

Seller's Checklist Prior to Closing



Call the following service providers one month prior to closing

☐ Alarm Company

Check to see if buyer wants to continue using an existing contact. Otherwise discontinue any monitoring service as of your closing date.

☐ Con Edison for Gas and Electricity

1.800.752.6633

Schedule the final gas and electric readings and request a final bill.

☐ Oil Company

Arrange to have them measure existing oil in tank and provide you with a receipt showing the number of gallons remaining and cost per gallon. Fax this to your attorney and bring the receipt to closing. You will be credited for the remaining oil at closing.

☐ Telephone, Television, and Internet Access

Call to discontinue or transfer service
Verizon Fios 914.890.2550
Cablevision/Optimum Online 914.777.9000
Direct TV 1 888.866.3008

☐ Water Company

Call to arrange a final reading to be done within a week of closing, if possible, and request a final bill. Then go to village hall to pay your bill and bring final paid receipt to closing. Water will not be turned off.

- ☐ Scarsdale 914.722.1138
- ☐ Greenburgh 914.993.1592
- ☐ White Plains 914.422.1207
- ☐ New Rochelle/Eastchester 914.632.6900

☐ Notify the Following of your new address

- ☐ School system
- ☐ Doctors and dentists
- ☐ Post office-fill out change of address card
- ☐ Mailed publications, regular deliveries, vendors, gardeners, cleaning services, exterminator

☐ Walk Through

Prior to closing, your realtor will arrange a walk-through of the property. As per your contract, the house must be left broom clean. Be sure to remove everything except what is listed as an inclusion in your contract. Don't forget to clean out the attic, basement storage areas, garage, and any shed on the property. Leave behind all warranties, appliance instructions, service information, garage door openers, and security system codes.



Moving Day Countdown

□ One Month before Moving

Call moving company and notify them of the date of your move.

Make a list of items to be moved and items to be discarded.

Arrange for a moving firm agent to visit your home to inspect your possessions to give you an estimate.

Discuss the following:

- Insurance coverage
- Packing and unpacking labor
- Arrival day at new location
- Various shipping papers
- Method and time of payment
- Notify post office of moving date and new address
- Notify creditors, newspapers, insurance companies, lawyers, accountants, and other service providers of your move
- Terminate memberships to religious organizations and clubs. Procure letters of introduction to new organizations in your area
- Terminate credit accounts at local shops
- Notify children's schools and collect transcripts
Obtain birth certificates, baptism records etc. for each child

□ Two weeks before moving

- Check with moving company and confirm moving arrangements
- Transfer fire insurance on household goods or other insurance on personal items so they would be covered at your new home and en route
- Service automobiles traveling to new home
- If car or other possessions are leased or financed, get permission to move them

- Transfer bank accounts and ask for credit references to be forwarded to new bank if required
- Notify credit card companies, investment accounts, health insurance, and doctors of new address
- Begin packing items to be moved yourself (ie extremely fragile items, silver and valuables)
- Clean rugs or clothing before moving and have them moving-wrapped
- If traveling by air, confirm travel arrangements
- Make arrangements for transportation of pets or special care on day of move

□ One week before moving

- Collect items being cleaned, stored, repaired or loaned out
- Return all borrowed items (library books etc)
- Prepare appliances for shipping
- Notify telephone company, arrange for gas, electric, oil, and water meters to be read
- Arrange for utilities in your new town or transfer accounts to your new address
- Confirm insurance coverage, labor, arrival day, method, and time of expected payment with moving company
- Visit safe deposit box to empty and close out
- Gather appliance warranties, instruction manuals, alarm information, lawn sprinkler information, spare keys, garage door openers and leaver in kitchen drawer for buyers
- Two days before moving
- Dispose of flammables
- Drain fuel power mowers
- Label pint cans so new owners can touch up

- Remove curtains, drapes and other fixtures you are taking
- Arrange for cash to cover tipping

□ One day before moving

- Clean refrigerators and freezers and put baking soda containers inside to dispel odors
- Check all cabinets, closets, attic, basement, and garage for overlooked items
- Remove all trash and debris not being moved
- Mark any fixtures or furniture not being moved

□ Moving Day

- Carry jewelry and important documents yourself
- Transport pets yourself
- Accompany movers through your house to tag furniture and boxes for room location at new location
- Explain what is or is not being moved
- Confirm exact destination with moving truck driver
- Double check all cabinets, closets, attic, basement, and garage for overlooked items

What to bring to closing:

Photo ID
Final paid receipt of water bill
House Keys

• •
• •