

CLOSING
DATE

MOVING
DATE

SELLER CLOSING Checklist

PROMPTLY AFTER CONTRACT – CLEAR CONTINGENCIES

- ☐ Seller - Ensure You Understand Contingencies - Your Contract Isn't Firm Until Contingencies Are Clear.
- ☐ Seller - Check Your Driver's Licenses - Renew Them if Expired! Title Won't Accept Expired Identification.
- ☐ Seller - Don't Start Moving or Taking Down Staging Materials Until Contingencies are Cleared.
- ☐ Seller - Reserve Moving Company or Moving Trucks.
- ☐ Agent & Title - Buyer Will Send in Earnest Deposit to Title. Agent to Confirm Receipt.
- ☐ Seller - Inspections Contingency - Buyer Will Schedule a Time to Conduct an Professional Inspection.
- ☐ Agent & Seller - Resolve Any Issues and Resolutions Requested by Buyer Regarding Inspections.
- ☐ Title & Seller - Title Will Contact You to Schedule a Wood Eating Insect Inspection (Termite).
- ☐ Agent & Seller - After Inspection, if Treatment is Required, Contract to Perform Insect Treatment.
- ☐ Lender & Seller - Buyers' Lender Will Contact You to Schedule Appraisal.
- ☐ Agent & Seller - If Home Does Not Appraise, You May Need to Negotiate With Buyers to Resolve.
- ☐ Seller - Review Estimated Proceeds Statement from Agent to Know Your Available Funds After Closing.

AFTER CONTINGENCIES COMPLETED

- ☐ Seller - Ensure Contingencies Completed Before Starting Next Steps (Inspection, Appraisal, Termite).
- ☐ Seller - Confirm Moving Company or Moving Trucks.
- ☐ Seller - Arrange for Utilities to be Transferred Out of Your Name or Stopped.
- ☐ Seller - Arrange for Homeowner's Insurance to Stop as of Closing Date.
- ☐ Seller - Complete Change of Address Forms for Mail, Banking & Other Services.
 - ☐ Employers
 - ☐ Insurance Providers
 - ☐ Family and Friends
 - ☐ Veterinarian and Kennel
 - ☐ Post Office - Forward Mail
 - ☐ Utilities - Cell Phone
 - ☐ Current Landlord
 - ☐ Banks, Credit Cards, Financial Institutions
 - ☐ Government Agencies
 - ☐ Doctor, Dentist and Other Medical Providers
 - ☐ Subscriptions
 - ☐ Schools

- ☐ Agent & Seller - Schedule Buyer Final Walkthrough Date and Time.
- ☐ Agent, Seller & Title - Schedule Sellers Signature Date, Time and Location. This is Before Closing Day.
- ☐ Seller - If Leaving TV Mounts, Leave both Parts! Don't Take Attached Fixtures Without Consulting Agent.
- ☐ Title & Seller - Get Final Closing Statement, Verify Information and Arrange Preferred Payment Method.

WEEK OF CLOSING

- ☐ Sellers & Title - Both Spouses Sign Documents, With Valid, Un-Expired ID. Sellers Do Not Attend Closing.
- ☐ Agent & Seller - Review Purchase Agreement to Confirm All Items that Stay for Buyers.
- ☐ Seller - Repair Wall Holes and Damage, Touch Up Paint, Clean Home for New Buyers.
- ☐ Agent & Seller - Confirm Items that Should Stay with Selling Agent from Purchase Agreement.
- ☐ Seller - Allow Buyer to Complete Final Walkthrough.

DAY OF CLOSING

- ☐ Seller - Leave all Keys, Garage Door Openers, Instruction Manuals, etc for Buyers.



Jamie Hunsberger
**BERKSHIRE
HATHAWAY** | AMBASSADOR
HOMESERVICES | REAL ESTATE

573.424.2877

jamie.hunsberger@bhhsamb.com

www.huskerhouses.com