

Dear Seller(s),

We are coming down to the wire on the sale of your home. Besides changing your address, here are a few important items you need to be made aware of.

- **Unless there is rent back agreement you need to be completely 'OUT' of the property at the time of closing.** Make sure your movers know that, or your closing could be delayed.
- The buyers will do a walk-through with their Realtor usually the evening before or the morning of the closing. They will often give us a day or two warning. You don't have to be 'out' until the actual closing, but be close to finishing and be ready for the walk-through.
- **Before vacating the property make sure all personal items, furniture and especially trash has been removed.** This includes crawl spaces, attic and the garage. Get rid of trash the week before the closing. If the property is dirty or trash is left the Buyers have the right to delay closing until you clean it up. We have seen sellers pay hundreds of dollars at closing for the removal of items they could have handled with the weekly trash.
- **Make sure to provide your Attorney with copies of receipts for all repairs performed on your property.** If the repairs involve electrical, plumbing, heating/AC or contract work make sure you hire licensed and reputable professionals. Today's finicky buyers do not usually approve of do-it-yourself repairs that do not come with some type of warranty.
- Talk to your Attorney about the state, county and any city transfer fees you are responsible for. **Make sure payment and pick-up for each is arranged for by you, or your Attorney or the title company.** We cannot make these arrangements for you.
- If you have an HOA make sure you have a 'Letter of Closing' (assessments are up-to-date).
- Confirm the time and location of closing with your Attorney. It sometimes changes.
- If you will be signing documents for someone, or they are doing it for you make sure you have a notarized letter indicating special POA. **Review the closing statement with your attorney.** Attorneys often have multiple files going at any time and mistakes can happen.
- **Have the utilities switched over the day of closing but DO NOT turn them off.** These must be **working for the final walk-through and the day of closing**, otherwise, the closing will be delayed until the utilities are turned back on. Call a week prior to closing. **Nicor Gas** (888) 642-6748 www.nicor.com. **ComEd** (800) 334-7661 www.ComEd.com. Also, contact your city hall for water & waste transfers. Some cities require proof of final payment, if so, get a receipt! Again, keep all utilities on until closing is over. Closing delay's happen. Don't try to save a few dollars and risk it.
- Leave a set of keys and the garage remotes with your Attorney or leave them in the property. We suggest you take **one** key with you 'just in case'. After the property closes toss it in the recycle bin. Leave a note with the garage access code as well. Unlock all screen doors.
- Make sure your Attorney has a way of getting in touch with you during the closing.

If you have any questions call or email your RealStar Agent.