

Action	Respond within
1. Introductory call or email from a new broker in your market	48 hours
2. Just “checking in” call or email from a broker, nothing urgent	48 hours
3. New listing (whether you have interest or not)	Within 18 hours
4. You discussed new listing, like it, and were asked to sign a CA	Within 8 hours
5. You received all deal material, time to submit a Letter of Intent (LOI)	Within 5 days
6. Seller has received LOI, and countered; now you need to counter or accept	Within 1 business day
7. Signed LOI is in place, you are to tour while contract is being constructed	Within 4 business days
8. You’ve toured and either need to adjust offer or accept	Immediately
9. All contract negotiations should be responded to	Within 1 business day
10. Due Diligence Periods (non-portfolio)	Up to 30 days
11. Due Diligence Periods (portfolio)	Up to 45 days (up to 60 if multi state)
12. Days to close after Due Diligence Period	Up to 45 days



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