



## SELLER'S CHECKLIST

*The following list is intended to give you an overview of the responsibilities of the seller. If you have any questions or concerns, please do not hesitate to contact us.*

### **DEED**

Arrange to have your attorney draw a new deed or you can have the closing attorney prepare a new deed for you.

### **EXPENSES**

A couple of days prior to closing, contact the closing attorney for your closing expenses.

### **TAXES**

Unpaid taxes will be adjusted at the closing on a per diem (per day) basis.

### **INSURANCE**

Notify your insurance company of the impending sale. Add a week to the closing date for canceling the policy in case of delays.

### **ELECTRIC COMPANY**

About a week before closing, arrange to have the electric company take a final reading. Provide electric company with the name of the buyer and indicate that the buyer will call to make arrangements.

### **GAS COMPANY**

About one week before closing, arrange to have the gas company take a final reading. Provide the gas company with the name of the buyer/buyers and indicate they will call to make arrangements.

### **OIL TANK**

One or two days prior to the closing, you should take a reading of the oil tank or arrange (with the buyer's consent) to have the tank filled. You will be reimbursed at the closing for remaining oil. **BE SURE TO CANCEL SERVICE WITH YOUR OIL COMPANY.**



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### **WATER/SEWER**

About a week prior to closing, arrange to have the water department take a final reading of the water meter and bring a copy of the final bill stamped paid to the closing. Provide the water department with the name of the buyer/buyers and indicate that they will call to make arrangements.

### **SMOKE DETECTOR CERTIFICATE WHERE REQUIRED BY LAW**

Contact Fire Department and arrange for someone to perform a smoke detector test to assure that all smoke detectors are in working order. You must bring a smoke detector certificate to the closing. The smoke detector test should be performed within a week of the closing.

### **TELEPHONE**

Make arrangements to end service.

### **CABLE TV**

Notify your service provider of move and date of cancellation of service.

### **HOUSE KEYS, ETC.**

Be sure to bring house all keys, garage keys and/or automatic garage door opener to the closing. Also, any other pertinent household information should be made available to the buyer. It may be left at the property, i.e. instruction books, transferable guarantees, warranties, etc.

### **CONDOMINIUMS ONLY**

Two weeks prior to closing, provide the bank attorney or listing agent with a certificate from your condominium association indicating that no charges are outstanding and, if applicable, provide a waiver of First Refusal. An insurance certificate is also required.

### **INCOME PROPERTY ONLY**

Bring to the closing all existing leases, security deposits, prepaid rental income and any other information or documents that should be given to the Buyer.



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### **CHANGE OF ADDRESS**

Provide your new address for: Driver's license, Bank Accounts, Dog's license, Credit Cards, Subscriptions, Post Office, Creditors, Place of employment, and Insurance companies (life, health, car, house, etc.)

### **SCHOOL RECORDS WHEN APPLICABLE**

Arrange for student's records to be forwarded to the new school(s).

### **PHYSICALLY BRING TO CLOSING:**

1. Garage Door Openers
2. All keys to the property (shed, all doors, etc.)
3. Final water bill with Proof of Payment
4. Final oil tank reading and final oil bill
5. Income Property Only: Leases, security deposits, prepaid rental income, etc.
6. Condominium Property Only: Certificates from condo association on insurance, paid-up condo fees, waiver of first refusal (if applicable).
7. Smoke Detector Certificate
8. Checkbook
9. License or other picture ID (i.e. passport)