

# DE RUBEIS, CHETCUTI LLP REAL ESTATE LAWYERS

## VENDOR'S CHECKLIST

(after you have accepted the offer)

- Contact your solicitor to advise him of your sale. Arrange to deliver to him all title documents in your possession (deed/transfer, mortgage, plan of survey, realty tax bills, etc.)
- If there are any conditions on the offer, advise your solicitor as soon as the conditions have been removed.
- Contact all utility companies to advise of the closing date and request them to read meters, disconnect service and to forward the final bills to your new address.
- Arrange for movers if necessary.
- Advise Post Office and Driver's License Office regarding change of address.
- Notify your security system/alarm company.
- If applicable, revise or make your Will and Power of Attorney.
- In the week prior to closing, arrange a meeting with your lawyer to sign documents, deliver keys, provide forwarding address and telephone number and arrange the pick-up of funds (if applicable) after the sale.
- Cancel your house insurance.