

## Checklist for Sellers of Residential Real Estate

### Prior to closing

- Provide us with a copy of your most current Deed.
- Order an inspection of the smoke detectors and carbon monoxide detectors in your home, in order to obtain a certificate from the Fire Department, allowing sufficient time for installation and relocation of detectors, if required.
- Order a final water and sewer bill from your town.
- If your property is serviced by a Town Electric Department, order a final electric bill.
- If you have an outstanding Home Equity Line of Credit, complete and sign a [Freeze Letter](#) and return it to us after the Purchase and Sale Agreement is signed; note that further advances under the Line of Credit will not thereafter be possible.
- Provide us with the names, addresses, and account numbers for the mortgages, if any, which are outstanding on the property, and sign a [Payoff Authorization](#) allowing us to obtain the payoff from your mortgagee.
- If the property is heated by oil, or if propane gas is in use on the property, provide us with a statement prepared by the company indicating the amount of oil or gas in the tank and the price thereof, in order that you may be reimbursed for that value.
- If the property is served by a private septic system, provide us with a copy of a Title V inspection and report. If any remedial action was required, provide evidence of completion.
- If your property is a condominium, obtain a 6(d) Certificate (statement that all condominium fees are paid up to date) from the Condominium Association.
- Remove all of your personal property from the home and make sure the premises are clean prior to the time scheduled for the buyers' walk-through. The walk-through is typically scheduled by the brokers to be either the day before or the day of the closing.
- Notify your homeowners insurance carrier of the closing date, but do not instruct them to cancel the insurance as of that date, in case the closing is delayed.
- If you will not attend the closing, sign the Deed and a Limited Power of Attorney in advance, allowing us to attend the closing on your behalf.

Bring to closing:

- Photo Identification
- Smoke/Carbon Monoxide Detector Certificate
- Final Water/Sewer Bill
- Executed Deed
- Wiring instructions, if you would like the sale proceeds wired to your account
- Keys and garage door openers
- Information regarding any alarm system
- A blank check, in case any small adjustments need to be made at closing

After closing:

- Cancel all utilities in your name
- Cancel homeowners insurance

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