

# Close of Escrow Reminders for Sellers

## Things to Remember as We Approach Close of Escrow (COE)

Here are some things you need to remember as we approach the final stretch toward the Close of Escrow for your new property...

- A week before closing, you must contact your homeowner's insurance and utilities; give them your day of closing, and they will set up the cancellation for you. This needs to be done before the Buyer will be able to activate them under the new name.
- File your change of address with the Post Office and send it to us as well.
- Pre-possession (the Buyer storing stuff in your house before close of escrow) is not allowed. There is a long line of lawsuits that demonstrate that such things have a huge liability associated with them. Post-possession (your storing stuff in your old house after close of escrow) is discouraged but allowed as lease-backs because they include contracts and other legal documents that help control the liabilities.
- You need to turn over your house and mailbox keys, garage door openers, gate codes, etc. so we can transfer them over to the buyer after closing, usually on the same day.
- Your home must be left in a clean condition; your contract may require that it be professionally cleaned. Coordinate with us to ensure that your home is left in an acceptable condition and your possessions have been removed before the Buyer's walkthrough.
- The Buyer will need to conduct a walkthrough of your property, typically 3 days in advance of the closing. We will be reaching out to schedule this with you.
- You **MUST** vacate the house and remove **ALL** of your belongings at least one day before the close of escrow.
- Home Owner's Association (HOA) membership will transfer automatically, so there is no one you will need to contact for this.