

From:
Subject:
Date:
To:

NM

Good Evening

Congratulations, you are under contract! I will be Kelly Hayden's Transaction Manager for the sale of your property. I may contact you from time to time with updates or additional items that may require initials or signatures from you which I will send to you via AppFiles. **Do you have a survey? Please provide me with a list of your utility service providers and any other services you think will be useful to the buyer (lawn, pool, etc). Will you be in town for closing or will you be a mail away?** Please feel free to contact me with any questions.

Here are some important dates to remember:

Sales Price:	\$365,000
Contract Effective Date:	Jan 26, 2024
Escrow Due from Buyer:	1/29/24 \$5,000
Loan Application Due from Buyer:	1/29/24
Inspection Period Ends:	2/2/24
Loan Approval Due from Lender:	2/5/24
Title Commitment Due from Title:	2/16/24
Closing Date:	Mar 4, 2024

Thanks again and congratulations on moving forward with the sale of your property!

*****Please DO NOT Wire any Funds without verifying with the Escrow/Closing Agent that your Wire Instructions are correct.*****

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Thank you,
Nicole Manley
Operations & Transaction Manager for Kelly Hayden
Nicole@propertytrackinc.com
Nicole.propertytrackinc@gmail.com



***Wire Fraud is Real*. Before wiring any money, call the intended recipient at a number you know is valid to confirm the instructions.**

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107 emails organized | 14 attachments | 15 contacts **Seller Under Contract** ⌵

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Get up to \$100 for referring Folio

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TIMELINE DOCUMENTS CONTACTS CONVERSATIONS NOTES

All items (20)

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Previous items (8)

- 22 Jan **Listing date**
🕒 Jan 22 👁 Visible for everyone
- 26 Jan **Offer accepted**
🕒 Jan 26 👁 Visible for everyone
- 29 Jan **COMPLETED**
Initial Escrow Due \$5,000
🕒 Jan 29 👁 Visible for everyone
- COMPLETED**
Loan Application Deadline
🕒 Jan 29 👁 Visible for everyone
- 31 Jan **COMPLETED**
Inspection
🕒 Jan 31 | 10:00am - 12:30pm 👁 Visible for everyone
- 2 Feb **COMPLETED**
Confirm Appraisal was Ordered
🕒 Feb 02 👁 Visible for everyone
- 6 Feb **COMPLETED**
Inspections deadline
🕒 Feb 06 👁 Visible for everyone
- 7 Feb **Appraisal**
🕒 Feb 07 | 10:30am - 11:30am 👁 Visible for everyone

Upcoming (12)

- 15 Feb **Follow Up on Appraisal**
🕒 Feb 15 👁 Visible for everyone
- 16 Feb **Loan deadline**
🕒 Feb 16 👁 Visible for everyone
- Send SD & Tenants Contact Info to Title/Buyer Agent**
🕒 Feb 16 👁 Visible for everyone
- COMPLETED**
Title Commitment Due
🕒 Feb 16 👁 Visible for everyone
- 22 Feb **Follow Up on Repairs**
🕒 Feb 22 👁 Visible for everyone
- 23 Feb **Confirm Closing Details- Mail Away vs In Person**
🕒 Feb 23 👁 Visible for everyone
- 26 Feb **Email Walk Through to Title**
🕒 Feb 26 👁 Visible for everyone
- Request Prelim Alta**
Check commission & Re/Max transaction fee.
🕒 Feb 26 👁 Visible for everyone
- Send Thank You Card to Seller**
🕒 Feb 26 👁 Visible for everyone
- 28 Feb **Confirm CTC**
🕒 Feb 28 👁 Visible for everyone
- Schedule Sign Removal & Take Lockbox**
🕒 Feb 28 👁 Visible for everyone
- 4 Mar **Estimated closing day**
🕒 Mar 04 👁 Visible for everyone

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