Barbara Brady, CRS, CIPS, e-Pro **Rori Whittington**
Coldwell Banker **407-352-1040** **Gulf Atlantic Title** **407-352-2288**

SELLER CHECKLIST

YOU GET TO CHECK IT OFF WHEN IT'S DONE!

- ☐ Contact movers. Get bids and reserve date.
- ☐ Contact Insurance Company to cancel insurance upon closing.
- ☐ Provide forwarding address to them for any credit.
- ☐ Contact Doctors, Dentists, etc. and get records to be transferred to new physicians.
- ☐ Contact Utility Companies - make arrangements for transfer of accounts.
- ☐ Contact Cable TV Company - make arrangements for transfer of account or disconnect.
- ☐ Contact Exterminator regarding service - provide information concerning transferring accounts.
- ☐ Close safety deposit box.
- ☐ Contact Schools for all records for children.
- ☐ Contact pool service & yard maintenance company and provide information regarding last day of service.
- ☐ Contact security monitoring company regarding last day of service.
- ☐ Collect all receipts for repairs according to the inspection report performed by buyer. Please place them in **Seller's Home Work Book.**
- ☐ Transfer Home Work Book to the Barbara Brady Team prior to final walk through
  - keep the team updated on your progress and when you have completed and paid for all repairs in case re-inspections are required.
- ☐ Make sure the movers do not pack remotes for garage door opener or gates and any operating manuals for systems and coupons for association fee payments.
- ☐ Be sure your home has been cleaned for final walk-thru inspection.
- ☐ Obtain forwarding address forms from the post office.

REMEMBER THAT ON THE DAY OF CLOSING, YOUR HOME BELONGS TO THE BUYER. ALWAYS PLAN ON BEING OUT OF YOUR HOME PRIOR TO THAT DATE.