

Seller's Checklist

Prior to Closing

- Complete and return the Seller Information Sheet within 24 hours of receipt and complete all requests received throughout the closing process in a timely manner.
- Verify that your photo identification is valid and will not expire before closing.
- If any parties to the transaction are currently or previously divorced, please advise your BK team member so they can arrange for the required documentation.
- If anyone on the title to the property is deceased, please advise your BK team member so they can arrange for the required documentation.
- If any parties to the transaction are a corporation or trust, please advise your BK team member so they can arrange for the required documentation.
- Provide invoices for repair items to your BK team member as soon as possible.
- Cancel automatic draft payment for your mortgage to go into effect after closing.

Closing Day

- Valid photo identification is required (driver's license, state-issued identification card, or passport).
- Closing documents will be forwarded by your BK team member. Execute and return all documents according to the included instructions as soon as possible.
- Provide Homeowner's Insurance declaration page with a paid receipt (or invoice reflecting payment at closing).
- Coordinate delivery of keys with Buyer/Buyer's Agent directly.



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