

## HOME CLOSING CHECKLIST TIPS FOR SELLERS

HOW TO ENSURE A SMOOTH & EFFICIENT HOME CLOSING

### **SECURE YOUR DOCUMENTS**

KEEP YOUR SELLER DISCLOSURES, PURCHASE CONTRACT, CLOSING STATEMENT, AND ANY OTHER DOCUMENTS YOUR CLOSING AGENT GIVES YOU. KEEP PROOF OF IMPROVEMENTS AND PRIOR PURCHASES.

### **CLEAN THE HOUSE**

IT DOESN'T HURT TO MAKE YOUR LAST IMPRESSION ON THE BUYER A GOOD ONE WITH LITTLE TOUCHES LIKE POLISHING SINK FIXTURES. LEAVE YOUR HOME THE WAY YOU WOULD LIKE TO FIND IT IF YOU WERE THE BUYER. CLOSE ALL VALVES AND TURN OFF ALL SWITCHES AND LEAVE ANY KEYS, REMOTES, OR WARRANTIES FOR THE NEW OWNER.

### **DON'T SKIP THE FINAL WALK-THROUGH**

BE PRESENT FOR THE FINAL WALK-THROUGH TO SHARE ANY NECESSARY INFORMATION WITH THE BUYER AND CHECK THAT YOU HAVEN'T LEFT ANYTHING BEHIND.

### **CANCEL YOUR INSURANCE POLICIES**

WAIT UNTIL YOU KNOW THAT THE DEED HAS BEEN RECORDED, OR THE TITLE TRANSFER HAS FORMALLY OCCURRED, TO CALL YOUR INSURANCE AGENT. YOU SHOULD RECEIVE A REFUND OF ANY PREPAID PREMIUMS FOR YOUR HOMEOWNER'S INSURANCE.

### **CLOSE ACCOUNTS**

CANCEL THE UTILITIES, AND STOP THE NEWSPAPER. MAKE A LIST OF PHONE NUMBERS FOR EACH OF YOUR UTILITY AND ENTERTAINMENT COMPANIES IN ADVANCE. KEEP IN MIND THAT NOT EVERY UTILITY IS ALWAYS PAID MONTHLY. YOU MIGHT HAVE A REFUND COMING, HAVE TO PAY A BALANCE,

OR BE ABLE TO TRANSFER THE BALANCE TO YOUR NEXT HOME.

### **NECESSARY INCIDENTALS**

LEAVE ALL HOUSE KEYS, REMOTES, GATE KEYS, POOL KEYS, AND MAILBOX KEYS FOR THE NEW OWNER. THE BUYERS WILL PROBABLY CHANGE THE LOCKS, BUT THAT WON'T HAPPEN THE INSTANT THEY MOVE IN. PUT THEM IN A KITCHEN DRAWER OR OTHER LOCATION THAT IS EASILY FOUND.

ASSEMBLE A PACKET OF APPLIANCE MANUALS, RECEIPTS, AND ANY WARRANTIES AS WELL. YOU MIGHT HAVE COME ACROSS MANUALS FOR THE HVAC, SECURITY SYSTEM, SPRINKLER SYSTEM, OR APPLIANCES AS YOU WERE PACKING. IF YOU HAVE RECEIPTS FROM CONTRACTORS, WARRANTIES, AND TERMITE INSPECTIONS, PUT THEM INTO AN ENVELOPE, AND LEAVE THEM IN A DRAWER AS WELL, ALONG WITH THE MANUALS AND THE CODE FOR THE SECURITY ALARM.

### **DON'T LEAVE ANYTHING BEHIND**

CHECK CABINETS, DRAWERS, AND STORAGE AREAS FOR ANY FORGOTTEN ITEMS. RUN ONE MORE CHECK, EVEN IF YOUR SPOUSE OR FRIEND SAYS THEY'VE GONE THROUGH EVERY ROOM WITH A FINE-TOOTH COMB, SEARCHING FOR ANYTHING YOU MIGHT HAVE OVERLOOKED.

### **CANCEL UTILITIES**

YOU CAN CALL IN ADVANCE TO SET UP A CANCELLATION FOR YOUR UTILITIES, BUT BE SURE NOT TO HAVE YOUR UTILITIES TURNED OFF UNTIL AFTER YOU OFFICIALLY CLOSE ON THE SALE. YOU WILL NEED YOUR UTILITIES ON THROUGHOUT THE SELLING PROCESS, AND AN EARLY SHUTOFF COULD CAUSE PROBLEMS.

### **LOCK UP ON YOUR WAY OUT**

CLOSE THE BLINDS AND LOCK THE WINDOWS AND DOORS. YOU'D BE AMAZED AT HOW MANY PEOPLE FORGET TO CLOSE UP THE HOUSE. IT IS ESPECIALLY IMPORTANT TO LOCK UP IF THE HOME IS GOING TO BE VACANT FOR A WHILE. CONSIDER LEAVING AN INEXPENSIVE LAMP BEHIND ON A TIMER.

### **CHANGE YOUR ADDRESS**

BE SURE TO CLOSE ANY UTILITY ACCOUNTS AND CHANGE YOUR ADDRESS WITH THE LOCAL POST OFFICE.

### **MORE TIPS**

STAY ON TOP OF TAX LAWS AFTER YOU SELL  
PUT YOUR PROCEEDS IN A MONEY MARKET FUND  
CHOOSE YOUR NEXT HOME CAREFULLY  
DON'T FEEL PRESSURED TO BUY  
REEVALUATE YOUR PERSONAL FINANCES  
THINK ABOUT WHAT YOU NEED FROM AN AGENT TO HELP YOU BUY  
THINK THROUGH YOUR NEXT DOWN PAYMENT

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