

Residential Sellers' Checklist

Compliments of Harsch Associates Real Estate Services

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Please print and utilize the following as your personal check list of important items to attend to prior to closing and at the closing. There may be other matters which you need to attend to prior to closing so be sure to add them to the bottom of this list. Retain this list with your permanent papers and records for the sale and provide a completed copy to your broker.

My attorney is: _____

My broker is Harsch Associates and my listing associate is: _____

Our buyers' names are: _____

The home we are selling is at: _____

The date and time of the sale is scheduled for: _____

The place of closing is: _____

1. Notify all utility companies of your moving date at least two weeks prior to closing in order to obtain final readings, (not to shut off service for electric, gas)

Date Contacted	Name of Utility Company	Telephone Number
	Gas Supplier:	
	Electric Supplier:	
	Telephone Co.:	
	Oil Company:	
	Cable Supplier:	
	Trash Removal:	
	Lawn/Snow Removal:	
	Other	

If your home is heated by oil or propane, have the oil/propane company provide you with proof of gallons in the tank unless it is mutually agreed to between you and the buyers. Check with your broker to determine the correct process.

_____ Date Checked with Broker

Prepare and deliver to your broker a list of all service persons, companies who you have utilized including names and contact information such as: plumbers, electricians, lawn care, pest control, painters, contractors, trash service, etc.

_____ Date completed and delivered to broker

2. Be sure to contact the Post office and obtain change of address cards and kits to mail to friends, relatives, businesses, magazine subscriptions, etc.:

_____ Date Contacted.

_____ (√) Notify Post Office of your new address

3. a) Be sure you or your broker contacts the Fire Department in order to have your home inspected for smoke and carbon monoxide detectors. Obtain a Certificate of Compliance and then deliver it to your broker for retention for the closing.

_____ Date Contacted _____ Date Certificate Obtained

b) If your home is serviced by a septic system, you will need to have completed the Title V inspection and produce the certificate of compliance at the closing. Good idea to provide originals to your broker for safekeeping until the closing.

_____ Date contacted _____ Date Certificate Obtained

4. Assemble all guaranties or warranties relating to systems, appliances and improvements which will help the new owners in understanding their new home.

5. Water and Sewer Charges if on municipal services

_____ Date contacted

Typically your attorney's office will contact the Water and Sewer Department to obtain final readings at least 3 days prior to closing.

6. Notify your insurance agent to cancel your homeowner's insurance effective at least one day after the closing.

_____ Date contacted. Telephone Number: _____

7. Notify your insurance agent of your change of address for an endorsement on your automobile insurance.

_____ Date contacted. Telephone Number: _____

8. Obtain change of address stickers for your driver's license from the Registry of Motor Vehicles.

_____ Date Obtained

9. Check to make sure the proposed new deed has been prepared by your attorney.

_____ Date Checked

10. Check with your broker and your attorney on the closing date, time and place.

_____ Date Checked with attorney _____ Date Checked with Broker

11. If you do not intend to attend the closing, contact your attorney as soon as possible to have a power of attorney and a deed executed by you.

_____ Date contacted for a Power of Attorney.

Please provide your attorney with written instructions on disposition of funds:

_____ Date written instructions provided

12. Bring the following to your closing:

_____ Driver's License and a second form of personal identification

- _____ Smoke and Carbon Monoxide Detector Certificate (Check with broker)
- _____ All keys and garage door openers
- _____ Several blank checks (for any last minute adjustments needing to be accounted for at the closing).

13. In the event you are not attending the closing, be sure to deliver the above items to the broker or to your attorney.
14. In many cases, funds from your closing will not be available until the next business day after the closing because of the time or place of the closing, registry of deeds backlogs as well as several other possible reasons. Be sure to take this factor into account regarding your need for funds for a purchase or for some other financial reason. Please contact your attorney for assistance in this regard.
15. Be sure to plan ahead and make sure your moving arrangements have been made to completely vacate your home at the time of closing. Your agreement will generally require that you must deliver the premises free and clear of all occupants and tenants. In many instances buyers require the premises to be delivered in a "broom clean condition". Be sure to remove all of your personal possessions as well as all rubbish and debris from the premises. If this is not possible, please contact your attorney right away.

_____ Date Contacted Moving Company. Tel. Number: _____

Other matters which we need to attend to prior to closing: _____

ADDITIONAL CHECKLIST ITEMS FOR SALE OF CONDOMINIUM

1. A seller must present a Certificate of Unpaid Common Charges (commonly known as a 6(d) certificate) from the condominium association or the management company. The certificate should state that the common expenses for the month of the sale have been paid and that there are no outstanding expenses. You or your broker should arrange for the certificate.

_____ Date contacted Association or Management Co

2. A seller is generally required to provide the buyer with a certificate of insurance from the condominium association or the management company naming the new owner and the new owner's lender as having insurable interests. You or your attorney should arrange for this certificate.

_____ Date contacted Association or Management Co

3. Determine if there are any pending or possible special assessments from the condominium association or the management company.

_____ Date contacted Association or Management Co

Additional Notes: _____

