

Closing Checklist for Seller

3 to 4 weeks before closing

- Jack will let you know when the closing attorney is selected and let you know the time and the location.
- Arrange for any power of attorney that might be needed. Also, pass on a copy of the power attorney to Jack.
- Set up mover. Movers will be booked well in advance, so keep that in mind. Unless otherwise specified, possession will be given at the closing.
- Pick up boxes and start packing.
- Jack will let you know when the appraisal is setup.
- Jack will help to line up repairs that come up on the inspection.

2 to 3 weeks before closing

- Setup change of address
- Jack will help you fill out an information sheet for the closing attorney. It will have loan payoff information, HOA contact and fees, etc.
- Arrange to get copies of your medical records if you are moving out of town.
- Order new checks
- Be aware that you will not receive a proceeds check at the closing. The attorney will need to record the title transfer, before the proceeds can be released. Generally your proceeds will be wired to you; however, you can pick up a check if you prefer - that would generally be several hours after the closing.
- If you need to have Jack help to setup the house cleaning, after you move out, let Jack know.

1 to 2 weeks before the closing

- ___ Are all repairs completed?
- ___ Send repair receipts to Jack, if he does not already have them.
- ___ Register children for new schools.
- ___ Use up food in freezer and refrigerator.

Week before the closing

- ___ Does the closing attorney have any needed wire instructions?
- ___ Arrange to cancel your homeowners insurance - generally the day after the closing.
- ___ Jack will review the closing statement with you, as soon as he has it.
- ___ Be sure that you have directions to the closing attorney's office.
- ___ Arrange for child care on the day of the closing.
- ___ Arrange for pet care on the closing day.
- ___ Be sure to leave out some tools to disassemble items in the house.
- ___ Be sure to clean the house.
- ___ Get boxes of baking soda to put in the refrigerator and the freezer.
- ___ Bring drivers license to closing, to verify your identity.

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