

| Seller's Checklist | | | Seller's Checklist | | |
|---------------------------|--|--|---------------------------|-----------|--|
| 1 | Collect packing boxes. Color coded system works best. | | | 12 | Make arrangements to have pets cared for during your move. |
| 2 | Prepare list of friends, relatives and mail change of address cards. | | | 13 | Confirm closing time with your lawyer and ensure that keys will be available for you and the new owners. |
| 3 | Complete the change of address form at your post office. | | | 14 | Discard all flammables, including lawnmower gasoline. |
| 4 | Arrange for utilities (gas, water, phone, cable, oil, alarm) to be transferred to new address as of the date of closing. | | | 15 | Make arrangements for dinner on the day of your move. |
| 5 | Discontinue lawn service and deliveries as of the date of closing. | | | 16 | Arrange for new household insurance well in advance. |
| 6 | Stay in contact with your lawyer to ensure that he/she has received all paperwork needed. Note: Closing funds need to be certified. | | | 17 | Consider updating will and power of attorney. |
| 7 | Make arrangements with moving company. | | | 18 | Investigate mortgage life insurance to cover full payment of your mortgage. |
| 8 | Transfer bank accounts, medical, dental and school records. | | | 19 | Have your home professionally cleaned on the day of closing. |
| 9 | Change address on driver's license with DMV. | | | 20 | I would greatly appreciate if you would write me a letter of reference if you have been pleased with my service. |
| 10 | Pick up items left at dry cleaners, shoe repairs, or storage. | | | 21 | If you know of anyone who is thinking about buying or selling I would be honored if you would give them my name and number. |
| 11 | Transfer any rental contracts. | | | 22 | Sold sign will be removed in 14 days. |