



SELLER'S CHECKLIST: HELPFUL TIPS

PRIOR TO CLOSING:

- Complete a Confidential Information Statement. Provide documentation of any change in marital status (divorce, marriage, death) during current ownership. If the property is inherited we will need a copy of the probated will.
- If the Seller is a Trust, we will need a copy of the Trust Agreement and all amendments.
- If the Seller is an entity, we will need a copy of the entity documents (operating agreements, articles of incorporation, partnership agreements).
- Provide us with **current mortgage** or **home equity line** information so a payoff statement can be ordered from your lender.
- Provide us with the contact information for your Community Association (HOA, COA, Coop) Management Company, if any.
- Your **social security** number will be required in order for the lender to provide your payoff to us.
- Foreign resident sellers should provide their **FEIN** or **TIN** number, and accountant contact information for **FIRPTA transactions**.
- Have your Power of Attorney approved prior to closing in the event that you will not be present to sign documents.
- Wire Instructions - if you would like your **sales proceeds wired**, we will need your ABA routing number and your account number, address of your bank and phone number. You must check with your bank to confirm the ABA routing number, as the number on your checks is not always the ABA number used for wire transactions.

REQUIRED AT CLOSING:

- Bring a **government issued photo ID** to closing
- Bring extra house keys, garage door openers, warranties or operational manuals for appliances (heating, AC, stove, etc.)

AVOIDING CLOSING DELAYS:

- Your spouse will need to join in signing the deed, even if he/she does not own the property, unless the property is not your homestead.

AFTER CLOSING:

- Your lender will refund all monies left in your escrow/impound account. Your lender will mail a package containing your original Promissory Note marked "PAID" and other loan file documents. Retain these for future reference.
- Cancel your utilities. Inform the title company when you have received and paid your final water bill, so that you can receive any escrow being held.
- Cancel your homeowner's insurance if you are moving from the property at closing. If you are remaining at the property after closing, you should notify your agent of this change.