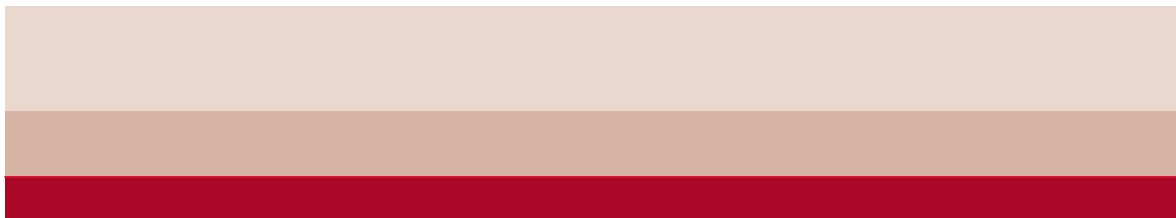


# Home-Sale Timeline Planner

A working companion to *Understanding Home-Sale Timelines in Arizona*

**Plan the process. Track the dependencies. Ask better questions.**

Use this planner with your real estate professional to organize the six phases of a home sale without turning planning ranges into promises.



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## How to Use This Planner

This planner helps you organize your own sale. It does not promise dates: the pace of a sale depends on your situation, your contract, and the professionals involved.

Work through one phase at a time with your real estate professional. Fill the blank target-window only as a planning range the two of you set, never a guarantee.

Check the boxes as actions happen. Use the notes area for questions and decisions.

A deadline that appears in your sale comes from your specific contract and the professionals involved, not from this planner.

### The six phases

- |   |                          |
|---|--------------------------|
| 1 | Preparation              |
| 2 | Pricing and Listing      |
| 3 | Marketing and Showings   |
| 4 | Offers and Negotiation   |
| 5 | Inspection and Appraisal |
| 6 | Escrow and Closing       |

### A useful planning rule

Focus on what must happen next, who is responsible for it, and what that next step depends on. That keeps the conversation practical when timing changes.

# Preparation

## I What needs to happen before this phase

You have decided to explore selling and gathered basic information about your home, such as its age, major systems, past improvements, and documents like the deed, HOA rules, and past disclosures.

## I Key actions and checkpoints

- Clarify why you are selling and your timing needs
- Decide how much effort and cost you want to invest before listing
- Start a documents folder
- Consider an inspection of your own
- Set your priorities, such as speed, price, and flexibility

Target window (set with your real estate professional)

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■ Done

## I Notes and questions

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# Pricing and Listing

## I What needs to happen before this phase

Preparation is complete enough to present the home accurately, and you understand and agree with the plan.

## I Key actions and checkpoints

- Share your notes and documents with your real estate professional
- Review the pricing strategy and the tradeoffs it involves
- Agree on how the home will be positioned
- Approve listing materials and photos
- Sign the listing paperwork

Target window (set with your real estate professional)

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■ Done

## I Notes and questions

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# Marketing and Showings

## I What needs to happen before this phase

The home is listed with accurate, complete information.

## I Key actions and checkpoints

- Set your showing availability
- Keep the home ready to show
- Review feedback after showings
- Decide whether adjustments are worth making
- Note which marketing channels are active

Target window (set with your real estate professional)

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■ Done

## I Notes and questions

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## Offers and Negotiation

### What needs to happen before this phase

Buyers have seen the home and an offer or offers are in hand.

### Key actions and checkpoints

- Compare price and terms, not price alone
- Identify each offer's contingencies and requested dates
- Review financing strength
- Respond within the deadlines your contract sets
- Track counteroffers
- Review the contract carefully before signing

**Reminder:** Every deadline here comes from your specific contract, not from this planner.

**Target window (set with your real estate professional)**

■ Done

### Notes and questions

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# Inspection and Appraisal

## What needs to happen before this phase

A signed purchase contract with agreed terms is in place.

## Key actions and checkpoints

- Confirm the inspection period written in your contract
- Review any inspection findings, requests, or documents provided to you with your real estate professional
- Discuss repairs, credits, or price if findings come up
- Confirm when the appraisal is scheduled if financing is involved
- Track lender requirements

**Inspection-period note:** Under the standard Arizona REALTORS® Residential Resale Real Estate Purchase Contract, the buyer inspection period is 10 days after contract acceptance unless a different period is agreed to in the contract. This 10-day period is tied to that specific contract form, may be changed by agreement, and is not a universal Arizona-law deadline.

Target window (set with your real estate professional)

■ Done

## Notes and questions

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## Escrow and Closing

### What needs to happen before this phase

Title and escrow activity commonly begins after a purchase contract is accepted and continues while inspections, financing, appraisal, title work, and other contractual steps are being completed. The final closing and funding stage depends on applicable contingencies and contractual requirements being satisfied or otherwise resolved, required documents being completed, and financing being ready when financing is involved.

### Key actions and checkpoints

- Review the title and escrow documents
- Gather everything needed for signing
- Review the settlement or closing figures and documents provided for your transaction
- Confirm the possession date in the contract
- Address any agreed final items and prepare for the buyer's final walk-through, when applicable
- Sign the closing documents

**Target window (set with your real estate professional)**

■ Done

### Notes and questions

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# What I Control vs. What I Don't

Some parts of a sale respond directly to your choices. Others depend on buyers, lenders, inspectors, appraisers, title and escrow professionals, market conditions, and third-party schedules.

| I control                                      | I don't fully control                  |
|------------------------------------------------|----------------------------------------|
| ■ Preparation and effort before listing        | ■ The buyer's financing timeline       |
| ■ The pricing strategy I agree to              | ■ Inspection findings                  |
| ■ How the home shows                           | ■ The appraiser's schedule and results |
| ■ Showing availability                         | ■ Third-party scheduling               |
| ■ How quickly I respond to offers and requests | ■ Title and escrow processing          |
| ■ The flexibility I offer on dates and terms   | ■ Market demand                        |
| ■ The questions I ask                          | ■ How fast other parties respond       |
| ■ Who I hire                                   |                                        |

You can influence some items. You can't fully control the ones that depend on other people and professionals.

## My notes

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# Questions for My Real Estate Professional

## Timing and deadlines

Which contract deadlines should I watch? How are they handled here?

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## Dependencies

What has to happen before each next phase can begin?

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## Documents

What do you need from me, and when?

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## Inspection

What findings are common for homes like mine? How do repair requests usually get settled?

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## Appraisal

When will it be ordered? How can I help it go smoothly?

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## Closing

What do I need at signing? When do we confirm possession?

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## Next steps

What do you need from me this week?

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**Education first. Clear options. You decide what fits.**

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**Educational use:** This planner provides general educational information and is not legal, tax, lending, financial, or other professional advice specific to your situation. Transaction deadlines and requirements depend on the specific contract, circumstances, and professionals involved.



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