



Closing Day Checklist for Sellers

Print this checklist to keep track of all the critical tasks to complete throughout the closing day as a seller.

Task	Responsible Party	Completed
Leave out keys to the front door, back door, garage, side doors, mailboxes and gates		
Leave a document with any codes – or how to reset them – for gates, fences, door locks, and garage doors		
Information or user manuals for smart locks, thermostats, doorbells, or appliances		
Bring any of the final closing costs you have agreed to pay for repairs		
Bring government-issued ID		
A pen to sign all final documents		
If you feel like it, leave a note saying congratulations to the new homeowners		
Final sweep and clean of the property		
Do a final walkthrough checking for any missed items		
Say goodbye to your home and lock the door one last time		