

Amanda Wiley
(229) 357-0489



Kyla Standring
(229) 809-0494

SELLERS PRE-CLOSING & CLOSING LIST

Immediately upon acceptance of the contract:

- ☐ Fill out the payment information that Jamie Parker sends.
- ☐ Follow-up on any terms outlined in the contract (providing homeowner association paperwork, clearance letters, etc.) We generally order any required termite letters automatically.
- ☐ Make arrangements for any repairs included in the initial contract.
- ☐ Provide the current mortgage loan(s) information and/or equity line of credit information to our closing coordinator, Jamie Parker. (this should include your account numbers, contact information for the lender(s) and your personal information). This will make things move very smoothly when trying to obtain a final payoff. I will provide a payoff information form for you to fill out.

During the Home Inspection:

- ☐ You should **not** be onsite, but your real estate agent or the buyer's agent will likely be present.
- ☐ If possible, be accessible by phone to answer any questions.
- ☐ Provide us with keys to any areas (crawlspaces, attics, etc) that the inspector will need to access.
- ☐ If your property is currently vacant, ensure that all utilities are on prior to the inspection.

One to two weeks following the acceptance date of the contract:

- ☐ We will review any inspection amendment from the buyer with you and once repairs are agreed upon, begin making repairs.
- ☐ Reserve your moving truck or schedule your moving service.

Two weeks before closing date:

- ☐ Get a change of address package from the post office.
- ☐ Begin notifying family, friends, debtors, etc. of address change.
- ☐ Begin collecting information to pass on to the new owner (receipts for appliances, warranty information, owner's manuals, repair and contract or contact information and dates of service).

One week before closing:

- ☐ Call your utility companies to schedule the final readings and the disconnect dates. Please schedule the disconnect for the day FOLLOWING closing.
- ☐ Get directions to closing attorney's office (if needed)
- ☐ Collect receipts and information in relation to the work done to satisfy the inspection amendment and provide us with copies to document your file.

1 Day before closing:

- ☐ Please make sure home & yard are free of debris & cleaned.
- ☐ Review the HUD-1 Settlement Agreement to verify that the terms of the contract are correct.
- ☐ If you have any concerns, please call us to discuss these!

Day of closing:

- ☐ Bring a photo ID and any documents requested by the closing attorney or your real estate agent.
- ☐ Bring your checkbook, just in case there is a small item that needs to be handled on the spot (this is usually not necessary, but it's always nice to have that option).
- ☐ Provide us with your forwarding address just in case anything is accidentally sent to you at the old address.
- ☐ Please bring all keys, garage door openers, alarm remotes, etc. to closing.

Important Phone Numbers:

Amanda Wiley: (229) 357 - 0489

Kyla Standring: (229) 809 - 0494

Jamie Parker, Closing Coordinator:

(229) 888-6670 or ERAAlbanyclosings@gmail.com

