HOME SELLER’S CHECKLIST

A Simple Guide to Preparing for Your Move & Closing

Congratulations on selling your home!
Use this checklist to help make your move and closing as smooth as possible.

🏡 AFTER ACCEPTING AN OFFER

☐ Keep a copy of the signed sales contract

☐ Confirm the expected **closing date**

☐ Confirm where and when the **closing will take place**

☐ Ask your real estate agent about important contract deadlines

☐ Provide any requested documents or information promptly

☐ Complete required repairs or agreed-upon items

☐ Keep the home in substantially the same condition until closing

---

💰 FINANCIAL & MORTGAGE ITEMS

☐ Contact your **mortgage company** and confirm the payoff process

☐ Verify the estimated **mortgage payoff balance**

☐ Ask your real estate/settlement company for an estimated **seller's net proceeds statement**

☐ Confirm how and when your sale proceeds will be delivered

☐ Check for any **HELOCs, second mortgages, liens, or judgments**

☐ Confirm property taxes and HOA/condo fees are properly accounted for at closing

☐ Ask your tax professional about any potential **capital gains tax**

🛡️ INSURANCE

☐ Contact your **homeowners insurance agent**

☐ Ask when your homeowners policy should be cancelled

☐ **Do not cancel homeowners insurance before closing** unless specifically instructed by your settlement/ insurance professionals

☐ Update your auto, umbrella, life and other insurance policies with your new address

---

📬 CHANGE YOUR ADDRESS

☐ Submit a **Change of Address** with USPS

☐ Notify your employer/payroll department

☐ Update your bank accounts

☐ Update credit cards

☐ Update investment and retirement accounts

☐ Update the IRS and state tax records as appropriate

☐ Update your driver's license/MVA records

☐ Update doctors, dentists and other important providers

☐ Update subscriptions and delivery services

☐ Notify family and friends

🔌 UTILITIES & SERVICES

☐ Schedule electricity transfer/disconnection

☐ Schedule natural gas/oil transfer/disconnection

☐ Arrange water/sewer billing

☐ Cancel or transfer internet service

☐ Cancel or transfer cable/streaming-related services

☐ Cancel security-system monitoring if applicable

☐ Cancel lawn, pool, pest-control and other recurring services

Tip: Schedule utilities to remain on through closing unless your settlement agent or contract says otherwise.

📦 MOVING

☐ Schedule movers or moving truck

☐ Start packing early

☐ Label boxes by room

☐ Separate items you'll need immediately after moving

☐ Arrange storage if necessary

☐ Dispose of unwanted items

☐ Transfer prescriptions and medical records if necessary

☐ Arrange care/transportation for pets on moving day

☐ Make arrangements for children on moving day if needed

🧹 BEFORE LEAVING THE HOME

☐ Remove all personal belongings

☐ Clean the home according to the sales contract

☐ Remove trash and unwanted items

☐ Clean appliances

☐ Clean refrigerator/freezer

☐ Clean garages, attics and storage areas

☐ Check closets, cabinets and drawers

☐ Check the basement and crawl spaces

☐ Check outdoor sheds and other structures

☐ Remove personal property that isn't included in the sale

🔑 KEYS & ACCESS

☐ Gather all house keys

☐ Gather mailbox keys

☐ Gather garage-door remotes

☐ Gather gate/access cards

☐ Provide alarm/security information as required

☐ Provide smart-lock/access codes as appropriate

☐ Leave appliance manuals and warranties if required

☐ Leave keys/remotes in the location specified by your agent or settlement company

---

📸 CLOSING-DAY CHECKLIST

☐ Take photos of the home's condition

☐ Take photos of utility meters

☐ Make sure the home is completely vacant if required

☐ Complete your final walkthrough requirements

☐ Bring required identification and closing documents

☐ Review your settlement statement carefully

☐ Verify your payoff amounts

☐ Verify your proceeds

☐ Confirm where your proceeds will be sent

☐ Keep copies of your closing documents

☐ Keep your final settlement statement for your tax records

⭐ DON'T FORGET

Before you hand over the keys:

Mail: ☐ Forwarded
Utilities: ☐ Transferred/Cancelled
Insurance: ☐ Updated
Mortgage: ☐ Payoff confirmed
Address: ☐ Updated
Bank/Investments: ☐ Updated
DMV/MVA: ☐ Updated
Home: ☐ Clean & Empty
Keys/Remotes: ☐ Delivered
Closing Documents: ☐ Copies Saved

IMPORTANT

This checklist is provided for general informational purposes and is not legal, tax, insurance or financial advice. Your sales contract and instructions from your real estate agent, settlement/closing company, lender and other professionals take priority.

Congratulations on your new chapter!