

SELLER'S CHECKLIST: PREPARING TO SELL YOUR HOME



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PRIOR TO CLOSING: EVERYTHING YOU NEED BEFORE CLOSING

- Make sure you provide up-to-date contact information. This includes your telephone numbers (home, work, cell, etc.), email addresses, forwarding address, and social security numbers.
- Current mortgage information on all loans for payoffs. You'll need the mortgage company name(s), customer service number, and loan/account numbers.
- If your property is subject to dues from a Home Owner's Association. Provide the name, phone number, email address, and name of the president.
- Provide the existing survey along with the affidavit (T-47), if available.
- If transferring a home warranty, please provide the name and contact information of the home warranty company.
- Marital Status:
 - Texas is a community property if your purchased property when you were single and have since married, be prepared to bring your spouse to signing of the deed.
 - If you're divorced and your divorce proceeding was handled in a county other than the county you reside in, please have a certified copy of the Divorce Decree delivered to the title company.
- Contact your escrow officer if you're unable to be present at closing. Sellers that will be unavailable typically use a Power of Attorney; the title company will need to be notified prior to closing as well as needing the original copy of these forms. The title company will also need a reliable phone number to verify POA on the day of closing.
- Most title companies prefer to collect delinquent property taxes at closing. If you pay them prior to closing, you must be able to furnish an original tax receipt, otherwise these funds will be withheld from your sales proceeds until tax payment is verified.
- Notify your Escrow Agent if this property is not your homestead.



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REQUIRED AT CLOSING: EVERYTHING YOU NEED TO BRING WITH YOU

- Valid driver's license, passport, or other government issued picture identification.
- Social security information and forwarding address.
- House keys, garage door openers, warranties, and operational manuals for appliances (heating, AC, stoves, etc.) to transfer to buyers.
- Disbursement of proceeds instructions, a voided check or wiring instructions
- Don't forget your spouse! Even if your spouse isn't on the note, they may need to sign the Deed and Grantor Affidavit at closing.

AFTER CLOSING: WHAT TO EXPECT AFTER CLOSING

- Cancel your homeowner's insurance once the transaction has closed, funded, and the house is empty; there may be a prorated refund from your policy.
- Your lender will refund all funds left in your escrow account, approximately 15-30 business days after receipt of payoff funds. The lender will mail a package containing your Promissory Note marked "PAID" and the other loan file documents. Retain these documents for future reference. When you receive this confirmation, you may also receive "Release of Lien" or "Reconveyance of Lien" from your lender. If the release is not recorded with the County Clerk, contact your title company and they will forward the necessary documents.
- Depending on the time of year, you may need to check with the Taxing Appraisal District if they didn't record the change in ownership. If you receive a tax bill, forward a copy of the closing statement and forward the bill to the new owners.
- Retain your closing statement, it serves as a Substitute Form 1099 for tax purposes
- Start a file folder to keep track of all essential paperwork
- Contact your local municipality, electric, and gas companies to disconnect service.
- Submit a change of address to the US Postal service.



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