

## Seller's Checklist

This checklist is intended to make your transaction as efficient and convenient as possible. Please call contact Nicole Senecal at Omega Real Estate Associates if you have any questions. 802-872-9392

<input type="checkbox"/>	Deed	We will arrange to have your attorney, or the bank attorney, draw a new Warranty Deed and VT or NH Property Transfer Tax Form. The Deed will be signed at closing.
<input type="checkbox"/>	Expenses	A couple of days prior to closing, contact the closing attorney or bank loan officer regarding your closing expenses. These will include a broker's fee, a recording fee for your mortgage discharge, and preparation of a new Deed
<input type="checkbox"/>	Liens	The buyer's attorney will usually arrange for the discharge of any outstanding (if applicable) mortgage (first, second, third) and release of any liens or encumbrances on the property. Make sure we know of all liens on your property.
<input type="checkbox"/>	Taxes	Unpaid taxes will be adjusted at closing on a per diem basis. Any taxes that are paid beyond the date of closing will be pro-rated back to you. Bring your tax bill to the closing.
<input type="checkbox"/>	Insurance	Notify your homeowner's insurance company of the impending sale.
<input type="checkbox"/>	Electric	About a week before closing, arrange to have the electric company take a final reading the day before closing. Provide the electric company with the name of the buyer, and indicate that the buyer will call to make arrangements.
<input type="checkbox"/>	Fuel	About a week before closing, arrange to have your fuel provider take a final reading the day before closing. Provide the company with the name of the buyer, and indicate that the buyer will call to make new arrangements.
<input type="checkbox"/>	Water/Sewer	About a week prior to closing, arrange to have the Water Department take a reading of the water meter and obtain a final bill to bring to the closing. Provide the Water Dept with the names of the buyer, and indicate that the buyer will call them to make arrangements.
<input type="checkbox"/>	Oil or Propane Tank	One or two days prior to closing, you should take a reading of the oil tank or arrange (with Buyer's consent) to have the tank filled. (If applicable) You will be reimbursed at the closing for the remaining oil. Be sure to cancel your service, too!
<input type="checkbox"/>	Telephone	Make arrangements to end service and arrange for service at your new location.
<input type="checkbox"/>	TV Services	Notify your cable or satellite provider of your impending move.
<input type="checkbox"/>	Smoke & Carbon Monoxide Detectors	Make sure that both Smoke Detectors and Carbon Monoxide Detectors are installed properly and are in good working condition.
<input type="checkbox"/>	Keys, etc.	Be sure to bring your house keys to the closing. Also please leave other pertinent household information (appliance manuals, etc.) at the property.
<input type="checkbox"/>	Condos Only	Immediately after obtaining a contract for sale, contact your Homeowners Association to request a Resale Certificate including current By-laws and Association budget. You will need a statement from the association that there are no charges outstanding.
<input type="checkbox"/>	Income Property Only	Bring to the closing all existing leases, security deposits, prepaid rental income, and any other information or documents that should be passed over to the buyer.
<input type="checkbox"/>	Change of address	Provide new address info to: Department of Motor Vehicles, bank accounts, credit cards, place of employment, insurance companies, subscriptions, pet licenses, post office, and creditors. Many of these address updates can be done online.
<input type="checkbox"/>	Schools	Arrange for student's records to be forwarded to new school
<input type="checkbox"/>	Moving company	Call early to reserve a moving van or relocation service.
<input type="checkbox"/>	Newspaper Delivery	Notify newspaper to change or cancel service.
<input type="checkbox"/>	Rubbish	Cancel service, and bring paid receipt for the service to closing.
<input type="checkbox"/>	Voter Registration	Obtain a new voter registration form at the Town Clerk's Office at your new location.