

McLain & Merritt, P.C.

Real Estate Division

Seller Checklist

Before Closing:

- ✓ Advise the attorney of any special requirements regarding your closing. This includes any special needs or circumstances including, but not limited to, Power of Attorneys, divorces, estates, etc.
- ✓ If a Power of Attorney needs to be executed, request one from the attorney and fax back the signed copy so that the attorney can approve it prior to closing. The original Power of Attorney will be required at the closing.
- ✓ Provide the attorney with:
 - New forwarding address
 - Social Security Number (solely for tax purposes)
 - Payoff information for any outstanding mortgages or liens on the property
 - Contact information for the Homeowner's Association, if any.
 - Whether or not this property was your primary residence.
 - Any information regarding any known title issues that affect this property.

At Closing:

- ✓ Photo ID – a current driver's license, passport, or state issued ID
- ✓ Power of Attorney - If a Power of Attorney has been executed, the original must be brought to closing.
- ✓ House keys and garage opener
- ✓ Home Warranty confirmation (if applicable)
- ✓ Repair receipts and warranties (if applicable)