

PRE-CLOSING CHECKLIST

To be completed prior to the final walkthrough.

- Confirm the date/time with the moving company if utilizing movers and/or renting a moving truck.
- Top to bottom cleaning of the property including:
 - Cleaning all floors
 - Wipe out all appliances
 - Clearing debris from outbuildings
 - Sprucing up landscaping & freshly mow if needed
 - Clean up dog messes in yard if needed
 - If in winter, make sure snow removal is complete
 - Make sure everything is out of the house except for agreed upon items.
- Make sure all inspection requests are completed and documentation has been provided to your agent.
- Accumulate an owners manuals and current building supplies and/or current paint that will be ordered to the buyer. Collect all the keys & garage door openers and bring to the closing.
- If removing wall mounted TV brackets make sure to repair holes.
- Make a buyer reminder list with the garbage schedule, HOA contact if applicable, and other service providers.
- Make a list of garage codes and security system codes if applicable.
- Make sure there are working light bulbs in the fixtures and updated batteries in the smoke/CO2 detectors.
- Call your utility companies and schedule a transfer on the date of closing. Let them know the buyer will be calling and do not order the utilities to be disconnected.
- If a router is being used, provide instructions for the buyer or return the unit if instructed to do by the utility company.
- Make sure your mail and Amazon addresses are changed by your closing time.

*Remember the buyers will have one more viewing to approve the house prior to closing so you want to make it a **good experience for all parties involved.***
