



HR SELLER

CLOSING CHECKLIST



What to Bring to Closing.

- Photo ID.** Bring Photo Identification to closing in the form of a Drivers License, Passport, or Government Issued ID Card.
- Cashier's Check.** If you are required to bring funds they need to be certified.
- Power of Attorney.** If you have a pre-approved power of Attorney you must bring the original to closing.
- Checkbook.** For any additional funds.
- House Keys.**

Prepare ahead of time.

Closing day can creep up quickly after Due Diligence has been completed. Remember that there will still be items to address before all the signatures are collected. While the home is in the Pending Status, be diligent to do the following:

- ▶ **Repairs.** Address any repairs or agreed upon terms to the contract sooner than later
- ▶ **Utilities.** Contact your utility companies to have them disconnect on day of closing or agreed upon date the Buyer's will take possession.
- ▶ **Packing Up.** Don't leave packing up to the last minute. Be proactive so that closing day is as smooth as possible.

PRIOR TO DAY OF CLOSING

- ▶ Complete the Seller Information Sheet that will be sent to you from the Attorney's Office
- ▶ Submit your Mortgage Payoff Information and include loan and tax payer ID #s
- ▶ If you cannot attend closing or if a Power of Attorney is needed, contact the Attorney's office as soon as possible.
- ▶ If there is a current divorce proceeding, send the Settlement Agreement to the Attorney's office
- ▶ If any party on the title is deceased, contact the Attorney's office with estate and probate information.
- ▶ Contact your Lender to terminate the automatic debit of mortgage payments.
- ▶ Deliver repair invoices to closer if attorney is to collect funds at closing.