



CHECKLIST

FOR SELLERS

- Review the Closing Disclosure (CD): Carefully review the Closing Disclosure provided by the title company or closing agent at least three days before closing. Ensure that all the terms and costs are accurate and reflect the agreed-upon terms in the purchase agreement.
- Property Condition: Make sure the property is in the condition agreed upon in the contract. Address any repairs or issues as per the terms of the agreement.
- Title Clearance: Work with the title company or attorney to clear any outstanding title issues or liens on the property. Provide all necessary documentation and information requested for the title search and examination.
- Homeowner's Insurance: Maintain homeowner's insurance coverage on the property until the closing date to protect your interests until ownership transfers to the buyer.
- Final Walk-Through: Be prepared for the buyer's final walk-through inspection. Ensure that the property is in the same condition as when the buyer made the offer.
- Gather Necessary Documents: Collect all relevant documents and paperwork required for the closing, such as warranties, manuals, and receipts for recent improvements.
- Outstanding Mortgages or Liens: Ensure that all outstanding mortgages, liens, or judgments on the property are paid off or addressed appropriately to clear the title.
- Inform Utility Companies: Notify utility companies of the upcoming closing date and arrange for the transfer of utilities out of your name after the closing.
- Provide Access: Grant access to the property for the appraiser, inspector, or any other parties as required.
- Certified Funds: Inquire about the expected proceeds from the sale and how you'll receive them. Arrange to have the necessary documentation ready for the disbursement of funds.
- Cancel Services: Cancel any services tied to the property, such as lawn care, pest control, or security monitoring, effective from the closing date.
- Legal Representation: Consult with an attorney or real estate professional to review the closing documents and ensure that your interests are protected.
- Identification: Bring a government-issued photo ID (e.g., driver's license, passport) to the closing for verification purposes.
- Coordinate Moving Plans: Plan and coordinate your move-out date with the buyer to ensure a smooth transition of ownership.
- Attend the Closing: Be present at the closing to sign all necessary documents and finalize the transaction.
- Hand Over Keys and Documentation: Provide the buyer with all keys, garage door openers, and any documentation related to the property, such as warranties and manuals.
- Cancel Homeowner's Insurance: Contact your insurance provider to cancel the homeowner's insurance policy effective from the closing date.
- Change of Address: Update your address with relevant institutions and services to reflect your new location.