

SELLER'S PRE-CLOSING CHECKLIST

What to Prepare Before You Get to the Closing Table!

The essentials to have in order before you hand over the keys.

1. DOCUMENTATION & TITLE PREPARATION

Get These in Order Before Closing

- If you have a mortgage, HELOC, or any liens, provide your account information early — payoff statements take time to obtain.
- If your property is part of an HOA or condo, order the required documents immediately — Virginia and Maryland law requires these be delivered to the buyer within set deadlines.
- If repairs were agreed upon in the contract, have invoices or receipts ready to confirm completion.
- Request your Final Settlement Statement (ALTA) ahead of closing — it shows exactly what you'll receive after all costs and payoffs.

2. HOME PREPARATION

Before You Hand Over the Keys

- Schedule movers and utility transfers early so the property is fully vacated and ready by closing day.
- Complete all contracted repairs before the buyer's final walkthrough — unfinished repairs can delay or cancel closing.
- Remove all personal belongings unless the contract specifies items that stay.
- Leave the property in broom-clean condition — this is a standard requirement in Virginia and Maryland.

3. WHAT TO BRING TO CLOSING

Don't Leave Home Without These

- Valid government-issued photo ID — all owners on title must be present or have arranged remote signing or a Power of Attorney.
- All keys, remotes, gate codes, and access devices — confirm with your agent what conveys.
- Banking instructions for your net proceeds (what you receive after payoffs and costs) — confirm wire or check with United Title & Escrow, LLC directly. Never share wire instructions by email.

