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Dear Seller,

The closing is in close proximity and it's time to make sure you arranged to get the following things done before that day comes.

- **Start packing, leave the home clean, lawn trimmed and pool cleaned.**

If you don't have time to clean, then at least hire a professional cleaning service. It's not always necessary to shampoo the carpets, but that's a nice touch. This also means wipe down cabinets, inside and out. Leave your home the way you, as a buyer, would like to find it. It is important to also keep maintaining the lawn and pool until the closing date.

- **Appliances & Fixtures**

Please reference the contract before removing anything attached from the home, call us for clarification. Also if you shut off the valves to all water sources such as sinks, toilets and dishwashers. Leave a note for the buyers so they won't call a plumber when the water won't turn on.

- **Cancel Your Insurance Policies**

Wait until you know the closing has taken place before you call your insurance agent. You should receive a refund from a prepaid premium for your homeowner's insurance.

- **Cancel or Transfer Utilities and other correspondence**

Make up a list of phone numbers in advance of each of your utility companies. Not every utility is always paid monthly, some are quarterly. Leave a copy for the new buyers, they will appreciate that.

- **Leave House Keys, Remotes, Gate Keys & Mailbox Keys**

Even though the buyers will probably change the locks, find every house key, remotes for the garage or ceiling fans, keys to the gate and mailbox, if any, to give to the buyer. Put them all in one drawer in the kitchen.

- **Assemble Appliance Manuals, Receipts and Warranties**

As you were packing, you may have come across manuals for the HVAC, security or sprinkler system or appliances, and set them aside. If you have receipts from contractors or warranties, put them into an envelope and leave them in a drawer with the manuals, along with the code for the security alarm.

- **Check Cabinets, Drawers and Storage**

If your spouse or friend says she has gone through every room with a fine tooth comb looking for anything left behind, run one more check. It will give you peace of mind

- **Close Drapes / Blinds, Turn off Lights and Lock the Door**

You would think this would be a given, but you'd be amazed at how many people forget to close up the house. If nobody can see inside, the odds of a break-in decline.

Best Regards,

**The Levy Group**