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## Buyer Closing Checklist

### AT THE CLOSING

- Get alarm code and company
- Get garage remote
- Any remote devices at the home (Nest, Alarm system, Locks, Lights, etc.)?
- Community pool keys
- Mail box keys (Identify box location & # if different from address)
- Obtain Home Warranty info - Plan # \_\_\_\_\_
- Exchange contact info with sellers, if desired (for mail or questions)
- Other contacts you may want? (lawn service, etc.)
  - Company Name: \_\_\_\_\_ #: \_\_\_\_\_
  - Company Name: \_\_\_\_\_ #: \_\_\_\_\_
  - Company Name: \_\_\_\_\_ #: \_\_\_\_\_
- **Place copies of all closing docs inside the RED FOLDER**

### AFTER THE CLOSING

- Transfer any outstanding utilities that have not been put in your name
- (New Construction)\* register for appliances & extended warranties online
- File for homestead exemption *if applicable* (take the RED FOLDER)
- Program Home Warranty Contact # in your cell phone
  - Company Name: \_\_\_\_\_ #: \_\_\_\_\_
- Request your mail be forwarded at the post office
- Rekey or change the locks of the property (if needed) \_\_\_\_\_
- Contact Alarm company if you plan to set up service and change any codes
  - Company Name: \_\_\_\_\_ #: \_\_\_\_\_
- Call termite company and transfer the contract to your name
  - Company Name: \_\_\_\_\_ #: \_\_\_\_\_
- Call HOA contact and share your contact info and correct mailing address
  - Company Name: \_\_\_\_\_ #: \_\_\_\_\_
- RED FOLDER to be stored in safe place
- Look for home warranty information to be mailed to the property - Place inside **RED FOLDER**
- Look for certified copy of the cash sale being mailed to you - Place inside **RED FOLDER**
- Look for title insurance policy being mailed to you - Place inside **RED FOLDER**

### SPECIAL REQUEST

- Complete review online for the team
- Your referrals are the biggest compliment we can receive. Our business thrives on referrals!