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FOR HOME SELLERS

Seller's Closing Checklist

Everything to have ready, from the day escrow opens to the day after you close.

When escrow opens

- [ ] Fill out and return the seller information sheet from escrow
- [ ] Give escrow your loan details so they can order the payoff
- [ ] Share HOA name and contact info, if you have an HOA
- [ ] Tell escrow if you have solar, a lien, a second loan or anything else on title

During escrow

- [ ] Deliver your disclosures on time and sign them
- [ ] Give access for inspections and the appraisal
- [ ] Keep receipts and invoices for any agreed repairs
- [ ] Answer escrow and title requests quickly

Before you sign

- [ ] Have a current government photo ID ready for the notary
- [ ] Read your estimated closing statement and ask questions
- [ ] Never send money or bank details because of an email; call escrow first
- [ ] Give escrow your forwarding address and how you want your proceeds sent

Closing week

- [ ] Complete the final walkthrough with everything in agreed condition
- [ ] Leave keys, garage remotes, gate codes and manuals
- [ ] Schedule utilities to transfer on the closing date
- [ ] Don't cancel homeowners insurance until escrow confirms the sale recorded

After closing

- [ ] Keep your final closing statement for your tax preparer
- [ ] Watch for any refund from escrow (overpaid taxes or loan interest)
- [ ] Update your address with your bank, DMV and the IRS

General information only, not legal, tax or financial advice. Every transaction is different: always follow your purchase agreement and escrow instructions, and ask your escrow officer about your file.



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A smooth escrow is right up my alley!