

FOR SELLERS

Your seller checklist, from offer to wire.

A clear list of everything you will handle between accepted offer and the day funds hit your bank. Clip it to the fridge and tick boxes as you go.

DOCUMENTS & DISCLOSURES

**Government-issued ID**

Driver license or passport, not expired. Match the name on the deed.

**Property disclosure forms**

Required in most states. Be honest, be specific, be early.

**HOA documents (if applicable)**

Bylaws, dues, and any special assessments due before closing.

**Trust, LLC, or POA paperwork**

If selling through an entity or proxy. Get to us in advance.

**Mortgage payoff statement**

We order this. Verify the amount and per-diem before closing.

**HOA dues and prorations**

Settled at closing. Have your latest statement handy.

**Wire instructions for proceeds**

Provide your bank routing and account info to escrow directly. Never by email reply.

**Cancel homeowners insurance after closing**

Wait until after recording, then call your carrier for the refund.

MOVE-OUT & HANDOFF

**All keys, fobs, garage remotes, mailbox keys**

Place them in a labeled envelope. Hand to escrow at signing.

**Cancel utilities the day after closing**

Water, power, gas, internet, trash. Final readings billed to you.

**Forward your mail with USPS**

Free at usps.com. Set the date for closing day.

**Property left broom clean**

Contract may require more. Remove personal items, debris, and leftover paint.



Wire instructions are sent ONCE. If you receive an email saying our instructions changed, do not act on it. Call us at **877-930-8278** to verify.