

Seller's Closing Checklist



CONGRATULATIONS

on getting your home under contract! We are here to guide you through the next steps in the process of closing on the sale of your home. This checklist offers a step-by-step guide on important milestones and what to expect as we move towards closing.

Immediately After Signing

- Follow up on any terms specified in the contract
- Make any repairs specified in the contract
- Buyer will schedule home inspections (you should not be onsite during the inspection. Ensure all areas are accessible by inspector (attic, crawlspace, detached buildings, ect) Ensure utilities are on for inspection.)

During Contract

- Receive Inspection Notice from Buyer (this will include items that they are requesting you repair or replace)
- Negotiate items requested in Inspection Notice and begin making agreed upon repairs
- Buyer's Lender will schedule Home Appraisal (you should not be onsite during the appraisal)

Two Weeks Before Closing

- Provide mortgage loan information to your Agent or Title Company (they will have you complete a Mortgage Payoff Authorization form)
- Begin collecting information to pass on to the new owner (receipts for appliances, warranty information, owner's manuals, gate codes, garage door codes, alarm codes, ect)
- Touch base with your Agent to ensure everything is on track to close

One Week Before Closing

- Provide receipts and info in relation to repairs done to satisfy the Inspection Notice to your Agent
- Buyer will conduct Final Walkthrough (ensure home matches the contract, repairs are complete, and utilities are on)
- Receive and review Settlement Statement (from Title Company) to ensure it is accurate
- Call and transfer/cancel utilities and homeowner's insurance for the day after Closing
- Provide wiring information to the Title Company or see if funds are needed from you

Closing Day

- Leave all spare keys and garage door openers on the kitchen counter
- Bring Photo ID and any receipts for completed repairs
- Read and sign all closing paperwork
- Give the title company and new owner your forwarding address