

Sample CA Residential Purchase Agreement Timeline of Events

When a buyer and seller enter into a contract for the sale of property using the June 2022 version of the C.A.R. Residential Purchase Agreement (C.A.R. Form RPA), they agree to take certain actions and to do so within certain times. The following chart identifies various contractual events in the timeline of a transaction pursuant to the C.A.R. RPA and the time periods within which the various event should occur based on the offer. It does not reflect changes that may have been made by counter offer or addendum. It has been created to help buyers, sellers, REALTORS® and those in affiliated industries comply with the terms of the RPA. ·

What	When	Paragraph#	Explanation
Contingency Removal			
Loan	17 or ___ Days After Acceptance	3L(1)	Does not apply if All Cash box checked in 3A or No-Loan Contingency checked in last column in 3L(1).
Appraisal	17 or ___ Days After Acceptance	3L(2)	Applies whether buyer is getting a loan or paying cash. May opt-out by checking a box.
Buyer Investigation, incl. Insurance	17 or ___ Days After Acceptance	3L(3)	May only be waived at time of offer by checking the box for and attaching CR form. Written removal required.
Review of Seller Documents	17 or ___ Days After Acceptance	3L(4)	May be extended if seller delivers documents late
Title	17 or ___ Days After Acceptance	3L(5)	Contingency is for buyer review of preliminary report. Additional 5-day contingency for review of a revised Preliminary Report, if issued.

	Common Interest Disclosures	17 or ___ Days After Acceptance	3L(6)	Applies to statutorily required or contractually mandated disclosures. May be extended if HOA delivers late.
	Review of Leased or Liened Items	17 or ___ Days After Acceptance	3L(7)	Applies to review of documents such as solar panel lease or line. May be extended if sell delivers documents late.
	Sale of Buyer Property	*17 days ... **COE of Seller Property, ...	3L(8), and COP#1, 2, 4	*For buyer to enter into contract to sell buyer's property. **For buyer to close escrow on sale of buyer's property Buyer may be required to remove contingency if seller receives back-up offer.
	Buyer Contractual Actions			
	Deposit to escrow	3 Business Days After Acceptance	3D(1),	By wire transfer, unless contract says otherwise and escrow agrees
	Increased deposit	Upon removal of all contingencies, OR on ___ date ___	3D(2),	By same method as original deposit
	Updated lender contact information	1 Day after seller request	5C(3)	In case buyer changes lender
	List of FHA/VA requirements	17 or ___ Days After Acceptance	3E(1),	For repairs or other seller costs
	Verification of cash	With offer OR 3 or ___ Days After Acceptance	3H(1), 5B	
	Verification of down payment verification	With offer OR 3 or ___ Days After Acceptance	3H	No specific source required but bank statement usually sufficient.

	Pre-approval or Pre-qualification letter	With offer OR 3 or ___ Days After Acceptance	3H(3)	Lender decision based on buyer's loan application and credit report. Regular preapproval or fully underwritten.
	Accept leases or liens	17 or ___ Days After Acceptance	3L(7)	
	Return statutory disclosures	17 or ___ Days After Acceptance	11F	Signature ends buyer's statutory cancellation right
	Compliance with title company re. GTO	After notified by title	13E	For all cash purchases by entity
	Sign increased deposit liquidated damage clause	When increased deposit delivered to escrow	5A(2)	If liquidated damage part of accepted offer
	Evidence of Authority – Representative Capacity	3 Days After Acceptance	19	Buyer or seller to prove that they can act on behalf of another or entity.
	Notice to seller to perform	7 or ___ Days After Acceptance	3N(1), 14A	Cannot be given any earlier than 2 Days before
	Buyer investigation and contingency removal	17 or ___ Days After Acceptance	3L(3), 12A and 14D(2)	Buyer has broad right to inspect but may not damage seller's property.
	Buyer provided preliminary report	7 or ___ Days After Acceptance	3N(1), 13A	
	Objection to type of title policy	17 or ___ Days After Acceptance	13G	Defaults to Homeowner policy, but CLTA standard coverage if not available

	Buyer requests for repair	17 or ___ Days After Acceptance	14B(2)	Form RR. Seller not obligated to respond.
	Final Verification	5 Days Prior to Close of Escrow	16	Confirms that repairs were made. Not a new inspection contingency.
	Down Payment	___ Days Prior to Close of Escrow	5D	Pursuant to escrow holder instructions.
Seller Contractual Actions				
	Request HOA docs from association	3 or ___ Days After Acceptance	11K(2)	HOA has 10 days to deliver. Seller obligation to pay for statutory docs.
	Disclosure of leased items	7 or ___ Days After Acceptance	9B(6)	Examples include solar panels, propane tanks and water softeners
	Seller provides documentation of leased items	7 or ___ Days After Acceptance	9B(6)	Examples include contracts, warranties, assignments
	Statutory disclosures	7 or ___ Days After Acceptance	11A(1)	Forms NHD, , TDS and maybe AVID for broker portion of TDS
	Lead disclosures	7 or ___ Days After Acceptance	11B(1)	For pre-1978 properties
	Home Fire Hardening disclosures	7 or ___ Days After Acceptance	11C	Pre- 2010 built, residential 1-4 properties in high/very high fire zone
	Defensible Space disclosures	7 or ___ Days After Acceptance	11D	Residential 1-4 properties in high/very high fire zone
	Natural Hazard Guides and booklets	7 or ___ Days After Acceptance	11L	Environmental hazards, earthquake, energy rating all available on epubs library in zipForm®

	Supplemental disclosures	7 or ___ Days After Acceptance	11A(1))	Form SPQ if TDS required or ESD if seller exempt from TDS
	Affidavit for tax withholding	Before close of escrow	11H	Form AS or QS for seller information or AB for buyer if under \$300,000.01. Failure to deliver = money withheld from seller proceeds
	Disclosure if property a condo or planned development	7 or ___ Days After Acceptance	11K(1)	For some properties this may not be obvious to buyer.
	Disclosure of known material facts	7 or ___ Days After Acceptance	11M	All sellers required to disclose, even if exempt from TDS.
	Seller provided preliminary report	7 or ___ Days After Acceptance	13A	If buyer paying for title, then buyer gets report.
	Disclosure of known title issues	7 or ___ Days After Acceptance	13D	Used to supplement what appears in preliminary report.
	Seller disclosures, reports, documents, and HOA documents	7 or ___ Days After Acceptance	14A	Seller contractual disclosure duty.
	Notice to buyer to perform	17 or ___ Days After Acceptance	14E	Cannot be given any earlier than 2 Days before performance date
	Pay escrow holder or other for HOA document preparation fees	3 or ___ Days After Acceptance	11K(2)	Seller legal required to pay for mandatory HOA disclosures.
	Remove Tenants	tenants to remain unless specified otherwise	C.A.R. Form TOPA	TOPA #1, unless box checked in TOPA #2 for tenants to be vacant.
	Seller Repairs Completed	5 Days Prior to Close of Escrow	15	Seller to provide invoices and paid receipts.

	Give title company information to clear title	7 Days after request	13C	
	Deposit Deed with Escrow	___ Days Prior to Close of Escrow	13D	Pursuant to escrow holder instructions.
	Other Contractual Actions			
	Respond to notice to seller to perform	2 Days After Delivery	14E	Seller must provide documents, reports, etc. or buyer may cancel.
	Respond to notice to buyer to perform	2 Days After Delivery	14E	Buyer must remove contingencies or cancel, or seller may cancel.
	Respond to demand to close escrow	3 Days After Delivery	14F	Seller may be able to keep deposit if buyer still does not close.
	Return escrow holder general provisions	5 Days After Receipt of Notice	3N(2)	Escrow holder general provisions supersede RPA for escrow only issues.
	Commission Agreement to Escrow	___ Days Prior to Close of Escrow	18A	As determined by escrow. Copy of MLS printout or Form CBC
	Title Policy	Close of Escrow	13G	Assures buyer that transfer of title is "clean"
	Demand to Close Escrow	Close of Escrow	14G	No earlier than 3 Days before close of escrow



RESIDENTIAL PURCHASE AGREEMENT TIMELINE CHECKLIST



1 The following is a line-by-line guide to the areas in the Reno/Sparks Association of REALTORS® Residential Offer and Acceptance Agreement that
2 require time certain action by the parties to the Agreement.

3	4 <u>Deadline Date</u>	5 <u>O&A Reference & Description</u>	6 <u>Date Ordered</u>	7 Responsible Party				8 <u>Notes</u>
				9 <u>Buyer/Sell. Agent</u>	10 <u>Seller/List Agent/</u>	11 <u>Agent/</u>	12 <u>Agent/</u>	
13	_____	Pg. 1, Depositing Earnest Money (<i>within 2 bus. day</i>)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14	_____	Pg. 1, Evidence of Cash Purchase	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15	_____	Pg. 1, Buyer to Lock Loan Terms	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16	_____	Pg. 1, Closing Date	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17	_____	Pg. 2, Loan application (<i>within 5 days of acceptance</i>)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18	_____	Pg. 2, Pre-approval letter (<i>within 5 days of acceptance</i>)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19	_____	Pg. 2, Loan Approval	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20	_____	Pg. 3, Contingent on Sale & Conveyance of Other Property	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21	_____	Pg. 3, "Before You Purchase Property Did You Know..."	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22	_____	(If property is in a common-interest community)	_____					_____
23	_____	Pg. 4, Examination of Title/Seller order Prelim. Report	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24	_____	(<i>within 2 business days of acceptance</i>)	_____					_____
25	_____	Pg. 4, Examination of Title/Buyer to examine report	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
26	_____	(<i>within 5 days of receipt</i>)	_____					_____
27	_____	Pg. 4, Examination of Title/Buyer objections in writing	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
28	_____	(<i>within 5 days of receipt</i>)	_____					_____
29	_____	Pg. 4, Examination of Title/Seller to notify Buyer in	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
30	_____	writing if he is unwilling to satisfy defects in title	_____					_____
31	_____	(<i>within 10 days of receipt</i>)	_____					_____
32	_____	Pg. 5, Property Disclosure Form (<i>at time of acceptance</i>)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
33	_____	Pg. 5, Property Disclosure/Buyer acknowledge receipt	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
34	_____	(<i>within 4 business days of receipt</i>)	_____					_____
35	_____	Pg. 5, Utilities in service	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
36	_____	Pg. 6, Inspection Contingency	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
37	_____	Pg. 6, Inspections to be completed & delivered	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
38	_____	Pg. 6, Buyer's written Notice of Required Repairs	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
39	_____	or written withdrawal	_____					_____
40	_____	Pg. 6, Repairs - Seller's notice of	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
41	_____	willingness to pay excess (<i>within 5 days</i>)	_____					_____
42	_____	Pg. 6, Repairs - Buyer's notice to proceed	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
43	_____	or withdraw (<i>within 5 days</i>)	_____					_____
44	_____	Pg. 8, Walkthrough	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
45	_____	Pg. 8, Physical Possession of Property	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
46	_____	Pg. 10, Expiration of offer	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
47	_____	Other _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
48	_____	Other _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
49	_____	Other _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____