

CLOSING DAY CHECKLIST

Closing day is finally here! Use this checklist to help make sure you've taken care of the important final details before handing over your home.

BEFORE YOU LEAVE YOUR HOME

- ☐ Complete your final walkthrough of the entire property.
- ☐ Remove all personal belongings.
- ☐ Check closets, cabinets, drawers, and storage areas.
- ☐ Check the attic.
- ☐ Check the basement.
- ☐ Check the crawlspace.
- ☐ Check the garage.
- ☐ Check the shed and outdoor storage areas.
- ☐ Remove all trash and unwanted items.
- ☐ Make sure the home is clean and ready for the new owner.

KEYS & ACCESS

- ☐ Gather all house keys.
- ☐ Gather garage door remotes.
- ☐ Gather mailbox keys.
- ☐ Gather gate keys or access devices.
- ☐ Gather alarm information if applicable.
- ☐ Gather any other keys or access information belonging to the property.

Karyn Murphy

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DOCUMENTS & IMPORTANT ITEMS

- ☐ Bring any documents requested for closing.
- ☐ Bring a valid photo ID.
- ☐ Keep your closing documents and personal records with you.
- ☐ Keep your financial and personal information secure.

PROPERTY

- ☐ Leave items that are included in the sale.
- ☐ Remove items that are excluded from the sale.
- ☐ Make sure agreed-upon repairs have been completed.
- ☐ Leave manuals, warranties, remotes, and other information that belongs with the home.
- ☐ Leave the home in the condition agreed upon in the contract.

FINAL UTILITY CHECK

- ☐ Confirm electricity arrangements.
- ☐ Confirm gas arrangements.
- ☐ Confirm water/sewer arrangements if applicable.
- ☐ Confirm internet/cable arrangements if applicable.
- ☐ Provide forwarding information where needed.

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♥ BEFORE YOU CLOSE THE DOOR

- ☐ Take one last look around.
- ☐ Make sure nothing has been forgotten.
- ☐ Take a moment to say goodbye.
- ☐ Turn over the keys and access items as instructed.
- ☐ Celebrate — you did it!

ONE LAST THING...

If you have a question about something before closing, ask me.
That's what I'm here for.

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