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Seller's Settlement Checklist

INSPECTION NEGOTIATION

If the offer that you accepted included an inspection contingency, typically an inspection will occur within 10 days. If unexpected issues arise during the inspection, the buyer will typically submit a reply to inspection requesting that the issues be corrected or monetary compensation.

REPAIRS

If you agree to do any of the repairs that arose from the inspection report, make sure that you complete the repairs in a timely matter that reflect the date on the updated contract.

OFFICIAL CHANGE OF ADDRESS

Make your change of address official with the United States Postal Service to ensure that your mail is going to the correct address after closing.

UTILITIES

Contact the utility companies to ensure that all utilities are changed over to your name on the day of closing.

CLEARING LIENS

If you have any outstanding liens on the property, you need to make sure that they are cleared before you transfer the property to the new owner.

MORTGAGE PAYOFF

If you own your property free and clear, then don't worry about this step. If you have an active mortgage on the property, arrange for the mortgage to be paid off upon closing with your lender.

IDENTIFICATION

Bring your driver's license or some form of picture identification to closing. Check with the title company to see if they require more than one form of identification.



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