

# **The Jana Martin Group**

## **Seller's Closing Plan**

### ***Should I continue to let agents show the house?***

Until we have completed the inspection and know that hurdle has been crossed, please allow agents to show the house.

### ***When do you remove the lockbox?***

Not until the inspection and appraisal are completed. It will be better to leave it on until closing to allow access for the walk-thru and termite inspection.

### ***What about the Inspection?***

Most inspections are quite lengthy lasting from 1.5 hours to 3 hours. The purchasers, more often than not, DO attend the inspection. You are also welcome to stay if you would like. At the end of the inspection, please ask the inspector to point out to you any problems he feels need attention. You will be given a copy of the inspection report.

Once we have agreed to the repairs, we will be happy to provide you names of repairmen that we have found to be reliable and responsive. But we cannot assume the liability of hiring people to work on your home. All bills will be sent to you directly. When all the work is completed, please provide my office with copies of the paid receipts.

### ***When do I turn off the utilities?***

If you are giving possession after closing, arrange for the meters to be read the day you are vacating the property. If you plan to move out prior to or the day of closing, do not turn off the utilities. They must remain on in your name until closing day.

### ***What about the termite letter?***

According to the terms of the contract, you must provide a current clear wood destroying organism termite report dated within 30 days of closing. This inspection will be made at buyers' expense. The mortgage company requires a copy prior to closing. We can arrange for the closing attorney to receive the necessary information on the termite report. If the termite inspector finds termites, we recommend a second estimate. If termites are found it is the seller's responsibility to have treatments and repairs made by an appropriately licensed person.

### ***Walk-Through?***

The purchasers are entitled to a final inspection of your property. This is typically conducted just prior to closing in order to assure them that the property is in the same condition as of the

day the contract was signed. All repairs contractually agreed upon must be completed. As per the contract, your home should be clean and free of trash for the new owners. Please leave all manuals on appliances and any other mechanicals. Place garage door transmitters, extra keys, your security system information and code number on kitchen counter. Also please have copies of bills for all repairs delivered to SureClose. Call them at (866) 231-6615, or fax to (866) 388-7567.

***Do I make my next mortgage payment?***

Check with our office. It will depend on your closing date.

***What do I bring to closing?***

You will need your driver's license. Check with the closing attorney reference any expenses that may need to be paid at closing. Please have all house keys, mailbox keys and garage door transmitters on kitchen counter for purchaser. **Please bring a key to closing!** A note giving trash day, names of neighborhood babysitters and names of the next door neighbors would be a nice gesture.

***Who attends the closing?***

Everyone whose name is on the warranty deed must attend the closing. If a power of attorney is necessary, please discuss with the closing attorney.

***When do I receive my money?***

At the closing. Real Estate agents are not responsible for the closing checks.

***Miscellaneous?***

If you have agreed to provide the buyer with an AHS Home Buyers Warranty in the contract, we will make all the necessary arrangements.

***Insurance Cancellation***

DO NOT cancel policy before you have closed on the property! Cancel your existing homeowners insurance after the closing with instructions for your refund check to be mailed to your new address. If you have an escrow account, most mortgage companies forward you the balance within 30 days after they receive the pay off.