

Amanda Wiley
(229) 357-0489



Kyla Standring
(229) 809-0494

FINAL SELLERS CLOSING CHECKLIST

(Note: Not all items will apply to you, but these are helpful tips)

1 - 2 days prior to closing

- Call your utility companies to schedule utility disconnection/transfer (POWER, WATER, PHONE, INTERNET, ETC.)
- Make sure that you have directions to the closing attorney's office.
- Collect receipts and information in relation to the work done to satisfy the inspection amendment and make sure that Amanda or Kyla have copies.

The day before closing

- Review the HUD 1 Settlement Agreement to verify that the terms of the contract are correct. We will provide a copy to you as soon as we receive it from the closing attorney. Please call our closing coordinator, Jamie Parker, with any questions.
- Please let us know if any of the repair invoices need to be paid at closing (ON THE HUD-1).
- Gather all keys and garage door openers. Please put these into a Ziploc bag to bring to closing.
- Gather any owners manuals and place them on the kitchen counter (ie: appliances manuals, etc.)

On the day of closing

- Bring a photo ID and any documents requested by the closing attorney or your realtor.
- Bring keys, openers, etc. to closing!
- Give the new owner your forwarding address just in case anything is accidentally sent to you at the old address.

TO-DO LIST

NOTES

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Important Phone Numbers:

Amanda Wiley: (229) 357 - 0489

Kyla Standring: (229) 809 - 0494

Jamie Parker, Closing Coordinator:

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

