

# Seller Checklist



Selling a home involves a few important steps before and on closing day. Use this checklist to stay organized and help ensure everything is ready for a successful closing.

## Before Closing

- Create your Qualia login as soon as you receive the invitation ☐
- Complete all tasks in Qualia, upload documents, and enter required information ☐
- Notify our office immediately if any seller cannot attend the closing ☐
- Let us know if you need a Power of Attorney — we can prepare it for you ☐
- If you are using your own Power of Attorney, it must be pre-approved by our office prior to the closing, and we must have the original on the day of closing ☐
- Contact our office if anyone on title is going through or has gone through a divorce ☐
- Notify us if anyone on title is deceased so we can gather the proper documentation ☐
- Provide repair invoices promptly if Cook & James is collecting for repair items ☐
- Cancel any automatic mortgage payments set to occur after your closing date ☐
- Your agent should schedule your closing 7-10 days in advance ☐
- If you need to bring funds to closing, arrange your wire transfer at least 24 hours in advance ☐

## Day of Closing

- Bring a valid photo ID (driver's license, state ID, or passport) ☐
- If using a Power of Attorney, bring the original to closing ☐
- Bring all keys, garage door openers, and access devices for the property ☐