



HELPFUL REMINDERS FOR BUYERS AND SELLERS

After the Buyer has removed all its contingencies and received its final loan approval, the Buyer and Seller should call their respective **utilities** in order to process start and stop orders in anticipation of the Closing Date. The Seller should also contact its **insurance company** to advise them of the real property sale. If the property is in a gated community or condo, the Buyer should contact the **resident manager** or **property manager** for registration instructions, allowable move-in times and (if applicable) elevator reservations.

Here is a guideline:

DATE	TO DO CHECKLIST
	Banks/Charge and Investment Accounts
	Children's Schools
	Doctors, Dentists and others
	Employers
	File a Home Exemption Form ASAP/Upon Closing
	Fill out Change of Address Form for post office
	Notify Friends and Family
	Magazines
	Medical/Auto/Home Insurance Company
	DMV
	Notify Insurance Companies
	Notify Resident/Property/Association Manager of Move-In Date (at least one week prior)
	Obtain necessary car ID decals/security gate cards/pass codes if condo
	Security/Alarm Company
	Yard Maintenance/Gardner or Pool Maintenance
	Water company
	Electric company
	Newspaper for delivery
	Cable/Internet company
	Telephone company
	Gas company
	RE-KEY ALL DOORS/GATES TO PROPERTY ASAP