NANAIMO SELLER WORKSHEET

Offer Conditions and Deadlines Tracker

Track each condition, the exact cutoff and what still needs to happen.

Use the signed contract and any signed amendments.

Record the exact date, time and time zone. Ask your agent if anything is unclear.

Property address

Date offer accepted

01 Track each condition

Condition	Due date / time / zone	Who acts next	Status / notice received

02 Record changes and confirm what happens next

Keep any written removal, waiver or extension with the contract. Record when it was received.

Deposit: record what triggers payment, the exact due time, and whether it was received.

03 Plan showings, backups and the next check-in

Ask your agent what the contract allows and agree on the plan before taking action.

Planning aid only. The signed documents, not this worksheet, govern your transaction.

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