



## SELLER CLOSING CHECKLIST

### **PRIOR TO CLOSING** Below are items you should complete before your closing:

- Purchase and Sale Agreement: Dickenson Gilroy LLC has legible, fully signed contract.
- Seller Information Sheet. Complete and submit to Dickenson Gilroy LLC.
- Mortgage Payoff Information. Submit to Dickenson Gilroy LLC and include loan number, social security number and lender phone number.
- Attending Closing. If any seller is not able to attend closing, discuss alternative with Dickenson Gilroy LLC.
- Power of Attorney. If a Power of Attorney is needed for closing, Dickenson Gilroy LLC will prepare.
- Schedule. Schedule your closing time with Dickenson Gilroy LLC as far in advance as possible.
- Divorce Proceedings. If any party on title to the property was in the past, or is currently in a divorce proceeding, contact Dickenson Gilroy LLC with settlement agreement.
- Estate/Probate. If any party on title to the property is deceased, contact Dickenson Gilroy LLC with estate and probate information.
- Automatic Debit. Consider contacting your lender prior to closing to terminate the automatic debit of mortgage payments.
- Repairs. If Dickenson Gilroy LLC is required to collect for repair items at closing, deliver invoices to your closer.

### **BRING TO CLOSING** On closing day, be sure to have the following:

- Photo Identification. Bring photo identification to closing in the form of drivers license, passport or state issued identification card.
- Cashier's Check. If the sale of your home requires you to bring funds to closing, they must be in the form of certified funds. You can have the cashier's check payable to yourself or Dickenson Gilroy LLC.
- Wire Transfer. If you are wiring your closing funds to our escrow account, be sure that the wire is requested at least 48 hours before the closing.
- Power of Attorney. If you have a pre-approved Power of Attorney, you must bring the original Power of Attorney to closing.
- Personal Checkbook. If the sale of your home requires you to bring funds to closing, they must be in the form of certified funds. Bring your personal checkbook in case the amount needed at closing changes from the amount given to you by your closer.
- Keys.