



Please see below for some information on process prior to the closing. You are in the FINAL stage.

- \* If you have tenants - Please give notice to tenant of closing and new ownership/landlord
- \* Do you have the FINAL payoff on the loan if there is any existing loan or lien on the property?

Repair any small items you think that will be an issue at their final walk through (That you agree to cover or fix). Complete all repairs, replacement, installations, terms or items that was agreed at contract signing

Afterwards, Once the attorney schedules & confirms the closing date

- \* Final water reading will be scheduled
- \* Make sure the Title/Survey has come done their inspection. Title & survey company will make sure the Title is clear & transferable & make sure there is no Municipal or Departmental liens on the property
- \* Bank Closing attorney with the buyers & sellers attorney & Title is clear to close- ALL document is in order- Make sure ALL parties are READY to close -purchaser, owner, bank & all attorney , title company
- \* New purchaser has bought sufficient hazard insurance
- \* Please contact USPS for your mail to be transfer & cable company
- \* Prepare Any warranty or manual or instruction manual for the appliances
- \* Prepare ALL keys please have it ready for the FINAL walk through

We will schedule a final walk through with the purchaser 48-72 Hours to the official closing date.

At the closing - we recommend for you to call National Grid and Con Edison to close all the account and transfer the account to the new buyer after the closing.

Please bring a legal photo identification and a checkbook in (just in case)

## Closing Day Checklist ☒

### Seller Responsibilities

- Call appropriate utility companies in order to arrange a final reading of the utilities as well as provide them with your new forwarding address for final billing. Make sure to give them the correct closing date.  
*\*Note: Please call no less than 3 days prior to the closing date to arrange this!*
- Don't forget to cancel your Homeowner's Insurance Policy effective after the closing date.
- Bring your Driver's License or valid proof of ID on closing day.
- Please leave house keys, garage door openers/codes, etc. on kitchen counter or bring them to closing.
- Notify USPS of your new forwarding address.

### Buyer Responsibilities

- Call appropriate utility companies in order to transfer the utilities in your name at your new address as of the day of closing. If applicable, also make sure to arrange a final reading of the utilities at your current address. Don't forget to provide them with your new forwarding address for final billing.  
*\*Note: Please call no less than 3 days prior to the closing date!*
- Make sure to have your new Homeowner's Insurance Policy in place and paid for before closing.  
*(Unless other arrangements/terms have been agreed upon with your bank)*
- Bring your Driver's License or valid proof of ID on closing day.
- Set up your final walkthrough with your agent.
- Notify USPS of your new home address.
- Make sure to bring a cashier's check or have a wire transfer (necessary for amounts over \$50,000) setup for the correct amount stated on the final Closing Statement.  
*\*Note: It is not unusual for the final Closing Statement to be officially completed 24 hours before closing.*



We look forward in seeing you at the closing! Please visit: [www.brooklynrealproperty.com/vendors](http://www.brooklynrealproperty.com/vendors)  
[www.mymove.com](http://www.mymove.com)  
<https://bt-wpstatic.freetls.fastly.net/wp-content/blogs.dir/10055/files/2021/09/Website-3.png>

Thank you for your business! If you have any questions please call me at 347-581-9506 or email me at my personal email address [jeanpaulho@bklynrp.com](mailto:jeanpaulho@bklynrp.com) I will be checking my email often.

Thank you  
 All the Best,  
 Jean-Paul Ho  
 NYS Licensed Real Estate Broker  
 Brooklyn REAL Property, Inc.  
 Also known as BRP Associates, Inc.

