

CLOSING GUIDELINES FOR SELLER

NOTE: These guidelines are provided to assist Seller in fulfilling their obligations under the Offer to Purchase and Contract (Form 2-T). Under Form 2-T, the Property must be delivered to Buyer in substantially the same or better condition at Closing as when the offer was made. If Seller is unsure about any of the following obligations, Seller should immediately consult their agent. If Seller and Buyer executed an agreement for Buyer's possession prior to Closing, or Seller's possession after Closing, the responsibilities below may be significantly altered, and any possession agreements must be consulted and followed instead of these guidelines.

Utilities; Insurance; and Exterior Maintenance

- Leave all utilities on, including water, sewer, electricity, and gas as applicable, through Closing. See ¶8(c) in Form 2-T. Note that closing may be delayed up to seven days, and utilities must also be on through any delay of Closing.
- Maintain the lawn, pool, and any exterior landscaping through Closing.
- Do not terminate insurance coverage until Closing is complete, including the recording of the deed.

Fixtures; Personal Property; and Repairs

- Unpair any devices that convey (doorbells, thermostats, cameras, hubs, intelligent virtual assistants, mobile devices, vehicles, etc.) from any online or mobile controls and accounts. Seller should also delete personal data from any devices that convey and restore all devices to factory setting. See ¶2(c) in Form 2-T.
- Remove any fixtures that were exempted on the Contract. See ¶¶2(d)-(e) in Form 2-T.
- Leave all non-exempted fixtures. Consult ¶2(b) in Form 2-T for a list.
- Prior to final walk-through, remove all personal property that is not part of the purchase and all garbage/debris from property. See ¶8(d) in Form 2-T. Be sure to check the attic, crawl space, shed, etc. Any trash that does not fit in the designated trash bin should be removed from the Property; do not leave it at the curb.
- When packing, remember to leave all property that was purchased by Buyer. Be sure to flag items for movers so they will not be packed. Consult ¶3 in Form 2-T and any applicable Bill of Sale or other agreement.
- When removing wall art, nails should remain in place unless you and Buyer have agreed otherwise.
- If you want to offer things like extra paint, light bulbs, etc. to Buyer, inform your agent.
- Complete any agreed-upon repairs and provide receipts to your agent.
- Repair damage caused on move-out in a good and workmanlike manner. Notify your agent upon completion of any repairs.

Mail; Packages; and Keys

- Leave a forwarding address for Buyer and your agent.
- Change your address for online retailers, magazine subscriptions, bills, etc.
- Set up permanent change of address with USPS.
- Retrieve extra keys from neighbors, friends, and service providers and deliver to Buyer or the closing attorney.
- Retrieve any removable garage remotes from cars and deliver to Buyer or closing attorney.
- Remember to leave keys for Buyer that go to any mailbox, padlock, shed, crawl space, attic eave door, screen/storm doors, or pool fence. If such keys are not delivered to the closing attorney prior to Closing, then it is customary to leave such keys in the kitchen drawer closest to the refrigerator.

Miscellaneous

- Terminate all automatic payments related to the property, such as mortgage payments, HOA or COA dues, and alarm systems.
- After Closing, terminate all service contracts, such as yard services, pest treatments, and gas/oil/propane/fuel refills.
- Leave any manuals, warranties, and extra components in the home. The drawer nearest the refrigerator is customary.
- Leave a list of service providers for Buyer, such as cleaning, HVAC, pest, irrigation, pool, etc.
- Empty the ice bin from the freezer and turn off the ice maker. Do not put the ice in the kitchen sink.
- Your agent will remove the lockbox and yard sign.