



SALES TIMELINE – CO-OP

Steps	Timeline	Who is involved
PRE-LISTING		
Obtain due diligence materials from building		Broker, Management
Pre-market listing		Broker
Redraw floorplan	1-2 days	Broker
Move Out Items / Organize / Clean		Sellers, Movers, Broker
Painting	3 days	Painter
Staging	7-10 days	Stager, Broker
Photos / Video or 3D Tour	1 day	Photographer, Broker
Photos received, selections made	1-2 business days	Broker
Edited photos received	1-2 business days	Broker
Launch listing to the public	On date TBD with seller	Broker
Showings begin	Weekend following	Broker
OFFER TO CONTRACT		
1-2 WEEKS		
Offer received		Broker
Negotiations / offer acceptance	1-2 days	Brokers
Inspection	1-3 hours	Inspector, Broker, Buyer
Due diligence / contract negotiations	7-10 days	Attorneys
Contract signing / deposit paid		Buyer, Attorney
Counter signing	Within 24 hours of buyer signing	Seller, Attorney
Deal is now binding		
CONTRACT TO CLOSING		
3-4 MONTHS		
Buyer applies for Loan	ASAP, within a week of contract	Buyer, Lender
Bank Appraisal	ASAP following loan application	Broker, Appraiser
Loan Commitment	4-6 weeks	Buyer, Lender
Purchase application	10 business days**	Buyer, Broker
Management reviews	1-3 weeks	Management
Board reviews	1-3 weeks	Board
Board interview set	Within 1-2 weeks	Buyer
Notification of approval	Within 24-72 hours	Board, Broker
Loan is finalized	1-2 weeks	Lender, Buyer
Bank issues Clearance to Close	Minimum 3 days before closing	Lender
Bank & Attorney Prep Closing	1 week	Lender, Attorney
Closing is set	1-2 weeks later	All parties
Final Walk Through	Day before or day of closing	Buyer, Broker
Closing	2-3 hours	All parties

**Per usual contract terms, board package must be submitted within 10 business days of contract signing or within 3 days of receipt of loan commitment, if financing.



SALES TIMELINE – Condo

Steps	Timeframe	Parties Involved
PRE-LISTING		
Obtain due diligence materials from building		Broker, Management
Pre-market listing		Broker
Redraw floorplan	1-2 days	Broker
Move Out Items / Organize / Clean		Sellers, Movers, Broker
Painting	3 days	Painter
Staging	7-10 days	Stager, Broker
Photos / Video or 3D Tour	1 day	Photographer, Broker
Photos received, selections made	1-2 business days	Broker
Edited photos received	1-2 business days	Broker
Launch listing to the public	On date TBD with seller	Broker
Showings begin	Weekend following	Broker
OFFER TO CONTRACT		
1-2 WEEKS		
Offer received		Broker
Negotiations / offer acceptance	1-2 days	Broker
Inspection	1-3 hours	Inspector, Broker, Buyer
Due diligence / contract neg.	7-10 days	Attorneys
Contract signing / deposit paid		Buyer, Attorney
Counter signing	Within 24 hours of buyer signing	Seller, Attorney
<i>*Deal is now binding*</i>		
CONTRACT TO CLOSING		
2-3 MONTHS		
Buyer applies for Loan	ASAP, within a week of contract	Buyer, Lender
Bank Appraisal	ASAP following loan application	Broker, Appraiser
Loan Commitment	3-6 weeks	Buyer, Lender
Purchase application	10 business days*	Buyer, Broker
Management reviews	1-3 weeks	Management
Notification of condo right of refusal		Management
Loan is finalized	1-2 weeks	Lender, Buyer
Bank issues Clearance to Close	Minimum 3 days before closing	Lender
Bank & Attorney Prep Closing	1 week	Lender, Attorney
Closing date is set	1-2 weeks later	All parties
Final Walk Through	Day before or day of closing	Buyer, Broker
Closing	2-3 hours	All parties

*Per usual contract terms, board package must be submitted within 10 business days of contract signing or within 3 days of receipt of loan commitment, if financing.