



seller's closing checklist

your guide to a successful closing!

- _____ Provide your attorney or closing agent with a copy of the final purchase offer, a copy of your most recent tax receipts, your Abstract of Title, deed, property survey, and any other documents or agreements pertinent to your sale.
- _____ Review the home inspection report with the Buyer and eliminate all inspection issues.
- _____ If an appraisal is required, allow the appraiser to gain easy access. Determine if the lender or buyer requires additional repairs or escrows. If repairs are required, complete the work or hire a contractor. Once the repairs are completed, have the lender and buyer re-inspect the repairs.
- _____ Call a moving company and obtain a moving estimate. Reserve your moving date.
- _____ Organize and begin packing for your move. Print out our Moving Checklist.
- _____ Obtain a copy of the Buyer's commitment letter and have the Lender fax a copy to your attorney or closing agent.
- _____ If you have an existing mortgage or home equity loan, call your Lender and obtain the final pay off amounts. Make sure you have enough money to properly discharge your liens.
- _____ Call your attorney or closing agent for the exact time, date, and location of your closing.
- _____ Pay all final utility bills and notify Buyer to convert all utilities into his or her name prior to closing (Sewer, Water, Electric, Gas, Oil, Propane, Cable TV, Telephone, etc.)
- _____ Cancel your property insurance after you have sold your property and take out a new insurance policy on your new property.
- _____ Cancel newspaper subscriptions and telephone service. Have your mail forwarded to your new address.
- _____ Gather all important papers and leave them in the house for the new buyer. (Survey, home warranties, security codes, and appliance manuals.)
- _____ Perform a final cleaning prior to the Buyer's walk-through inspection; remove all garbage and personal items from the house, attic, basement, safes, and storage sheds.
- _____ Schedule an appointment and perform a final walk-through inspection with the Buyer.
- _____ Return our real estate yard sign to our office and send us a testimonial by email.
- _____ Bring keys, garage door openers, and your check book to the closing.