SELLER'S CHECKLIST

AUTOMATIC DRAFTS:

If you have an automatic draft set up on your mortgage or any utility bill for your home, turn the draft(s) off.

HOME EQUITY LINES OF CREDIT:

Do not make any additional draws on equity lines of credit that are secured by the house being sold.

IF YOU HAVE A MORTGAGE WITH AN ESCROW ACCOUNT:

You should contact that lender to have any amounts still in the escrow account forwarded to you – lenders typically send those amounts within 20 business days – be sure they have your correct forwarding address.

INSURANCE:

You should cancel your homeowner's insurance on the Property on the day following the funded closing of the property. Request that your insurer refund any pro-rated premium remembering to provide the insurer with your new address.

PROPERTY TAXES and NOTICES OF ASSESSMENT:

- The property tax bill will remain in your name until the county updates its records on January 1st. Notice of Assessment and the tax bill are mailed to you at the property address. If you receive the tax bill in the mail, please forward it back to the Buyer(s) so they can pay it
- If you sold your property after the issuance of the tax bills, either you have already paid the tax bill or the taxes were paid at closing – either way, you do not need to do anything further
- REMEMBER: If you sold your property prior to the release of the tax bill, you gave the buyer a credit for your share of taxes based on the previous year's taxes or on the Notice of Assessment if it has been issued.
- The settlement statement and contract state that if the current tax bill issued differs. from the amount used to pro-rate at closing, Buyer and Seller agree to re-prorate the difference between themselves.

WATER:

You will receive a water bill from the final meter reading which happens on the day your requested service stopped. This bill is not collected for at closing as it is not issued until you have disconnected service in your name. Please pay this bill or it will result in a matter which could impact your credit. We recommend that you do not request disconnection of service until following your funded closing or as agreed upon with the buyer.