

VIP RESOURCE • CERTAINLY SOLD

Seller Closing Checklist

Know exactly what to prepare, bring, and expect so your closing is smooth and stress-free. We coordinate the details — this keeps you a step ahead.

BEFORE CLOSING

- ☐ Review your estimated net proceeds statement with us
- ☐ Gather mortgage payoff and any lien information
- ☐ Complete any repairs agreed to in the contract
- ☐ Keep receipts for completed repairs and improvements
- ☐ Confirm the closing date, time, and location

DOCUMENTS TO BRING

- ☐ Valid government-issued photo ID for each seller on title
- ☐ House keys, garage remotes, gate cards, and mailbox keys
- ☐ Warranties and manuals for appliances and systems
- ☐ Any HOA documents, gate codes, or community access items
- ☐ Forwarding address and banking info for proceeds

FINAL STEPS

- ☐ Cancel or transfer utilities effective the closing date
- ☐ Complete the final walk-through condition per contract
- ☐ Remove all personal belongings and debris
- ☐ Leave the home broom-clean for the new owners
- ☐ Return any borrowed community items or amenities keys