



## **Top 10 Things a **Seller** Needs to Do Before Closing**

### **1. Complete Agreed-Upon Repairs**

- Finish all repairs or improvements negotiated in the purchase agreement. Provide receipts or contractor invoices as requested.

### **2. Provide Access for Inspections/Appraisal**

- Ensure the property is available and in good condition for the appraiser, inspectors, and final walk-through.

### **3. Gather Essential Documents**

- Collect warranties, instruction manuals, permits, and receipts for appliances, systems, or recent upgrades for the new owner.

### **4. Clear Title Issues**

- Work with your escrow/title company to resolve liens, unpaid taxes, or other encumbrances before closing.

### **5. Pay Off Debts on Property**

- Arrange payoff for the mortgage, HOA dues, property taxes, or other outstanding obligations with Escrow.

### **6. Schedule Utilities Shutoff/Transfer**

- Contact utility providers (electric, water, gas, trash, internet) to end or transfer service as of the buyer's possession date.

### **7. Deep Clean & Remove Personal Property**

- Leave the home clean and Move-In Ready. Remove all belongings not included in the sale and dispose of trash.

### **8. Handle Keys, Remotes, & Codes**

- Gather house keys, mailbox keys, garage remotes, gate fobs, and alarm/security codes for the buyer.

### **9. Check the Contract One Last Time**

- Verify that everything promised to the buyer (fixtures, appliances, repairs) is ready and accounted for.

### **10. Stay in Communication with Your Agent & Escrow**

- Respond quickly to last-minute requests for signatures, documents, or clarification to avoid delays.

**Finally: Be Completely Moved-Out and Ready for the Buyer to Move-In on the "Closing Date"**