- [ ] Confirm utilities transfer date and mover schedule

Day 30 Closing Day

Documents record, funds disburse, keys arrive. Cue happy dance.

- [ ] Confirm recording with title/escrow (may be afternoon)
- [ ] Collect keys, remotes, codes, manuals
- [ ] Change locks; set up mail forwarding & essential services

Welcome home: Snapshot the moment. Then file your final closing packet safely.

This timeline is a general guide; your contract controls actual dates and deadlines.