



SELLER'S AGENT CLOSING CHECKLIST

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

- Contract. Submit the most up to date signed contract with commission agreement to Dickenson Gilroy LLC.
- Schedule Closing. Schedule your closing date and time with Dickenson Gilroy LLC .
- Seller Information Sheet. Completed, signed and returned to Dickenson Gilroy LLC.
- Contract Addendums. Submit **ALL** amendments to Lender and Dickenson Gilroy LLC.
- Contingency. Review special stipulations and verify all expiration dates.
- Title Problems. Verify clear title with Dickenson Gilroy LLC at least 1-2 weeks prior to closing.
- Homeowner/Condominium Association. Provide contact information to Dickenson Gilroy LLC and confirm monthly/yearly amounts and fees are correct. ***Homeowner Association and Management companies may charge an upfront fee for the preparation of a closing letter. In the event this upfront fee is required by the management company, seller will be required, in advance of closing, to contact the management company for payment arrangements.***
- Special Circumstances: Are there any circumstances such as out of town signers, divorce, estate or guardian issues?
- Power of Attorney. Is anyone signing on behalf of any of the sellers? Contact Dickenson Gilroy LLC to prepare for Special Power of Attorney.
- Estate Issues. Verify with Dickenson Gilroy LLC that names on title match the contract.
- Termite. Verify bond transfer with termite company and submit charges to be collected at closing to Dickenson Gilroy LLC.
- Home Warranty. Order and submit with charges to be collected at closing to Dickenson Gilroy LLC.
- Repairs. Verify all work is completed and submit any bills to be collected at closing to Dickenson Gilroy LLC.
- HUD-1 Settlement Statement. Verify earnest money, commission, payoffs, home warranty, homeowner's association, property taxes, repair items and any other special amounts.
- Move Out. Confirm move out date and times with sellers.

BRING TO CLOSING On closing day, be sure you have the following:

- Photo Identification. Seller(s) to bring photo identification to closing in the form of drivers license, passport or state issued identification card.
- Good Funds. If Seller is required to bring funds to closing, confirm cashier's check or wire transfer.
- Home Warranty. Confirmation with amounts to be collected at closing.
- Repairs. Bills with paid receipts or amounts to be collected at closing.
- Keys.
- Gifts.