



Seller's Guide to closing

What do you need to do prior to closing?

- Contact your Closing Team to discuss options if you or any co-owners/sellers are unable to attend the signing appointment.
- Complete the Seller Information form (sent to you by DocuSign or US Mail) and return to your Closing Team as soon as possible.
- Contact your Closing Team if there have been any recent repairs and/or improvements to the property.
- Cancel automatic mortgage payment withdrawals.
- **Note:** Continue to make your mortgage payments until the property has closed.
- Contact all current utility providers regarding change in ownership.

What do you need to bring to your signing appointment?

- Current driver's license or other government issued photo identification (for notary purposes).
- Social Security Number(s) (Social Security cards are not required).
- Bank information if you desire to have your proceeds wired on day of closing.
- Certified Funds, if funds are required for closing.

What will happen on the day of closing?

- Buyer's closing documents are signed and notarized.
- The transaction will be funded by the buyer and lender if applicable.
- Closing Team will verify with you and your listing agent that your transaction has been disbursed.
- Copies of closing documents are made and delivered accordingly.