

BUYER'S CHECKLIST

This checklist is intended to make your transition to your new home as orderly and convenient as possible. Attached is a list of telephone numbers for utilities. I have also attached preliminary closing figures. Use these figures as a general guideline. You will receive a closing statement a day or two before closing with precise figures drawn up by your lawyer.

1. **DEED:** It is the seller's responsibility to provide you with a deed. You will need to discuss with your lawyer how you would like to hold title (e.g. joint tenants or tenants-in-common).
2. **TAXES:** At closing, taxes will be adjusted on a per diem basis. Your attorney will prorate them and have them included on your closing statement.
3. **INSURANCE:** At least 2 weeks prior to closing, notify your insurance company of your pending purchase. **IMPORTANT:** Bring to the closing an insurance binder or policy as required by your lender.
4. **OIL TANK:** If applicable, one or two days prior to closing, Seller will fill the fuel tank or a current reading of tank contents will be taken. You will need to decide which option you prefer and let us know. You will reimburse the Seller at the closing.
5. **TELEPHONE & INTERNET:** Make arrangements to have service discontinued at old address and arrange for new connections at your new address.
6. **UTILITIES:** Final readings will be arranged by the Seller, but 2 weeks prior to closing, contact utilities to make billing arrangements and to ensure continuous service.
7. **HOUSE KEYS, ETC:** You will receive house keys at closing. Sellers have been requested to leave any pertinent household information or documents (e.g. instructions & warranties).
8. **SCHOOL RECORDS:** Arrange for records to be forwarded to new schools.
9. **HEALTH RECORDS:** Obtain copies or arrange for records to be forwarded once you have established a medical relationship in the area. Also, get copies of your pets health records.
10. **CHANGE OF ADDRESS:** Provide your new address to the following: friends, Department of Motor Vehicles, banking accounts, dog license, credit cards, place of employment, insurance companies (life, health, car, home), magazine subscriptions, and creditors. Leave a forwarding address with the post office.
11. **MISCELLANEOUS:** Have your car serviced and get current prescriptions filled shortly before the move so you won't be pressured to find service providers immediately after arriving at your new home.
12. **SURVIVAL KIT:** Put together a "survival box" of items that will be needed immediately upon arrival, such as light bulbs, linens, paper products, garbage bags, soap, tools, and phone book. Take the box with you instead of loading it on the van so you won't be unprepared if you arrive before the moving van does.
13. **BRING TO CLOSING:** You will need to bring the following to the closing: paid insurance binder, certified check for remaining down payment, and personal checks to cover minor expenses.

Our Concierge, Jo Henning-Dyer is a valuable resource on locating service providers. Her hours are 8:30 till 3:00 Monday through Friday and her phone number is 603-643-9403.