

SELLER CLOSING CHECKLIST

PRIOR TO CLOSING

- Please reach out to our Seller Coordinator Team to obtain a mortgage authorization form to be filled out as soon as possible. Some banks require a few days or even weeks to process the payoff.
- Please confirm how you want your proceeds to be distributed after closing. (Wired to your bank, via check, etc.). Will you need to close on a house directly after? Please let us know.
- If you would like your funds wired, please let us know so we can provide you with a specific form that will need to be completed in front of a notary. There is a \$30 wiring fee.
- If you are not local, please let our Seller Coordinator Team know in advance. To ensure a smooth and timely closing, we will need a sufficient amount of time to prepare and send the documents via overnight mail for signing.
- Please call our office to submit social security numbers. We do NOT prefer this personal information to be emailed to us for security purposes. Your social security numbers are required to obtain payoffs as well as specific lien searches.

DAY OF CLOSING (IF YOU ARE ATTENDING)

- It is very important to bring your Driver's License or other acceptable VALID picture identification.
 - Valid Driver's License or Non-Driver ID issued by the State
 - U.S. Passport or Foreign Passport Stamped by the U.S. Citizenship and Immigration Services (USCIS)
 - Valid U.S. Military ID
 - Veterans Health ID Card
- Closing document signatures must match names on the identification presented.

AFTER CLOSING

- IMPORTANT: If you have a mortgage or line of credit to be paid at closing, please make sure that the payoff is showing as closed and paid off within 5 days of settlement.
- If you receive any tax bills or outstanding final water/sewer bills, please contact our office.
- Please make sure your homeowner's insurance has been canceled.
- Call and confirm utilities have been transferred into the new owners' names.
- If you need any paperwork regarding the sale of your property, please feel free to reach out to our Seller Coordinator Team.



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