

Subject: Important: Preparing for Your Next Milestones - [Property Address]

Dear [Client Name],

Congratulations again on being under contract! To ensure a smooth transaction, we are now entering the milestone preparation phase. Please review the following upcoming deadlines and requirements:

1. Earnest Money Deposit

Please ensure your deposit of [Amount] is delivered to [Escrow/Title Company] by [Date].

2. Inspection Period

Our deadline to complete physical inspections is [Date]. I have scheduled the following appointments:

- [Inspection Type]: [Date/Time]

3. Loan Application & Appraisal

If you haven't already, please finalize your formal loan application. The lender will order the appraisal shortly. The appraisal contingency deadline is [Date].

4. Document Review

Please review the following documents provided in your portal:

- Seller's Property Disclosure
- Title Commitment
- HOA Documents (if applicable)

5. Insurance

Now is the time to contact your insurance agent to secure a homeowners policy quote. Your lender will require this information by [Date].

If you have any questions regarding these steps, please reach out to me directly.

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]