

Seller Closing Checklist

STAY ORGANIZED. FINISH STRONG.

Stay organized during the final weeks of your home sale with a printable checklist covering moving preparations, utilities, paperwork, and closing day reminders.

PROPERTY ADDRESS: _____

CLOSING DATE: _____



1. 2-4 WEEKS BEFORE CLOSING

Plan ahead and stay on track.

- ☐ Confirm closing date with your agent
- ☐ Review the closing disclosure
- ☐ Schedule your move (truck, movers, or help)
- ☐ Start packing items you don't use daily
- ☐ Notify your landlord (if applicable)
- ☐ Gather important documents (see Section 3)
- ☐ Check with your lender for any outstanding items
- ☐ Make plans for pets and children on moving day



2. 1 WEEK BEFORE CLOSING

Wrap up details and prepare.

- ☐ Pack most of your belongings
- ☐ Confirm move-out date and time
- ☐ Notify utility companies (see Section 4)
- ☐ Forward your mail
- ☐ Clean your home or schedule a cleaning service
- ☐ Remove personal items from all areas including garage and attic
- ☐ Leave manuals, warranties, and receipts for new owners



3. IMPORTANT DOCUMENTS

Keep these ready for closing.

- ☐ Government-issued photo ID
- ☐ Closing disclosure
- ☐ Homeowner's insurance information
- ☐ Mortgage payoff information (if applicable)
- ☐ Warranties and user manuals
- ☐ Keys, garage door openers, and remotes
- ☐ Receipts for completed repairs
- ☐ Any other documents requested by your agent or title company



4. UTILITIES & SERVICES

Don't forget to disconnect or transfer.

- ☐ Electricity
- ☐ Gas
- ☐ Water & Sewer
- ☐ Trash & Recycling
- ☐ Internet & Cable
- ☐ Phone (Landline)
- ☐ Home Security
- ☐ Other: _____



5. CLOSING DAY REMINDERS

Final steps for a smooth closing.

- ☐ Do a final walkthrough and leave the home in the agreed condition
- ☐ Leave all keys, remotes, and access codes
- ☐ Leave garage door openers and mail keys
- ☐ Leave any agreed-upon items for the buyer
- ☐ Bring your ID and any final documents
- ☐ Confirm funds will be received
- ☐ Celebrate! You did it!

Notes

Well prepared. Smooth closing. New chapter.