

Seller Checklist

- Choose an attorney to prepare your deed and closing documents
- Call or email your attorney, they will need your current loan information, so they can order your payoff – loan number, mortgage company, 800#, and your social security number
- About 3-5 days before closing, the closing documents should be ready for your signature, please call your attorney to make an appointment to stop by their office, your signature will need to be notarized
- Proceeds from the sale of your home, please provide your attorney with your bank account information, they will coordinate wiring funds to your account to to their office (if you are purchasing another home and using those funds.)
- I will order well, septic and termite inspections about 3 weeks before closing. I will take care of getting results to the attorney, the invoices will be paid at closing
- If repairs are requested, please provide invoices for the buyer at the walk through
- Please provide me your power company information so the buyer may transfer service into their name the day of closing. Don't forget to call your power company to have your service switched off the day of closing. Please keep the power on until closing.
- If you have a propane tank, please provide me with the company and contact information – do you own or rent the tank? I need to be sure you get a credit at closing for any propane remaining in the tank.
- Once you have moved, your home should be left in a broom clean condition for the new buyer
- I will coordinate the walk through, home inspection, termite, well and septic inspections. Paperwork to attorney's and paperwork to your mortgage company.