

SELLER'S CHECK-LIST FOR CLOSING

Congratulations! Your home is sold. There will be items that need to be done by you prior to the closing date (the date when the buyer pays you for your home and you pass the deed to him). If you need help with anything, please remember to call me or my assistant, Sharon Murray. The planned closing is _____ (to be confirmed). Your driver's license and all keys should be brought with you to the closing.

Things to Do	Number to Call	Date Completed
1. Arrange for a mover 30-45 days prior to close date. Property must be ready and clear of all personal belongings for the buyer to move in immediately following the closing.		
2. It is your responsibility to have a new deed prepared for the buyer. This can be done by your attorney or the attorney handling the closing for the bank and the buyer.		
3. Call your homeowners insurance company 7 days before closing to inform them of the sale date in order to cancel your policy and obtain any refund due you.		
4. Call your local water and sewer company for a final reading 7 to 10 days prior to close date. A paid receipt must be brought to the closing.		
5. Call your local electric company 7 days prior to close date to transfer service to the buyer's name effective on close date. The buyer will arrange to start billing in his own name on the day of closing.		
6. Call your local gas company at least 7-10 days prior to close date to transfer service to buyers name effective on the close date. The buyer will arrange to start billing in his name on the day of closing.		
7. Call your local fire department at least 14 days prior to closing for a smoke detector inspection. A certificate is required from you at closing to ensure all smoke detectors are in working order. Please give it to the realtor or bring it to the closing		

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8. Mortgage payoff figures, please send the name of your mortgage company the address, telephone number and account number to your attorney so that he/she may get this information promptly before closing. This sometimes takes up to 2 weeks. Please do this as soon as possible.		
9. If your property is a condo or townhouse, a 6D certificate is required to ensure all monthly fees are paid up to date. Contact your association after paying last condo fee prior to closing. They will mail the certificate to you and you must give a copy to the realtor and bring it to the closing.		
10. If your property has a private sewer system, Title 5 is required by the state of Massachusetts. This is a certificate stating the system has been pumped and is in working order according to their guidelines.		
11. Measure oil in tank the day before closing. Bring the last oil bill to the closing for price per gallon. Buyer will reimburse you at closing for value of oil in tank.		
12. If you have cable television, please contact your provider to cancel on the day before or the day of closing so that the new buyer can turn it on for themselves.		

Please remember to continue paying your mortgage until the papers are signed on the sale of your property.

Also, please continue to maintain the home (i.e. mow lawn, keep tidy, etc.) until the property is transferred to the new owner.

Thank you,

Angel's Realty

