



SELLER CLOSING CHECKLIST

We have created this checklist for your convenience which we hope you find helpful. We are so happy to have got your home SOLD! If you have any questions, please let us know.

Complete before closing date:

- Send mortgage information to title company
- Complete change of address & forwarding with post office
- Arrange for movers
- Get copies of children's school records for transfer
- Consider any special moving needs for pets
- Cancel any newspaper or magazine subscriptions
- Get copies of medical and dental records for family members and pets
- Arrange to turn off utilities (must be kept on until after closing date for Buyer's walk-through)
- Pack all belongings

The week of closing:

- Thoroughly clean home including appliances (leave vacuum out for last clean-up after movers)
- Collect all keys (door, mailbox, garage door opener & remote, etc)
- Collect all manuals, guarantees, etc. for home & leave in easy access place for Buyers

Bring to closing:

- Cancelled check with account number for wiring funds (or can get check from title company)
- Photo ID for all parties who have names on contract & required to sign documents
- All keys (door, mailbox, garage door opener & remote, etc)
- Any repair receipts (originals should be supplied to Buyers, keep a copy for your records)

Complete after closing date:

- Cancel home insurance policy to get refund if balance remaining
- Make sure all utilities have been cancelled
- If you have an escrow account with your mortgage company & do not receive your tax refund within 2 weeks, contact mortgage company to receive refund



If you know a friend, family member or neighbor who is moving, we pay \$50 (at closing) for anyone you refer to us!



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