

Seller's Closing Checklist

From Accepted Offer to Closing Day

Use this step-by-step checklist to navigate what happens after you accept an offer. Timeframes can vary by contract, so rely on your attorney and agent for exact dates. All dates should be tracked in MM-DD-YYYY format.

1) Offer -> Contract (Day 0-3)

- Confirm fully executed contract (all signatures/initials).
- Earnest money deposit delivered and escrow receipt confirmed.
- Attorney/agent verify price, closing date, contingencies, inclusions/exclusions.
- Share key dates: inspections, appraisal, mortgage commitment, closing.

2) Buyer's Inspection Period (Typically 5-10 days)

- Provide access for licensed inspectors; ensure utilities are on.
- Gather permits, warranties, manuals; disclose known issues per contract.
- Review inspection report and any requests objectively; negotiate repairs/credits.
- If repairs are agreed, schedule vendors and keep invoices/receipts.

3) Appraisal (If Buyer is Financing)

- Ensure access and present the property in its best condition.
- Agent prepares upgrade list and relevant comps to support value.
- If appraisal is low, evaluate comps, negotiate adjustments, or challenge when justified.

4) Title, Mortgage, and Clear to Close

- Complete seller questionnaires/title docs with your attorney.
- Resolve open permits, COs, liens or violations as needed.
- Attorney orders/validates payoff statements (mortgage, HELOC, solar, etc.).
- Confirm HOA/Condo transfer requirements and fees (if applicable).
- Lender issues Clear to Close (CTC); schedule firm closing date.

5) Pre-Closing Week

- Schedule movers; confirm move-out timing and access.
- Utilities: schedule final readings and shutoff/transfer dates.
- Cancel or transfer services (oil/propane, lawn, pool, security).
- Arrange municipal smoke/CO certificates (where required).
- Deep clean; remove all personal property and debris; 'broom clean'.
- Collect keys, remotes, fobs, mailbox keys; prepare 'house handoff' packet.

6) Final Walkthrough & Closing Day

- Complete agreed repairs; place receipts on counter for buyer.
- Walkthrough ready 24-48 hours before closing; all systems working.
- Take time-stamped photos after final cleanout.
- Bring government ID; verify wire instructions with attorney by phone.
- Sign closing documents; hand over keys, remotes, codes.

7) Post-Closing Wrap-Up

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- Set USPS mail forwarding; update address with key providers.
- Cancel homeowner's insurance effective after title transfer funds; confirm with attorney.
- Confirm mortgage payoff and any escrow balance refunds.

Tip: Fast responses keep momentum. If anyone requests documents, reply same-day. Time kills deals.