

9 Steps Toward a Smooth Closing

- Negotiate** Offer / Purchase & Sale Agreement
- Draft** Seller Deed to Buyer
- Request** Written Payoff Statement from Current Lender(s)
- Schedule** Fire Inspector to Issue Required Smoke/Carbon Certificate (Mass. only)
- Arrange** for Final Water/Sewer Reading (if Applicable)
- Arrange** for Final Oil / Propane Reading (if Applicable)
- Obtain** Broker's Commission Statement for Closing
- Request & Review** Final Closing Numbers
- Direct** Delivery of Your Sale Proceeds (Check or Wire)

Helpful Seller Tips

1. **CLEARLY REFERENCE** any item(s) which you need to take-with or leave-behind upon sale of your home within your final Purchase & Sale Agreement.
2. **AVOID** drawing funds from an equity line of credit within a few weeks of closing.
3. **KEEP-TRACK OF** the buyer's mortgage commitment date, as this is generally the last big milestone to clear in confirming that your closing will take place as planned.
4. When **CALCULATING YOUR SALE PROCEEDS** be sure to account for a Transfer Tax charged to seller (In Mass., \$4.56/\$1,000 and NH, \$7.50/\$1,000).
5. **SECURE** a fully-signed copy of your final Closing Disclosure or HUD Settlement Statement at closing. (This document will likely be needed when filing your taxes).



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