



MOVING & CLOSING CHECKLIST

01 / GET ORGANIZED EARLY

For buyers and sellers. Use the tasks that apply to your move, and confirm your specific dates and responsibilities with Scott.

ONCE YOUR PLANS ARE TAKING SHAPE

Record your closing date and your separate possession or key-handoff time.

Create a shared calendar for transaction deadlines and moving tasks.

Arrange movers or a rental vehicle around your confirmed possession timing.

Start packing nonessentials; label boxes by room.

COORDINATE THE HANDOFF

Arrange utility start or stop dates around the agreed possession schedule.

Plan mail forwarding and address updates for important accounts.

Arrange care for children and pets on moving day.

Keep identification, medication, chargers, and essential documents accessible.

STAY IN TOUCH

Buyers: confirm outstanding lender requests and insurance timing.

Sellers: check progress on any agreed work and keep relevant receipts.

Confirm who to contact if your moving or closing plans change.

KEY DATES

Closing: _____ Possession: _____

Movers: _____ Utilities: _____



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02 / CLOSING WEEK AND MOVING DAY

Your agreement and closing team guide the details. Use this page to keep practical tasks from getting lost in the shuffle.

BEFORE CLOSING

Confirm the appointment, location, required identification, and payment arrangements.

Review closing documents with the appropriate professionals and ask about unclear items.

Independently verify payment instructions by calling a known, trusted number.

Buyers: coordinate the final walkthrough and raise questions promptly.

AT THE HANDOFF

Sellers: remove belongings and leave the home in the agreed condition.

Organize keys, remotes, access information, and available manuals.

Coordinate possession and key transfer with Scott; don't assume closing means immediate access.

Keep copies of signed documents and final statements.

AS YOU SETTLE IN

Confirm utilities are working and essentials are easy to find.

Update access codes and arrange lock changes as appropriate.

Let Scott know about handoff questions or anything needing follow-up.

KEEP THE DETAILS TOGETHER

Moving contact: _____ Phone: _____

Questions for Scott: _____



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