

## Seller's Checklist

- \_\_\_ Provide the attached letter to the listing agent (optional).
- \_\_\_ As soon as possible (but no later than 10 days before closing), provide the Corporate Secretary with the name, address and phone number(s) of the purchaser along with the proposed closing date.
- \_\_\_ Provide your Entry Gate opener to the closing attorney so the Buyer will be able to open the gate.
- \_\_\_ Notify a Gates Committee member of your moving date so the service gate will be open when your moving van arrives.
- \_\_\_ Prior to closing notify the buyer(s), real estate agent and attorney that 2 months of assessments will be due and payable at closing.
- \_\_\_ Prior to closing notify utility providers to stop services as of the closing date.
- \_\_\_ Prior to closing notify the buyer(s) of all prior alterations made to the exterior's limited common elements and any major interior changes made to the unit by you or previous owners.
- \_\_\_ Prior to closing review Smart Home Issues and Smart Home Checklist with buyers (both attached) if smart fixtures will remain after you move out.
- \_\_\_ Label and return special keys to Corporate Secretary (office, file cabinets, etc.)

### Place on the kitchen counter (openers and keys must be labeled):

- \_\_\_ Beaverdam Run Handbook, **IF you have an up-to-date paper copy** (leave on kitchen counter)
- \_\_\_ Mailbox keys# (2) and any extra house keys that you may have
- \_\_\_ Key to the Clubhouse/Log Cabin\* (2; same key **opens both** buildings)
- \_\_\_ Garage door openers^ (2) & outside keypad code (if any) with manuals
- \_\_\_ Entry Gate openers\* (2 – **one must be provided to the closing attorney**)
- \_\_\_ Location of files about unit alterations, receipts, etc.
- \_\_\_ Location of screen/storm door inserts and operating information (if present)
- \_\_\_ Location of shut-off valve(s) for hose bibs (if present)
- \_\_\_ Location of **interior** water main turn-off
- \_\_\_ Operating information or brochures (appliances, gas logs, etc.)

\* Notify Corporate Secretary if these items are missing or more are needed.

# Mailbox locks/keys may be purchased from Lowe's or the Post Office.

^ Garage door openers may be purchased at Home Depot or Lowe's.