

SELLERS: FROM CONTRACT TO CLOSING

Everything You Will Need to Ensure a Smooth Transition to the New Buyer

Key Documents



Seller's Disclosure Forms

Any forms disclosing known issues with the property



Purchase Agreement

The signed contract between you and the buyer



Repair Records

Invoices/receipts for agreed-upon repairs



Homeowner's Insurance Policy

Copy of your current policy



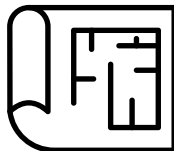
HOA Documents (if applicable)

Covenants, rules, fees, and contact information



Mortgage Payoff Statement

A statement from your lender showing the exact amount needed to pay off your loan



Plans, Permits & Surveys

Any original blueprints, permits, surveys, or warranties for home improvements



Utilities

Account details for water, sewer, trash, gas, electric, and internet



Services

Contact information for service providers such as landscapers, pool maintenance, alarm companies, etc.

Closing Day Essentials



Valid Photo ID

Valid, unexpired government-issued ID (i.e., driver's license or passport) for each seller on the title



Keys & Remotes

All house keys, garage door openers, mailbox keys, gate cards, and alarm/door codes



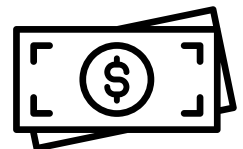
Wiring Instructions

Your bank account details for receiving sale proceeds (name on account, account number, routing number)



Marital or Legal Changes

Notify Escrow Officer if your marital status or signing authority has changed since contract was signed



"Good Funds"

Any monies due over \$1,500 must be paid with a wire transfer or an approved cashier's check

