

Seller's Document Checklist

Everything worth gathering early, so nothing slows down your closing later.

PROPERTY DOCUMENTS

- ☐ Copy of the property deed
- ☐ Most recent property tax bill
- ☐ Property survey (if available)
- ☐ Permits for any past renovations or additions
- ☐ Homeowners insurance policy information

FINANCIAL DOCUMENTS

- ☐ Current mortgage statement (with payoff amount)
- ☐ Home equity loan or line of credit statements, if applicable
- ☐ Property tax escrow information

HOME SYSTEMS & WARRANTIES

- ☐ Manuals for major appliances staying with the home
- ☐ Warranty information for the roof, HVAC, and water heater
- ☐ Records of recent repairs or replacements
- ☐ Pest control or termite inspection records, if applicable

HOA & COMMUNITY (IF APPLICABLE)

- ☐ HOA contact information
- ☐ Copy of HOA bylaws or covenants
- ☐ Most recent HOA dues statement
- ☐ Any HOA-required disclosure forms

ADDITIONAL ITEMS TO GATHER

- ☐ Utility provider contact information
- ☐ A list of included and excluded items (fixtures, appliances)
- ☐ Contact information for your Realtor and attorney, if applicable
- ☐ Any lease agreements, if renting out part of the home

"Sellers who gather their paperwork early almost always have a smoother closing. This list makes sure nothing gets missed."

— Dianna Thor, REALTOR®