

Pre-closing Checklist

To be completed prior to the final walk through



- ☐ 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 offered to the buyer. Collect all the keys & garage door openers and bring to the closing.

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- ☐ 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.