

Congrats on your offer being accepted! 🎉

Thank you so much for trusting me with such an important step in your life — I truly appreciate your business and I'm excited to guide you through the rest of the process. Please call, text, or email me anytime if you need anything or have questions.

To keep everything moving smoothly and to protect you throughout the purchase, here are the **next important steps and deadlines**:

1. Deposit (Due within 5 days of the fully executed/accepted date)

Your deposit must be submitted within 5 days. This is typically a check or money order made payable to the **listing company (state listing company name)**, but delivered to my office at: Agresti Real Estate - 2635 W 26th Street, Erie, PA 16506

I will deliver it for you and provide a receipt/copy to your lender if one is involved.

Most listing companies also offer a secure wire option through www.earnnest.com. If you prefer that method, let me know and I'll confirm availability.

2. Mortgage Application (Within 7 days)

Per the agreement, your mortgage application must be started within 7 days of the execution date. This is very important. I will send a copy of the fully executed agreement to you and your desired lender right away to keep things on track.

3. Settlement Company / Attorney

Do you already have a settlement company or real estate attorney you'd like to use for closing, or would you like me to recommend a few?

4. Inspections (Time-sensitive)

If you are planning to have inspections, please schedule them **as soon as possible**.

Inspections must be completed and a written response submitted within the timeframe outlined in the agreement (10 days standard unless otherwise specified).

⚠️ If no response is submitted by the deadline, the property is purchased **as-is**, so timing here is very important.

5. Mortgage Commitment Deadline (Important)

Your agreement includes a **mortgage commitment deadline**, which is the date your lender must issue a written mortgage commitment letter. This may be a **conditional** or **full** commitment, depending on the loan.

This letter must be delivered to the **listing agent** by me or your lender **on or before** the deadline. **Mortgage Commitment Due By:** _____

If the commitment is not delivered by this date, the seller has the right to **terminate the agreement at any time after the deadline until the commitment is received**. I will track this closely and coordinate with your lender to ensure it is issued and delivered on time.

Below are a few recommended professionals if you need them:

Lenders: 1. *** 2. ***** 3. *******

Settlement Companies / Attorneys: 1. *** 2. ***** 3. *******

Inspectors: 1. *** , 2. ***** , 3. *******

I'll be guiding you every step of the way — just reach out anytime. Looking forward to a smooth and successful closing!

Thanks again,
[Agent Name]

Agent-Only Reminders (Internal Checklist)

Use this every time a buyer goes under agreement:

- ☒ **Send the “Save & Protect Yourself” email/text immediately**
- ☒ **Email the fully executed agreement to the lender same day**
- ☒ **Email the agreement to the settlement company / attorney (often grouped with lender)**
- ☒ **Calendar mortgage application (7-day) deadline**
- ☒ **Calendar mortgage commitment deadline with reminders**
- ☒ **Confirm lender understands commitment deadline and delivery requirements**
- ☒ **Follow up with lender before the commitment date (do not wait until the deadline)**
- ☒ **Ensure mortgage commitment letter is delivered to listing agent on time**
- ☒ **Make sure deposit is received and delivered within 5 days**
- ☒ **Send deposit receipt/copy to lender**
- ☒ **Confirm inspections are scheduled within agreement timeframes**
- ☒ **Track inspection response deadline and submit buyer response before it expires**