

Seller's Checklist Prior to Closing

Call the following service providers
one month prior to closing:

☐ **Alarm Company**

Check to see if the buyer wants to continue using an existing contact. Otherwise, discontinue any monitoring service as of your closing date.

☐ **Electricity**

Schedule the final gas and electric readings and request a final bill.

☐ **Oil Company**

Arrange to have them measure existing oil in tank and provide you with a receipt showing the number of gallons remaining and cost per gallon. Fax this to your attorney and bring the receipt to closing. You will be credited for the remaining oil at closing.

☐ **Telephone, Television, & Internet**

Transfer your coverage to your new address to ensure a smooth transition.

☐ **Water Company**

Call to arrange a final reading to be done within a week of closing, if possible, and request a final bill. Then go to village hall to pay your bill and bring final paid receipt to closing. Water will not be turned off.

☐ **Natural Gas Company**

Notify the following of your new
address one month prior to closing:

☐ **School System**

☐ **USPS change of address card**

☐ **Doctors and dentists**

☐ **Mailed publications, regular deliveries,
vendors, gardeners, cleaning services,
exterminator**

Walk Through

Prior to closing, your Agent will arrange a walk-through of the property. As per your contract, the house must be left broom-clean. Be sure to remove everything except what is listed as an inclusion in your contract. Don't forget to clean out the attic, basement storage areas, garage, and any shed on the property. Leave behind all warranties, appliance instructions, service information, garage door openers, and security system codes.

Moving Day Countdown

One month before moving

- ☐ Call moving company and notify them of the date of your move
- ☐ Make a list of items to be moved and items to be discarded
- ☐ Arrange for a moving firm agent to visit your home to inspect your possessions to give you an estimate. Discuss the following:
 - ☐ Insurance coverage
 - ☐ Packing and unpacking labor
 - ☐ Arrival day at new location
 - ☐ Various shipping papers
 - ☐ Method and time of payment
- ☐ Notify the post office of moving date and new address
- ☐ Notify creditors, newspapers, insurance companies, lawyers, accountants, and other service providers of your move
- ☐ Terminate memberships to religious organizations and clubs. Procure letters of introduction to new organizations in your area
- ☐ Terminate credit accounts at local shops
- ☐ Notify children's schools and collect transcripts
- ☐ Obtain birth certificates, baptism records etc. for each child

Two weeks before moving

- ☐ Check with moving company and confirm moving arrangements
- ☐ Transfer fire insurance on household goods or other insurance on personal items so they would be covered at your new home and en route
- ☐ Service automobiles traveling to new home
- ☐ If car or other possessions are leased or financed, get permission to move them

- ☐ Transfer bank accounts and ask for credit reference to be forwarded to a new bank if required
- ☐ Notify credit card companies, investment accounts, health insurance, and doctors of your new address
- ☐ Begin packing items to be moved yourself (i.e. extremely fragile items, silver, and valuables)
- ☐ Clean rugs or clothing before moving and have them moving-wrapped
- ☐ If traveling by air, confirm arrangements
- ☐ Make arrangements for transportation of pets or special care on the day of the move

One week before moving

- ☐ Collect items being cleaned, stored, repaired, or loaned out
- ☐ Return all borrowed items (library books, etc.)
- ☐ Prepare appliances for shipping
- ☐ Notify your telephone company, and arrange for gas, electric, oil, and water meters to be read
- ☐ Arrange for utilities in your new town or transfer accounts to your new address
- ☐ Confirm insurance coverage, labor, arrival day, method, and time or expected payment with the moving company

- ☐ Visit your safe deposit box to empty and close it out

Gather appliance warranties, instruction manuals, alarm information, lawn sprinkler information, spare keys, and garage door openers, and leave in a kitchen drawer

Two days before moving

- ☐ Dispose of flammables
- ☐ Drain fuel power mowers
- ☐ Label paint cans so new owners can touch up

- ☐ Remove curtains, drapes, and other fixtures you are taking
- ☐ Arrange for cash to cover tipping

One day before moving

- ☐ Clean refrigerators and freezers and put baking soda containers inside to dispel odors
- ☐ Check all cabinets, closets, attic, basement, and garage for overlooked items
- ☐ Remove all trash and debris not being moved
- ☐ Mark any fixtures or furniture not being moved

Moving Day

- ☐ Carry jewelry and important documents yourself
- ☐ Transport pets yourself
- ☐ Accompany movers through your house to tag furniture and boxes for room location at the new location
- ☐ Explain what is or is not being moved
- ☐ Confirm the exact destination with the moving truck driver
- ☐ Double-check all cabinets, closets, attic, basement, and garage for overlooked items

What to bring to a closing:

- ☐ **Photo ID**
- ☐ **Final paid receipt of water bill**
- ☐ **House keys**