

## Plan and Timeline for Obtaining Site Control – Inn Marin

<b>TASK</b>	<b>ESTIMATED DATE TO COMPLETE</b>
Letter of Intent and Exclusive Negotiating Agreement	August 13
Order Title Report from Cal Land Title	August 14
Contract for Appraisal	August 21
Contracts for Due Diligence Investigations-Reports	September 4
Marin County Board of Supervisors Closed Session Instructions to County Negotiator	September 15
Notice to Proceed – Appraisal	September 15
Notice to Proceed – Due Diligence Investigations-Reports	September 15
Purchase and Sale Agreement draft for internal review	September 15
Purchase and Sale Agreement negotiations with Seller	October 9
Appraisal Report provided by appraiser for staff review	October 12
Due Diligence Reports provided by contractors for staff review	October 12
Marin County Board of Supervisors Hearing Resolution of Intention to Purchase – Government Code xxxx	October 20
Government Code xxxxx required Resolution publishing	November 6
Marin County Board of Supervisors Hearing to approve Purchase and Sale Agreement, accept Homekey grant funds, allocate purchase funds, approve Certificate of Acceptance, approve all other documents necessary to close escrow	November 10
Draft escrow instructions and send all to Cal Land Title for review	November 13
Provide fully executed Purchase and Sale Agreement to Seller	November 13
Provide Seller list of due diligence items to address prior to close	November 13
Request title exceptions to be cleared through Cal Land and Seller	November 18
Request estimated close date from Cal Land and Seller	November 18
Transmit all document necessary to close to Cal Land	November 20
Property Inspection to confirm all contract conditions are met	December - TBD
Transmit funds to close to Cal Land	TBD
Final property inspection and confirmation prior to close	TBD
Close Escrow and Take Possession of Property	No later than December 30, 2020